

# Examinations Manual

(Updated on 24.04.2026)

MBA (Financial Management)

&

MBA (Finance)

**Recognised by:**



जवाहरलाल नेहरू विश्वविद्यालय  
JAWAHARLAL NEHRU UNIVERSITY



**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**  
(An Autonomous Institute of Ministry of Finance, Government of India)



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## **1. Scope**

This Examination Manual serves as a comprehensive guide for the planning, administration, and evaluation of all examination-related activities for both MBA programmes at Arun Jaitley National Institute of Financial Management (AJNIFM).

It outlines the policies, procedures, and standards regarding:

- The structure and scheduling of trimester-end examinations
- Continuous internal evaluation mechanisms
- Project work assessment, including report submission, presentations, and viva-voce
- Guidelines for eligibility, grading, passing criteria, and TGPA/CGPA/FGPA computation
- Responsibilities of stakeholders involved in examination conduct (faculty, invigilators, examination cell, evaluators, etc.)
- Documentation, retention, and re-appearing protocols
- Issuance of duplicate academic documents and honorarium structure

This manual is applicable to Controller of Examinations, Examination Staff, all Faculty Members, Programme Director & Co-ordinators, Examiners, Evaluators, Administrative Staff, and participants enrolled in the above-mentioned programmes. It is aligned with the JNU ordinance, and is intended to ensure fairness, transparency, consistency, and academic integrity in the examination process.

## **2. Responsibility**

The responsibility for the conduct of examinations for both MBA programmes at AJNIFM is collectively vested in the Controller of Examinations (CoE) and the Examination Cell Staff.

The Controller of Examinations holds the primary responsibility for overseeing and ensuring the integrity, transparency, and smooth functioning of all examination processes in line with the academic calendar and institutional norms. The Examination Cell, under the guidance of the CoE, is equally responsible for the execution of all examination-related tasks.

## **3. Schedule of Examinations**

The Regular Examinations for both MBA programmes are conducted in phases namely Trimester-I, Trimester -II, Trimester -III etc. as per the schedule. The number of papers and duration of examination may vary as per programme / number of credits assigned to that subject. All examinations are conducted at the end of respective trimester.



#### 4. Examination Norms

CGPA system is followed for evaluation and the evaluation scheme includes both Continuous Evaluation and Trimester-End Examination with 50% weightage for each. The components for evaluation are as follows:-

##### 4.1 Continuous Evaluation

4.1.1 Full Credit Paper

4.1.2 Half Credit Paper

##### 4.2 Trimester-End Examination

4.2.1 Full Credit Paper

4.2.2 Half Credit Paper

##### 4.1 Continuous Evaluation

The Continuous Evaluation will carry 50% weightage in each subject in a trimester and would be of 50 marks for full-credit papers and 25 marks for half-credit papers.

###### 4.1.1 Full Credit Paper

| S. No. | Components                           | Frequency Per Trimester | Component Marks | Responsibility of Submission of Marks |
|--------|--------------------------------------|-------------------------|-----------------|---------------------------------------|
| 1.     | Quiz(including surprise quiz)        | 02                      | 10              | Subject Coordinator                   |
| 2.     | Class Test (including surprise test) | 02                      | 20              |                                       |
| 3.     | Group Presentation                   | 01                      | 10              |                                       |
| 4.     | Assignment                           | 01                      | 10              |                                       |

###### 4.1.2 Half Credit Paper

| S. No. | Components                     | Frequency Per Trimester | Component Marks | Responsibility of Submission of Marks |
|--------|--------------------------------|-------------------------|-----------------|---------------------------------------|
| 1.     | Quiz (including surprise quiz) | 01                      | 05              | Subject Coordinator                   |
| 2.     | Group Presentation/ Class Test | 01                      | 10              |                                       |
| 3.     | Assignment                     | 01                      | 10              |                                       |



## 4.2 End-Trimester Examinations

The End-Trimester Examinations will carry 50% weightage and would be of 100 marks for full-credit paper and 50 marks for half-credit paper. The guidelines for paper setter are placed at (**Annexure - A & B**)

### 4.2.1 Format for Full Credit Question Paper

| Q. No. | Questions to attempt  | Maximum Marks | Marks per Question | Sets of Questions Papers | Responsibility of Submission of Paper/Marks |
|--------|---|---------------|--------------------|--------------------------|---|
| 1.     | Multiple Choice Questions/ Short Answer type Questions (Compulsory) | 20            | 2                  | 2                        | Paper Setter/Paper Evaluator                |
| 2.     | Case- Study (Compulsory)  | 20            | 20                 |                          |   |
| 3.     | Long Answer type Questions (Attempt 6 out of 8)                     | 60            | 10                 |                          |   |
|        | Total Marks   | 100           |                    |                          |   |

### 4.2.2 Format for Half Credit Question Paper

| Q. No. | Questions to attempt  | Maximum Marks | Marks per Question | Sets of Questions Papers | Responsibility of Submission of Paper/ Marks |
|--------|---|---------------|--------------------|--------------------------|--|
| 1.     | Multiple Choice Questions/ Short Answer type Questions (Compulsory) | 10            | 2                  | 2                        | Paper Setter/Paper Evaluator                 |
| 2.     | Case- Study (Compulsory)  | 10            | 10                 |                          |  |
| 3.     | Long Answer type Questions (Attempt 3 out of 5)                     | 30            | 10                 |                          |  |
|        | Total Marks   | 50            |                    |                          |  |

## 4.3 Duration of Examinations

The duration of full-credit and half-credit paper in end-Trimester Examinations will be 3 hours and 2 hours respectively.



