Institute of Business Management
Examination Department

Grading Policy:

Grade	Marks	Grade Points
A+	96-100	4
A	91-95	3.89
A-	87-90	3.78
B+	84-86	3.67
B	79-83	3.33
B-	74-78	3
C+	68-73	2.75
C	65-67	2.67
C-	62-64	2.5
D	60-61	1.75
F	< 60	0

2. Policy to conduct, review, monitor, evaluate and moderate the question papers

Policy to conduct, review and monitoring:

Each semester has two hourly exams (6th & 11th week), or midterm exam (9th week) & one final exam in the 17th & 18th week.

In its pursuit of excellence, IoBM believes in providing a congenial atmosphere to the students during exams in order to get them to perform at an optimum level. However, there are certain norms which the students are expected to be aware of and observe both in letter and spirit. These norms are as follows:

- Impersonation may lead to permanent expulsion from the Institute.
- Cell phones are strictly prohibited in the exam hall/ room. Defying this rule may result in confiscation or a fine of Rs. 1000/=.
- Valid college ID card is mandatory for entry to the exam room/hall. There is absolutely no relaxation in this rule.
- Punctuality is most important at all times. Students are expected to reach their exam location and be seated at least 10 minutes prior to the exam time. Late comers will be made to wait for five minutes in case of hourlies and 15 minutes in the final exam before they are allowed entry. Students arriving late by more than 15 minutes will not be allowed to appear in the exam.
- As per Institute's policy, all question papers are to be returned along with answer scripts.
- Students are required to bring their own stationary and calculators as no lending or borrowing is permitted during examinations.
- Programmable calculators or other kinds of electronic devices are strictly prohibited inside the exam area.
- Indiscipline in the exam hall/room will not be tolerated. Such cases are to be reported to the controller of examinations immediately for appropriate action.
- Possession of any written material related to the subject or communication with their fellow students will result in disciplinary action through the decision of the Disciplinary committee.

Mid-Term Policy

Students are required to take two mid-terms and one final examination. There would be no N-1 given to a student. All students must take both the mid-term exams, as the aggregate of these would be included in the final grade. The Institute does not exempt students from completing course requirements on medical grounds nor is leave granted for any personal reasons. This is to ensure the market credibility of the Institute's teaching programs and degrees.

Policy for Course Repetition

Student failing a course twice will not be allowed to register for a third attempt. If it is a compulsory course, a second failure will lead to failure in the degree and withdrawal from the Institute.

Grade Improvement

The Institute provides an opportunity to students for improvement of their CGPA if it is below 2.5 in the undergraduate and 3.0 in the Graduate program. A student wishing to improve his grade in any course is eligible to reappear in that course with exemption in attendance provided he has secured at least C- in that course in the undergraduate and C in the graduate program. Only courses for which grades C, D or F are received may be repeated for credit. Only one repetition is permitted, unless authorized in writing by the Dean. On repetition of a course, credit hours are applied towards a degree only once.

BBA (Honors) and BS students must maintain a minimum CGPA of 2.0 on a cumulative basis in order to maintain good standing. Any deficiency should be made up in the following semester. Otherwise, the concerned student may be dropped from the rolls of the College. A CGPA of 2.5 is required for conferment of the degree.

MBA and MPhil students are expected to maintain a CGPA of 2.5 to remain in good standing. Any deficiency should be made up in the following semester; otherwise the concerned student may be dropped from the rolls of the College. The cumulative GPA should be 3.0 in order for a student to receive the degree. MBA and MS students are required to repeat those courses in which they receive F and D grades.

Umrah Leave

Dates of hourly and final exams are announced in the catalog well in advance for subsequent semesters. Students should not plan their personal events including Umrah during these dates. Weightage requests will not be entertained for missing hourly or final exam on such pretex.

Umrah leave of two weeks (four absences) for weekdays and (two absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Rector. Total absences, however, should not exceed the allowed absence.

Hajj Leave

Hajj leave of three weeks (six absences) for weekdays and (three absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Rector.

Below Good Standing Policy

As per Institute of Business Management (IoBM) Policy, admission will be cancelled on the following grounds:

- Bachelor's students scoring a CGPA below 2.00 for two consecutive semesters and Summer Crash in an academic year
- Master's (Regular Program) students scoring a CGPA below 2.5 for two consecutive semesters and Summer Crash in an academic year
- Master's weekend and evening program students scoring a CGPA below 2.5 for three consecutive semesters in an academic year (which includes three regular semesters)

Please note that if you have a below good standing CGPA, you cannot take semester gap/s unless approved by ED / Registrar.

