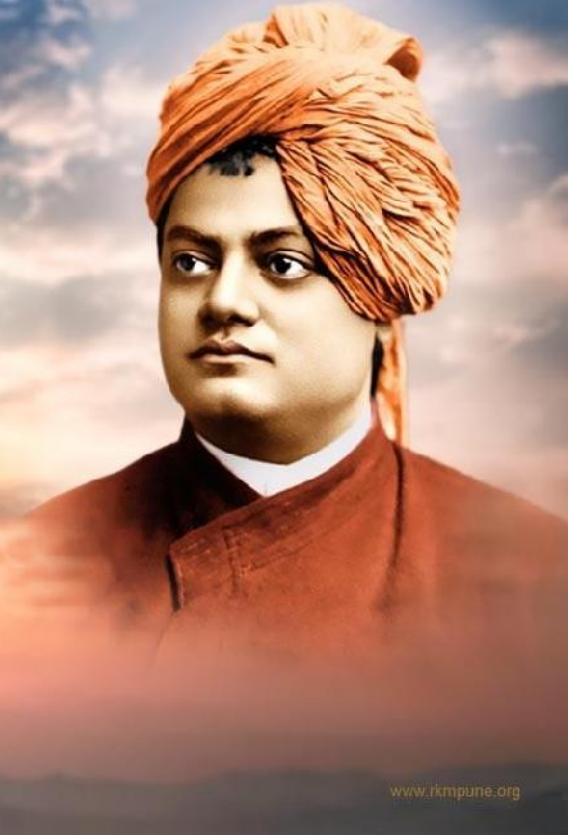




**Exam Code of Conduct and Rule Book  
2017-18**

**ARISE, AWAKE  
AND  
STOP NOT  
TILL THE GOAL IS REACHED**



## **INTRODUCTION TO EXAMINATION DEPARTMENT**

We, at Examination Department, PIBM, Pune, predict the need for conventional examination and assessment system and are working towards evolving a credible, valid, effective and transparent evaluation system that responds confidently to the challenges and newer demands of a knowledge society.

Examination department handles all Examinations of AICET Approved PGDM Course and Pune University Affiliated MBA Course. In addition to this Examination Department conduct all Internal Examinations which forms the continuous assessment pattern for both the courses during the Semester period.

Examination department has set of rules and regulations for all kinds of Exams. (The rule book will be prepared separately).

The Examination department mainly deals with paper setting, Examiners allotment, Senior and Junior Supervisors, External and internal head supervisors, preparation and declaration of Schedule of Examinations, seating arrangements of examinations, actual and proper conduct of Examinations, genuine evaluation of all examinations, timely declaration of results, preparation and distribution of mark-sheets, conduction of grand Convocation ceremony at the end of the course for awarding degrees, diplomas and certificates with rank and achievers awards.

The department of Examinations is the statutory authority for conducting the Examinations and making policy decisions in regards to organizing and holding Examinations, improving the system of Examinations, deciding grace marks policy for the benefit of student etc.

## 1. EXAMINATION

- 1.1. The assessment of student's performance during and/or at the conclusion of a semester/ course has to be done using examinations. In general, an examination may have different objectives like to check knowledge, communication skill, ability to handle situations, thinking process etc.
- 1.2. In management education, the assessment has to be of all different types, so that a student's knowledge, understanding and competence in the subjects studied are properly assessed and certified along with other required skills. The **Guidelines** given below enable the Institute to achieve this goal and gain the confidence of their students.
- 1.3. Examinations are done in two parts as follows both of them being important in assessing a student's achievement:

- a) **During Semester:** Involving **Continuous Internal Assessments (CIA)**, to be conducted by the subject teacher/Corporate Panel/ other faculty during whole semester; and, to include tests, Presentations, Viva-voce, Assignments, group discussions, quiz, mini-projects, pre/ post reading and other means.

CIA for MBA	CIA for PGDM
30 % Marks in CIA and 20% Marks in Online Exam for Full Credit Subjects and 50% Marks in CIA for Half Credit Subjects	50 % Marks

(Full Credit and Half Credit Subject Details can be referred in Syllabus Copy in detail)

There shall NOT be any retest for those students who will remain absent for the internal exams during the semester period unless the permission for genuine reason is obtained by COE and Academic Council.

- b) **At Semester End:** Covering **End Semester Examination (ESE)**, to be conducted by the subject teacher/ other faculty member/ corporate trainer at

the end of a semester, on dates fixed at the Institute level; it generally includes a written examination, except few practical subjects like IT.