#### 4.4 Syllabus Covered

The examination will cover the full syllabus of the paper as prescribed in the brochure.

#### 4.5 Conduct of Examinations:

The examination will be conducted at the end of each trimester.

#### 4.6 Submission of Marks

Paper evaluator will submit the marks within 21 days of receipt of answer sheets.

#### 4.7 Random Selection of Set of Question Paper

Before the commencement of examination Director/Competent Authority will select the set of question paper i.e., A or B.

### 5. Eligibility for Appearing in Examinations

A minimum aggregate of 80% classroom attendance in each trimester will be mandatory for a participant to be eligible to appear in the examinations for that particular trimester. However, to be eligible to appear in a subject paper, a minimum of 75% classroom attendance is required in that particular subject in a trimester. A list of eligible participants will be sent to the CoE by the concerned Course Director at least two days before the commencement of examinations.

### 6. Project Work

The Project Report/ Presentation/ Viva-Voce will be of 200 marks and will be evaluated by the Internal Expert (Project Guide) and the External Expert having 50% and 50% weightage respectively.

| Components                 | Marks      | Responsibility of Submission                      |
|----------------------------|------------|---|
| Project Evaluation         | 100        | External Expert & Internal Expert (Project Guide) |
| Presentation and Viva-Voce | 100        | External Expert & Internal Expert (Project Guide) |
| <b>Total</b>               | <b>200</b> |   |

### 7. Formulae for Calculating CGPA & FGPA:

#### 7.1 CGPA Formula

- “Course” means a Trimester/Quadmaster Course
- “Credit” (C) is the weightage assigned to a course in terms of Contact hours.
- “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.



- d) “Grade point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.
- e) “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{(g1 * c1) + (g2 * c2)}{\text{Total number of credits offered by the Student upto and including the trimester for which cumulative index is required}}$$

- f) “Final Grade Point average” FGPA is the final index of a student at the time of award of a degree.
- g) Final grade is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.
- h) The students shall be graded in each course on a 10 point scale, that is:

| Grade Letter | Grade Point | Full Credit | Half Credit | Project |
|--------------|-------------|-------------|-------------|---------|
| AP(A+)       | 9           | 90-100      | 45-50       | 180-200 |
| AO (A)       | 8           | 80-89       | 40-44       | 160-179 |
| AM (A-)      | 7           | 70-79       | 35-39       | 140-159 |
| BP (B+)      | 6           | 60-69       | 30-34       | 120-139 |
| BO (B)       | 5           | 50-59       | 25-29       | 100-119 |
| BM (B-)      | 4           | 40-49       | 20-24       | 80-99   |
| CP (C+)      | 3           | 30-39       | 15-19       | 60-79   |
| CO (C)       | 2           | 20-29       | 10-14       | 40-59   |
| CM (C-)      | 1           | 10-19       | 05-09       | 20-39   |
| Fail (F)     | 0           | 00-09       | 00-04       | 0-19    |

**Note:**

- There shall be no rounding off of TGPA/CGPA/ FGPA.
  - The TGPA/CGPA/FGPA obtained by a student shall be out of a maximum possible 10 points.
- i) The Final Grade Point Average obtained by a student shall be classified into following divisions:

| FGPA                            | Class/Division      |
|---------------------------------|---------------------|
| 8.5 and above                   | High First Class    |
| 7.5 and above but less than 8.5 | Middle First Class  |
| 6.5 and above but less than 7.5 | Lower First Class   |
| 5.5 and above but less than 6.5 | High Second Class   |
| 4.5 and above but less than 5.5 | Middle Second Class |
| 4.0 and above but less than 4.5 | Lower Second Class  |



- j) The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \cdot g_i}{\sum_{i=1}^n c_i}$$

$c_i$  = Credit of the  $i^{\text{th}}$  course

$g_i$  = Grade point secured by the cadet in the  $i^{\text{th}}$  course

$n$  = Total number of courses prescribed for the student

FGPA : Final Grade Point Average of the student concern

## 7.2 Formula for conversion of TGPA/CGPA/FGPA into Percentage

Percentage = (TGPA/CGPA/FGPA  $\times$  10) + 5 (Please refer **Annexure C** for conversion).