Academic Dishonesty

To maintain credibility and uphold its reputation, the Institute has certain procedures to deal with academic dishonesty which are uniform and should be respected by all. Violations of academic integrity include:

- Unauthorized assistance during an examination
- Falsification or invention of data
- Unauthorized collaboration on an academic exercise
- Plagiarism

Definition of Plagiarism

Students are required to submit original work. Papers and/or projects submitted as part of a group effort must be clearly identified, with the team members specifically acknowledged. Ideas, data, direct quotations, paraphrasing, or any other indirect incorporation of the work of others must be clearly referenced to avoid plagiarism. Examples of plagiarism include:

- Direct quotation or paraphrasing from published sources that are not properly acknowledged;
- The use of other persons or services to prepare work that is submitted as one's own;
- The use of previously submitted papers or work, written by other students or individuals;
- Misappropriation of research materials;
- Any unauthorized access to an instructor's file or computer account;
- Any other serious violations of academic or moral integrity as established by the instructors of the Institute;
- Conduct during examinations.

Cheating is unacceptable. Examples of cheating are:

- Any written or oral communication among students during an examination
- Providing information about the content of an examination
- Impersonation by another student during an examination
- Using cell phones, programmable calculators or any other kind of electronic devices during an examination
- Using cheat sheet during an examination
- Material written on palm, hand or any other part of the body
- CCTV cameras are used to monitor the examination process. Cheating cases are caught and sent to Disciplinary Committee.
- There are regulations regarding cheating cases which are implemented through DC.
- There are regulations regarding plagiarism cases which are implemented through DC.

Setting and moderating exam papers

Head of Teaching Departments must ensure that they have effective procedures for setting and moderating exam papers.

This requirement could be met in the following ways:

Setting achievable deadlines

Set achievable deadlines at the beginning of the exam paper setting process to ensure that faculty members have enough time to thoroughly carry out their duties and responsibilities. For example:

- Setting a realistic timetable for setting, moderating and checking of examination papers
- Beginning the exam paper setting process as early as possible
- Reminding staff of deadlines for setting and moderating papers
- Advising staff on study leave to prepare exam papers before the deadline to allow sufficient time for moderation
- Ensuring that if a faculty member fails to meet a deadline that procedures are in place to make those responsible aware of the situation and the potential repercussions

How to set exam papers

Ensure that the paper setter is fully aware of how they should set their exam papers, by when, and in the provided format/header by the Examination Department. For example, by:

- Providing the paper setter with clear and timely information
- Encouraging paper setters to compose a set of guidelines as they write their exam questions, to help to uncover potential problems, particularly with mathematical questions
- Encouraging all new faculty members to discuss their paper with a more experienced colleague before submission
- Advising paper setters not to send any material via e-mail or shared networks
- Requesting that the paper setter provides a marking scheme; answers to numerical questions, indicative essay answers, and an outline of how learning objectives have been examined, in addition to the exam paper

Moderation and scrutiny of exam papers

Ensure that arrangements are in place for the moderation and scrutiny of exam papers, to consider the consistency of standards, presentation and accuracy with which an exam paper has been set. For example:

- Scrutinizing exam papers at an internal meeting with HoD

- Considering the consistency of academic standards and presentation, and checking for overlap between questions both within an exam paper, between exam papers for different modules, and between exam papers and coursework
- Considering whether:
  - the questions assess the stated learning outcomes
  - the questions are properly structured and clearly expressed
  - the questions are clear and not ambiguous
  - the paper makes it possible to distinguish across the full range of ability
  - questions are appropriate in length and difficulty, and given the marks allocated to them
  - the marks/questions add up correctly
  - the correct statement for the year appears on the rubric

Final check

Once an exam paper has been moderated internally and externally, departments must carry out a final check to ensure that the exam paper has been thoroughly examined in terms of standards, presentation, factual and numerical accuracy. This requirement could be met in the following ways:
  - carrying out a final proof-reading exercise for all exam papers. For example:
  - asking a member of the faculty member to read through each exam paper carefully to ensure that the questions and page numbering are correct and follow a cumulative sequence
  - HoD or nominee of HoD (senior faculty member) is responsible for checking that a department's internal moderation procedure has been carried out effectively, and that the exam paper has been set and moderated accurately. For example:
  - HoD or nominee of HoD (senior faculty member) checks exam papers for errors, liaises with the paper setter and attends all internal meetings
  - ensuring that the exam paper is signed off by paper setter and/or moderator/HoD
  - during the examination period departments must ensure that the paper setter, responsible for the relevant exam paper, is available in the event that a query is raised on their paper. If a faculty member on leave, a contingency procedure must be put in place to ensure that incidents are resolved quickly and easily.

3. Organizational structure of examination office:

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                        ┌─────────────────┐
                        │     Rector      │
                        └────────┬────────┘
                                 │
                        ┌────────┴────────┐
                        │  Controller of  │
                        │   Examination   │
                        └────────┬────────┘
              ┌──────────────────┴──────────────────┐
     ┌────────┴──────────────┐           ┌──────────┴─────────────┐
     │ Assistant Controller  │           │ Assistant Controller   │
     │    of Examination     │           │    of Examination      │
     └────────┬──────────────┘           └──────────┬─────────────┘
        ┌─────┴─────┐                          ┌─────┴─────┐
  ┌─────┴───┐   ┌───┴─────┐              ┌─────┴───┐   ┌───┴─────┐
  │Assistant│   │Assistant│              │Assistant│   │Assistant│
  │Officer-I│   │Officer-I│              │Officer-I│   │Officer-I│
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