ESE for MBA	ESE for PGDM
50 % Marks for Full Credit Subjects only	50 % Marks for all subjects

It is necessary to have both CIA and ESE of equal (50:50) significance, and, a student's performance in a subject shall be judged by taking into account the results of CIA and ESE together.

1.4 A Candidate who remains absent or is prohibited to attend the End Semester Examination (due to certain reasons) will be declared as fail in End Semester Examination

1.5 Candidate who will not satisfy the attendance criterion will not be allowed to appear in End Semester Examination (one or more subjects) and such Candidates will be declared as fail in the End Semester Examination (one or more subjects).

1.6 Candidate who will not complete fee/ fine dues on time, will not be allowed to appear for ESE. In this case genuine cases are handled by concerned authorities.

1.7 End semester Presentation Examination will be conducted by panel of Examiners with internal, External and corporate panelist

## 2. EVALUATION TYPES

2.1. The evaluation of academic performance of a candidate is generally based on the following: (evaluation sub heads are subject to change according to the suitability of the subject content)

<b>Evaluation Heads</b>	<b>Description and sub heads</b>	<b>Theory 100 marks</b>
Continuous Internal Assessment	Presentations	15%
	Viva-Voce	10%
	Live project/ Test	10%
	Assignments	5%
	Pre/ Post Reading	5%
	Attendance	5%
End semester Examination	50 Marks written Examination (Practical Examination in exceptional subjects)	50%

**Note : For MBA CIA gets converted to 30% for full credit subjects.**

### 3. Passing Criteria :

#### **For PGDM :**

A minimum of 40% marks has to be secured as a sum of CIA and ESE. In case the candidate remains absent or secures zero marks in continuous evaluation and secures passing marks in End semester exam, the candidate will be declared fail and vice-versa is also fail.

#### **For MBA :**

Full Credit Subject : 30% minimum marks in each separate passing head i.e. in

CIA, in Online Examination and in ESE also. In addition to this cumulative minimum 40% marks in each subject for clearing that subject.

Half Credit Subject : 40% minimum marks in a subject for passing

#### **4. Provisions for Grace Marks**

##### **For PGDM :**

A candidate may be awarded grace marks only, if he / she secure a pass in all the subjects after the award of the grace marks.

Maximum of 10 marks in maximum of 3 subjects (if subjects are more than 10 in a semester) in each semester will be awarded as grace marks.

Grace of 30 marks at the maximum can be awarded to the students who are short of 30 marks to get First Division with all the heads already passed without availing grace marks.

**For MBA :** According to University standards

#### **5. GRADE SCHEME:**

O and A to F are the grades for MBA. O is Outstanding; A is Excellent up to F which is Fail. Details of which are available in MBA syllabus Copy.

Grades for PGDM per semester are as follows :

A Grade : 70% and above

B Grade : 60% and above

C Grade : 50% and above

D Grade : 40% and above

ATKT : Allowed to keep term (Backlogs)

### **5.1. Award Of Grades**

The students are continuously evaluated during the course and are awarded marks during the semester. At the end of the semester based on marks obtained, above mentioned letter grades will be awarded on credit point grade system for MBA and marks system for PGDM.

## **6. PASSING GRADES**

- 6.1. Obtaining a D Grade in each Semester shall be essential for passing the course and earning clearance of the semester. Any student, who secures less than a D Grade in a Semester, shall be deemed to have failed in that semester/ course.
- 6.2. Student having less than D grade is considered to have backlog in one or more subject in a particular Semester.
- 6.3. In that case, student has to reappear to that Subject Examination and get the clearance of the same in maximum four attempts.
- 6.4. If he/ she fails to achieve Pass grade in that subject after four attempts then a student is declared as non-eligible candidate to complete the course.
- 6.5. Reexamination happens in subsequent semester with re-exam fees.
- 6.6. Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the Institute or University.
- 6.7. A candidate who has earned the minimum number of credits prescribed in the concerned Teaching & Examination Scheme, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma in MBA course. Similarly a candidate who gets pass in each semester gets diploma of PGDM course.



## **7. Class/ Division :**

Class/ Division for PGDM will be calculated for both years i.e. FY and SY separately  
:

Distinction : 66% and above

First Class : 60% and above

Higher Second Class : 55% and above

Second Class : 50% and above

Pass Class : 40% and above

Fail/ATKT: Student will be declared as fail in case of any single backlog in FY or SY

Aggregate of achieved percentage for FY and SY gets calculated for the final diploma award.