## 8. Criteria for Passing in MBA Programmes Courses

- 8.1** A participant shall be deemed to have cleared a course only if he/she has participated in the sessional work/ Continuous Evaluation and has secured an overall grade higher than 'F' in that course (for courses having no end term examination) or has participated in the sessional work/ Continuous Evaluation and appeared in the end Trimester examinations (for courses having end term examination) and secured a weighted grade higher than 'F' in that course.
- 8.2** A participant who fails in a course either by not participating in the sessional work/ Continuous Evaluation and thereby securing an overall grade of 'F' (for courses having no trimester examination) or consequently being not eligible to appear in the end trimester examination or by absents from appearing in the end trimester examination or by failing to secure a weighted grade higher than 'F' (for course having end trimester examination), shall be required to repeat that course or clear another similar (core or optional, as the case may be) course in lieu thereof.
- 8.3** A participant who secures a grade higher than 'F' in a course may be permitted by the Institute, keeping in view its academic constraints, to improve his/her grade by repeating that course once, subject to proviso of Clause 8.1 and 8.2 of the manual. Provided further that a participant who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course as decided by Institute. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into



account to compute the CGPA and the FGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she repeated the course/courses.

**8.4** A participant is required to maintain a CGPA minimum of 3.5 at the end of each Trimester/Quadmester.

**8.5** A participant, in order to be eligible for the award of MBA (Financial Management) and MBA (Finance) degree of the Institute, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a FGPA of 4.00 at the end of the programme.

## **9. Rounding-off of Marks**

**9.1** The marks obtained by the participants in a subject paper will be rounded-off in combined result sheet of Continuous Evaluation and Trimester End marks.

**9.2** There shall be no rounding off of TGPA/CGPA/FGPA and Percentage. The value of TGPA/CGPA/FGPA and Percentage will be taken upto two decimal value.

## **10. Re-appear Examinations**

**10.1** The Re-appear Examinations for a particular subject/paper will be held in respective trimester of next batch. The examinee will have to apply for the Re-appear Examination and deposit the requisite fee of Rs. 1,000/- (Rupees one thousand only) well in advance for a trimester irrespective of the number of papers.

**10.2** As per the JNU Academic Ordinance, there is no provision for re-evaluation/re-totaling/re-checking of answer sheets. Please Refer **Annexure- D.**

## **11. Time Span for Completing of Programme**

Jawaharlal Nehru University (JNU) has adopted the UGC guidelines of Uniform Span Period (N+2) for UG and PG Programmes as approved by the Academic Council vide Resolution No. 10/AC(A) dated 12.09.2023. (Please see **Annexure-E.**)

## **12. Issuance of Academic Documents**

Please refer to **(Annexure-F)** for information on the payment charges applicable to Academic Records and Verification, including Transcript, Educational Verification, and postal charges (Domestic and Overseas applicants).

## **13. Examination Planning & Execution**

### **13.1 Schedule of the Examinations**

The schedule of the examination with dates and timings shall be drawn up by the Examination Cell well in time i.e. one month before commencement of Exam



(in consultation with the Course Directors) and will be submitted for the approval of the Director. Upon approval, the schedule shall be put up on the institute's website and also displayed on the Notice Boards. The Examination schedule will also be forwarded to all concerned and Jawaharlal Nehru University.

### **13.2 Setting of Question Papers**

The programme Director shall give the names of subject coordinator to the CoE. The CoE shall propose the names of the coordinators as Paper-Setters to the Director for approval. Upon approval, the paper-setters will be intimated of their appointments and will be requested to submit two sets of question paper in the prescribed format within two weeks of the intimation.

The Subject Coordinators/Paper Setters shall submit the sufficient number of copies of the Question Paper (Number of Students + five additional copies). Both the sets of Question Paper will be sealed separately in individual envelopes and clearly marked as Set 'A' & Set 'B' and each envelope shall be super scribed with the following details:

- a) Course and Trimester
- b) Title of the paper
- c) Question Paper code,
- d) No of copies in each set

Both sealed envelopes shall then be placed inside a third larger sealed envelope, which shall also be super scribed with the same details as specified above.

Both sets of Question Papers must be submitted to Examination cell at least 7 days prior to the commencement of the examination.

### **13.3 Eligibility List**

The concerned course/programme director shall submit the eligibility list of the participants for those who are eligible for appearing in the examination at least two days in advance of the commencement of examinations. The exam cell shall issue the eligibility list with Enrollment Numbers and put up on the notice boards.

### **13.4 Identifying the requirement of Halls for Examinations**

**13.4.1** As per the number of examinees, the number of halls where examinations will be conducted shall be decided two weeks before the commencement of examinations. The venue for the Examinations will be assigned by the Faculty I/c, MDP.

**13.4.2** The Housekeeping I/c will be intimated to make suitable



arrangements two days before the commencement of Examinations.

**13.4.3** IT cell will be informed of the requirements for the Computer Lab for Computer Practical Examinations or any other examinations as per the Examinations Schedule.

### **13.5 Arrangement of Examinations Stationary**

The Examination Cell shall requisition an adequate number of answer sheets, additional sheets, and other required stationery from the Administration Section well in advance. This exercise shall be completed at least four weeks prior to the commencement of examinations. Further, all required answer sheets and additional sheets must be received and kept in the custody of the Examination Cell at least one week before the commencement of examinations.

### **13.6 Appointment of Invigilators**

The proposal of appointment of Invigilator shall be prepared by Examination Cell and forwarded to the CoE for the approval of the Director. Upon approval from the Director, it will be circulated to all the concerned. The duties of invigilators are at **(Annexure – G)**. The SoP for Invigilator are placed at **(Annexure-H)**.

### **13.7 Conduct of Examinations**

- 13.7.1** Making sets of the answer sheets required in each hall - main and additional sheets, stamping, tags, punch etc.
- 13.7.2** Seating Plan shall be prepared and displayed on the Common Notice Board and Notice Board in front of the Examination Halls on the day of the examination. Answer Sheets, Question Paper Packets, Seating Plan and Attendance Sheet shall be handed over to the Invigilator.
- 13.7.3** Suitable arrangements for water and tea supply during examination.
- 13.7.4** Collection and tallying of Answer Sheets with the attendance sheet at the end of the examination.
- 13.7.5** Instructions for the Examinees are enclosed at **(Annexure-I)**.

### **13.8 Evaluation of Answer-Sheets**

- 13.8.1** The answer sheets will be sent to the evaluator within one week of conduct of the examination.
- 13.8.2** The Paper Setter will normally be the evaluator of the Answer Sheets for the Examination conducted in that paper.



- 13.8.3** All answer sheets shall be assigned coded numbers in place of the original Enrollment Numbers.
- 13.8.4** The slips containing the Enrollment Numbers shall be detached from the answer sheets, and new code numbers shall be allotted. A confidential record mapping the actual Enrollment Numbers to the corresponding code numbers shall be properly maintained by Examination Cell.
- 13.8.5** The answer sheets, along with the relevant Question Papers, Award List formats and Guidelines, shall be forwarded to the examiners/evaluators for evaluation. The Guidelines are placed at **(Annexure-J)**.
- 13.8.6** The evaluated answer sheets, together with the duly completed Award Lists, shall be submitted to the Controller of Examinations within three weeks from the date of receipt of the answer sheets.
- 13.8.7** After evaluation, the coded numbers shall be decoded and marks shall be posted on the result sheets accordingly.

### **13.9 Compilation of Results**

- 13.9.1** Collection of continuous evaluation marks list from the Subject coordinators/Paper Setters.
- 13.9.2** Preparing the result sheet by posting of marks of written examination, Continuous Evaluation and Project work.
- 13.9.3** Re-checking of the result sheet to ensure accuracy.
- 13.9.4** The result sheets shall be verified and duly signed by the examination staff as well as the Controller of Examinations (CoE) prior to being presented for scrutiny.
- 13.9.5** After completion of all above formalities, a letter will be sent to JNU Official for scrutiny of the result(s).
- 13.9.6** After receiving the dates from JNU for scrutiny, an approval will be taken from the Director. Accordingly all formalities will be taken care by the Examination Cell for smooth conduction of scrutiny.
- 13.9.7** After the scrutiny, the result will be sent to the Director for approval and declaration. (As per the 4<sup>th</sup> ACM, it was decided that after scrutiny/evaluation of the result (s) by the JNU, the result should be declared immediately. Academic Committee may be informed as and when meeting is held and post facto approval obtained.
- 13.9.8** The final results at the end of the programme and the award of both MBA programmes degree would be forwarded by the Director of the Institute and would be approved by the Vice-Chancellor before being announced.



**13.9.9** Declaration of Results: Results are displayed on the Website/Notice Boards and shared with Programme Director and Cell.

**13.9.10** Each Trimester Grade-sheets will be given to Participants on completion.

#### **14. Period of Preservation of Records**

The records of the Examination Cell will be preserved as per following time period:

| <b>S. No.</b> | <b>Particulars</b>                  | <b>Period</b> |
|---------------|-------------------------------------|---------------|
| 1.            | One set of Question Papers          | 10 years      |
| 2.            | Evaluated Answer Sheets             | 1 year        |
| 3.            | Marks list received from evaluators | 3 years       |
| 4.            | Result compilation sheet            | 3 years       |
| 5.            | Approved Final Results              | Permanent     |

#### **15. Honorarium for Conducting of Examination**

An Honorarium will be given to all the persons involved in conducting the various stages of the examinations as per the approved rates given at **(Annexure-K)**. The rates of Honorarium will be reviewed as and when considered necessary.



Enrollment No.....