Class/ Division for MBA is calculated as per University norms.

## **8. PROMOTION TO SECOND YEAR IN THE PROGRAM:**

For MBA course minimum of 50% credit achievement is the mandatory criteria for promoting to Second Year.

For PGDM course minimum 50% subject clearance is the mandatory criteria for promoting to second year

## **9. TERMINATION FROM THE PROGRAMME:**

A student may be required to be relieved / rusticated from the programme and directed to leave the College on the following grounds:

9.1. Obtaining F Grade and hence not passing a course, in spite of four successive

attempts in PGDM;

- 9.2. An MBA student failing to secure CGPA as directed by University of Pune.
- 9.3. Absence from classes for more than 2 weeks at a time in a semester without leave of absence being informed/ granted by competent authorities;
- 9.4. Candidate who is admitted on regular admission to the programme will have to successfully complete the programme in maximum 4 years failing which the candidate will be terminated.
- 9.5. Failure to meet the standards of discipline as prescribed by the College from time to time.

## **10. IMPROVEMENT OF RESULT (END SEMESTER EXAMINATION)**

- 10.1. Candidate can apply for Class/ result Improvement at the end of the complete course both for PGDM and MBA
- 10.2. Candidate has to appear for minimum one third of the total subjects of the course both for MBA and PGDM
- 10.3. Candidate can appear for ESE only. He / she is not allowed to appear for CIA or projects for Improvement in result.

## **11. REVALUATION/ VERIFICATION**

**11.1** For MBA – Student has to apply for photocopy within 10 days of result declaration. Once photocopy is received by University, Student can decide to go for revaluation by consulting to subject faculties available at Institute.

11.2 After applying for revaluation, student can get new result with changed marks if any otherwise no change is informed to student.

11.3 For PGDM – Student has to apply for revaluation within 10 days after result declaration.

11.4 Student will be declared with revaluation result and if he/ she is not convinced with the same then faculty will explain reason of achieved scores along with answer sheet to the student.

## **12. AWARD OF DEGREE/ DIPLOMA**

A student shall be awarded a degree/ diploma if:

12.1. He/she has registered himself/herself, undergone the course of studies, completed the project report/ dissertation specified in the curriculum of his/ her programme within the stipulated time and secured the minimum credits/ clearance of each semester prescribed for award of the concerned degree/ diploma.

12.2. There are no dues outstanding in his/her name of the University / Institution.

12.3. No disciplinary action is pending against him/her.

## **13. AWARD OF RANK**

13.1. Candidates at first 3 top positions amongst the MBA and PGDM course will be awarded in the Convocation.

13.2. On the basis of specialization the topper candidate of MBA and PGDM will be awarded

## **14. UNFAIR MEANS RULES**

14.1. Cases of unfair means during examination shall be dealt by the Examination Committee as per the rules of PIBM/ University.

14.2. Refer to following punishment

Sr. No	Nature of Malpractice	Quantum of Punishment
1	Possession of Copying Material	Cancellation of one subject exam in which caught with copying material
2	Actual Copying from Copying Material	Cancellation of one subject exam in which caught with copying material with additional one subject examination
3	Possession of another student's answerbook or supplement	Cancellation of one subject exam in which caught with copying material with additional one subject examination
4	Mutual/ Mass Copying	Cancellation of one subject exam in which caught with copying material with additional two subject examination
5	Possession of Mobile	Cancellation of one subject exam in which caught with Mobile and fine of Rs.500/-
6	Found having written on palms or on the body, or on the clothes/ writing pad/ calculator while in the examination	Annulment of the performance of the Student at the Institute or cancelation of one subject exam in which caught. Depending on gravity of offence.
7	Exchange of any material during examination	Annulment of the performance of the Student at the Institute
8	Use of anything which is not permitted	Cancellation of one subject exam in which caught using
9	Chit chatting in exam hall	Annulment of the performance of the Student at the Institute
10	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence.

## **15. RUSTICATION**

15.1. A Candidate who has been involved in act of indiscipline or any unlawful criminal activity or Unfair means (UFM) will be referred to the committee/ council and as per university rules such student(s) may be rusticated/ expelled.

## **16. INTERPRETATION OF REGULATIONS**

16.1. In case of any dispute or difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding.

## **17. EMEREGENT CASES**

17.1. Notwithstanding anything contained in the regulations, the Chairman of the Academic Council may, in emergent situation, take such action on behalf of the Academic Council.