**Format & Guidelines for Full Credit Question Paper****ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
FARIDABAD**..... **Trimester-End Examination: (Month & Year)****Paper (Subject): .....****Time Allowed: 3 Hours****Max. Marks: 100****Instructions:****Do not write anything on the question paper except Enrollment Number, any violation of examination norms may attract serious action.****GUIDELINES FOR PAPER-SETTERS**

1. Paper-Setter shall set the question paper considering the following:
  - i) Syllabus of the subject
  - ii) Degree of Difficulty
  - iii) The paper shall include a mix of conceptual as well as application of topics.
2. Format of Question paper:

| <b>Q. No.</b> | <b>Questions to attempt</b>   | <b>Maximum Marks</b> | <b>Marks per Question</b> |
|---------------|---|----------------------|---------------------------|
| 1             | Multiple Choice Questions/<br>Short Answer type Questions<br>(Compulsory) | 20                   | 2                         |
| 2             | Case-Study (Compulsory)   | 20                   | 20                        |
| 3             | Long Answer type Questions<br>(Attempt 6 out of 8)                        | 60                   | 10                        |
| Total Marks   |   | 100                  |                           |

3. Ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey. The care



should be taken to see that no mistake (spelling or technical) is left.

4. The title(s) of the book(s) allowed in the examination hall may specifically be mentioned on the question paper itself. Similarly, any additional needs of the examinees such as Tables, Graph Papers, and Scientific Calculators etc. may also be intimated to the examinees as well as the Examination Cell well in advance.
5. Paper Setter to get sufficient (**total number of students + five extra copies**) printouts of the question paper and sealed in an envelope.
6. Both the sets of Question Paper will be sealed separately in individual envelopes and clearly marked as **Set 'A'** & **Set 'B'** and Each envelope shall be superscribed with the following details:
  - a) Course and Trimester
  - b) Title of the paper
  - c) Question Paper code,
  - d) No of copies in each set.

Both sealed envelopes shall then be placed inside a third larger sealed envelope, which shall also be superscribed with the same details as specified above.

7. Paper setter will issue the certificate indicating the requirement for attempting question paper like usage of calculator, formulas, log tables, statistical table etc.
8. The Paper Setters shall keep their appointment strictly confidential.

**Controller of Examinations**



Enrollment No.....

**Format & Guidelines for Half Credit Question Paper**  
**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**  
**FARIDABAD**

..... Trimester-End Examination: (Month & Year)

Paper (Subject): .....

Time Allowed: 2 Hours

Max. Marks: 50

**Instructions:**

**Do not write anything on the question paper except Enrollment Number, any violation of examination norms may attract serious action.**

**GUIDELINES FOR PAPER-SETTERS**

1. Paper-Setter shall set the question paper considering the following:
  - i) Syllabus of the subject
  - ii) Degree of Difficulty
  - iii) The paper shall include a mix of conceptual as well as application of topics.
2. Format of Question paper:

| Q. No.      | Questions to attempt   | Maximum Marks | Marks per Question |
|-------------|--|---------------|--------------------|
| 1           | Multiple Choice Questions/Short Answer type Questions (Compulsory) | 10            | 2                  |
| 2           | Case- Study (Compulsory)   | 10            | 10                 |
| 3           | Long Answer type Questions (Attempt 3 out of 5)                    | 30            | 10                 |
| Total Marks |  | 50            |                    |

3. Ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey. The care should be taken to see that no mistake (spelling or technical) is left.
4. The title(s) of the book(s) allowed in the examination hall may specifically



be mentioned on the question paper itself. Similarly, any additional needs of the examinees such as Tables, Graph Papers, and Scientific Calculators etc. may also be intimated to the examinees as well as the Examination Cell well in advance.

5. Paper Setter to get sufficient **(total number of students + five extra copies)** printout of the question paper and sealed in an envelope.
6. Both the sets of Question Paper will be sealed separately in individual envelopes and clearly marked as **Set 'A'** & **Set 'B'** and Each envelope shall be superscribed with the following details:
  - a) Course and Trimester
  - b) Title of the paper
  - c) Question Paper code,
  - d) No of copies in each set.

Both sealed envelopes shall then be placed inside a third larger sealed envelope, which shall also be superscribed with the same details as specified above.

7. Paper setter will issue the certificate indicating the requirement for attempting question paper like usage of calculator, formulas log tables, statistical table etc.
8. The Paper Setters shall keep their appointment strictly confidential.

**Controller of Examinations**

**Formula to convert GPA into percentage**



जवाहरलाल नेहरू विश्वविद्यालय  
**JAWAHARLAL NEHRU UNIVERSITY**  
NEW DELHI-110067

**EVALUATION-I**

File no./Misc./3(21)

Date: 31.10.2014

**TO WHOMSOEVER IT MAY CONCERN**

The formula to convert Grade Point Average into percentage is as below:

$$\text{Percentage} = 5 + (\text{FGPA} \times 10)$$

In this formula a FGPA of 5 is equivalent to 55% and FGPA of 3 is equivalent to 35%.

*Authority: This has the approval of Executive Council of JNU in the meeting held on 09.05.2014*



**Bupinder Zutshi**  
Controller of Examinations

Encl: Copy of Executive Council approval.

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Tel.: 26742676, 26742575, 26741557

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Approved by Executive Council of JNU  
in its meeting held on 29/05/2014

- 23 -

10 a. Considered the views/comments received from the Schools/Centers on the issue of deriving a formula to convert Grade Point Average into percentage, and;

After deliberations, resolved to approve Formula-II, out of other formulas suggested by Director, Internal Quality Assurance Cell for conversion of Grade Point Average into percentage of marks which is given below;

**Formula - II:-**

Percentage =  $5 + \text{CGPA} \times 10$

\* In this formula a CGPA of 5 is equivalent to 55% and a CGPA of 3 is equivalent to 35%


**Conversion table suggested by IQAC**

| CGPA           | Procedure of Conversion     | Result/Percentage |
|----------------|-----------------------------|-------------------|
| CGPA of 8-9    | $5 + \text{CGPA} \times 10$ | 85%-95.99%        |
| CGPA of 7-7.99 | $5 + \text{CGPA} \times 10$ | 75%-84.99%        |
| CGPA of 6-6.99 | $5 + \text{CGPA} \times 10$ | 65%-74.99%        |
| CGPA of 5-5.99 | $5 + \text{CGPA} \times 10$ | 55%-64.99%        |
| CGPA of 4-4.99 | $5 + \text{CGPA} \times 10$ | 45%-54.99%        |
| CGPA of 3-3.99 | $5 + \text{CGPA} \times 10$ | 35%-44.99%        |
| CGPA of 2-2.99 | $5 + \text{CGPA} \times 10$ | 25%-34.99%        |
| CGPA of 1-1.99 | $5 + \text{CGPA} \times 10$ | 15%-24.99%        |
| CGPA of 0-0.99 | $5 + \text{CGPA} \times 10$ | 0%-14.99%         |

*A. D. D. D.*  
31/05/14  
Section Officer (Evaluation)  
जवाहरलाल नेहरू विश्वविद्यालय  
Jawaharlal Nehru University  
नई दिल्ली / New Delhi-110067

**Letter of JNU Regarding Re-appear/re-evaluation/re-totaling/Re-checking**

(11)

  
जवाहरलाल नेहरू विश्वविद्यालय  
JAWAHARLAL NEHRU UNIVERSITY  
रक्षा एवं अनुसंधान संस्थान अनुभाग  
DEFENCE & RESEARCH INSTITUTIONS SECTION

मुकेश कुमार  
MUKESH KUMAR  
अनुभाग अधिकारी  
SECTION OFFICER  
Email ID : mukeshkr@mail.jnu.ac.in

No..JNU/D&RIS/AJNIFM/2024/ 445

12<sup>th</sup> June 2024

The Director  
Arun Jaitley National Institute of Financial Management  
(Ministry of Finance, Government of India)  
Sector – 48, Pali Road  
Faridabad – 121 001, Haryana

*[Signature]*  
Cof. Pa

Sub: Re-evaluation of Answer Sheets for MBA (FM) & MBA (Finance) Programs  
– reg.

Sir,

This is in reference to your email dated 07.06.2024 on the subject cited above.


This is to inform you that as per JNU Academic Ordinances, there is no provision for re-evaluation/re-totalling/re-checking of answer sheets.

This is for your information and necessary action at your end.

With regards,

Yours sincerely,

Encl : As above.

*[Signature]* 14/6/24  
  
अनु (MUKESH KUMAR)  
रक्षा एवं अनुसंधान संस्थान अनुभाग  
Defence & Research Institutions Section  
जवाहरलाल नेहरू विश्वविद्यालय  
Jawaharlal Nehru University  
नई दिल्ली-110067/New Delhi-110067

कमरा संख्या/Room No. 024, भूटाल/ GF, प्रशासनिक खण्ड/Admin. Block, नई दिल्ली/New Delhi - 110067  
दूरभाष/Tel. : 011-26704053, फैक्स/Fax : 011-26742868

**Uniform Span Period for PG Degree**



जवाहरलाल नेहरू विश्वविद्यालय  
JAWAHARLAL NEHRU UNIVERSITY  
नई दिल्ली-११००६७  
NEW DELHI-110067

डॉ. उत्पल कुमार देबनाथ, डी.लिट.  
परीक्षा नियंत्रक  
Dr. Utpal Kumar Debnath, D.Litt.  
Controller of Examination

CoE/03/04/2025/  
18<sup>th</sup> June, 2025

To

All Recognized Defence & Research Institutions concerned

Subject: Adoption of UGC Guidelines [N+2] on Determination of Uniform Span Period  
for UG and PG Degree Qualification[s]

Dear Sir/Madam,

This is to inform you that Jawaharlal Nehru University, New Delhi has formally adopted the University Grants Commission (UGC) Guidelines N+2 on the *Determination of Uniform Span Period within which a Student may be allowed to Qualify for a Degree* vide AC resolution no. 10/AC[A] dated 12.09.2023. Copy of the same is attached at Flag 'A'.

All recognized Defence and Research institutions concerned are requested to take note of this development and ensure compliance with the said guidelines, as applicable, to their respective UG and PG degree programs.

This is for your kind information and necessary action.

With regards,

Yours sincerely,

उत्पल देबनाथ  
[Utpal Kumar Debnath]

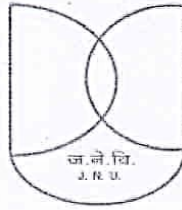
Encl. as above.

**CONFIDENTIAL**

**MINUTES OF THE 163<sup>rd</sup> (A) MEETING OF THE  
ACADEMIC COUNCIL**

**HELD ON SEPTEMBER 12, 2023 (TUESDAY)**

**AT 03:00 P.M. THROUGH VIDEO CONFERENCING**



**JAWAHARLAL NEHRU UNIVERSITY**

**NEW DELHI-110067**

- 8 -

- 09 **Considered the request of Ms. Gayathri Iyer, a Ph.D. student School of Arts and Aesthetics (SA&A) for extension period beyond 9(b) for submission of Ph.D. thesis, and;**

Resolved to approve the request of Ms. Gayathri Iyer, a foreign national Ph.D. student of School of Arts and Aesthetics (SA&A) for extension of period under 9(b) for submission of Ph.D. thesis till 31.12.2023.

However, a progress report in this regard needs to be submitted by the Supervisor through Dean of the School to the Vice-Chancellor immediately.

{Action: Deputy Registrar (Evaluation)}

- 10 **Considered the adoption of UGC Guidelines on Determination of a Uniform Span Period within which a student may be allowed to qualify for a Degree, and;**

Resolved to adopt the UGC Guidelines for N + 2 (where N is normal duration of the programme) with 2 additional years over the normal duration on Determination of a Uniform Span Period within which a student may be allowed to qualify for a Degree (UG and PG) vide UGC letter No. D.O. No. F.12/2015 (CCP-II) dated 15.10.2015 (Annexure-VII).

{Action: Deputy Registrar (Evaluation)}

- 11 **Considered the request of Ms. Shubhda Gurung, Ph.D. student, Centre for Chinese and South East Asian Studies, School of Language, Literature & Culture Studies (CCSEAS/SLL&CS) for de-registration, and;**

Resolved to approve the request of Ms. Shubhda Gurung, a Ph.D. student, Centre for Chinese and South East Asian Studies, School of Language, Literature & Culture Studies (CCSEAS/SLL&CS) for de-registration.

In response to the observation of one of the members, it was clarified that only those request of de-registration which are not covered under ordinances may be placed before the Academic Council on recommendation of the School/Centre/Special Centre for consideration.

{Action: Deputy Registrar (Evaluation)}

- 12 **Considered the request of Ms. Saloni Sharma, Ph.D. student, Centre for Chinese and South East Asian Studies, School of Language, Literature & Culture Studies (CCSEAS/SLL&CS) for de-registration, and;**

Resolved to approve the request of Ms. Saloni Sharma, Ph.D. student, Centre for Chinese and South East Asian Studies, School of Language, Literature & Culture Studies (CCSEAS/SLL&CS) for de-registration.

{Action: Deputy Registrar (Evaluation)}



प्रो. (डॉ.) जसपाल एस. सन्धू  
सचिव

Prof. Dr. Jaspal S. Sandhu  
MBBS, MS (Ortho), DSM, FAIS, FASM, FAFSM, FFIMS, FAMS  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002  
Ph.: 011-23239337, 23236288,  
Fax : 011-23238858, email : jssandhu.ugc@nic.in

**By Speed Post**

**D.O.No.F.12-1/2015(CPP-II)**

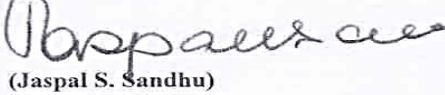
**15<sup>th</sup> October, 2015**

Dear Sir/Madam,

The University Grants Commission has formulated the **Guidelines on Determination of a Uniform Span Period within which a Student may be allowed to Qualify for a Degree** which are available on the UGC website [www.ugc.ac.in](http://www.ugc.ac.in). You are requested to kindly peruse the same for your esteemed University.

With regards,

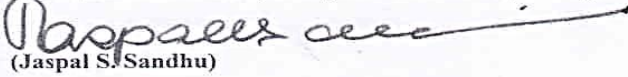
Yours sincerely,

  
(Jaspal S. Sandhu)

**The Vice-Chancellors of all the Universities**

**Copy to:**

The Publication Officer, UGC, New Delhi for uploading on UGC website.

  
(Jaspal S. Sandhu)

## UGC Guidelines on Determination of a Uniform Span Period Within which a Student may be allowed to Qualify for a Degree.

The Commission has observed that universities across the country adopt varying span period within which a student may be allowed to complete a programme to be qualified for a degree. In order to evolve a uniform policy, the Commission had constituted an Expert Committee to consider the issue of determining a uniform span period. On the basis of the recommendations made by the Committee, the Commission has formulated following guidelines for compliance of the universities:

1. Normally, the student is expected to complete his programme within the minimum period as laid down under the relevant Regulation of the university which should be in conformity with the UGC Regulations on the award of First Degree and Masters Degree and also in line with the notification, issued from time to time, on Specification of Degrees under Section 22 of UGC Act, 1956.
2. A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore should be as follows:
  - a) Time Span =  $N+2$  years for the completion of programme.  
where N stands for the normal or minimum duration prescribed for completion of the programme.
  - b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university.
  - c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.
3. Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case university may allow a student one more year for completion of the programme.
4. These guidelines are subject to the Rules and Regulations of the statutory bodies and universities governing the grant of degrees.

\*\*\*\*\*

**Payment for Academic Records & Verifications**

| <b>Examination related Document Verification Fees/Charges</b> |                               |              |
|---|-------------------------------|--------------|
| Type of Payment Charges                                       | Charges (inclusive of GST)    | Payment Code |
| <b>Education Verification</b>                                 |                               |              |
| <b>1) For Domestic Applicants</b>                             |                               |              |
| Participants who had graduated < 2 years as on today          | Rs. 1,770/-                   | <b>A1</b>    |
| Participants who had graduated > 2 years as on today          | Rs. 2,950/-                   | <b>A2</b>    |
| <b>2) For Overseas Applicants</b>                             |                               |              |
| Participants who had graduated < 2 years as on today          | Rs. 4,720/-                   | <b>B1</b>    |
| Participants who had graduated > 2 years as on today          | Rs. 5,900/-                   | <b>B2</b>    |
| <b>Transcripts</b>  |                               |              |
| Transcript  | Rs. 1,770/- per copy          | <b>C1</b>    |
| <b>Duplicate Certificates</b>                                 |                               |              |
| Duplicate Transcript  | Rs. 1,770/- per copy          | <b>D1</b>    |
| Duplicate Mark Sheet  | Rs. 2,360/- per mark sheet    | <b>D2</b>    |
| Duplicate Certificate   | Rs. 3,540/-                   | <b>D3</b>    |
| <b>Re-evaluation</b>  | Rs. 1,000/- per Subject/Paper | <b>E1</b>    |
| <b>Re-totaling</b>  | Rs. 500/- per Subject/ Paper  | <b>F1</b>    |
| <b>Supplementary Examination</b>                              | Rs. 1,000/- per Term          | <b>G1</b>    |
| <b>Postal Charges</b>   |                               |              |
| For Domestic Applicant  | Rs. 1,000/-                   | <b>P1</b>    |
| For Overseas Applicant  | Rs. 2,500/-                   | <b>P2</b>    |



**Duties of Invigilators**

1. The invigilator will receive the question papers and the blank answer sheets for the examination 10 Minutes before commencement of the examination and ensure that the packets etc. are in sealed condition.
2. The invigilator shall ensure that the seating arrangement given by the CoE has not been disturbed unauthorized by anybody, by checking the Enrollment Numbers written on sitting plan issued by the Examination Cell.
3. The invigilator shall take the attendance of the examinees by getting their full signatures on the attendance sheet provided to him/her.
4. The invigilator has to sign the answer sheets of all the examinees and also ensure that the examinee has correctly written the name of the course, name of subject, paper code and date of examination on the body of the answer sheet.
5. The sealed envelopes containing the question papers shall be opened by the invigilator in the presence of the examinees immediately before the commencement of the examination after getting it certified by any two examinees as "Cover found sealed".
6. The invigilator will ensure that no examinee enters the examination hall later than half an hour after the commencement of the examination and no examinee departs the examination hall earlier than 45 minutes after the examination commences for temporary absence.
7. The Invigilator will take appropriate action, including expulsion from the examination hall against the examinee if examinee is using unfair means. In the event of expulsion of an examinee from the examination hall, the invigilator shall inform the CoE immediately and send a report to the Director.
8. No answer books will be allowed to be taken away by any examinee from the examination hall.
9. Calculators prescribed by the paper setter for performing basic arithmetical functions will be allowed to be used by the examinee.
10. The invigilator must ensure that no examinee is keeping their mobile phone/smart watch in the examination hall.
11. The invigilator must ensure that the examinee put time when he goes out the examination hall and comes back during the examination in the register kept in the examination hall.
12. Maintenance of discipline and decorum and prevention of unfair means are important aspects and no dilution of these should be allowed.
13. The invigilator must ensure that all the examinees have written their Enrollment Numbers on the body of Question Paper.
14. Compensatory time of 20 minutes per hour for each paper will be allowed to a blind candidate and the candidate with locomotors disability and cerebral palsy.

**Controller of Examinations**



**Annexure – H**

**SOP for Invigilator**

*(To be followed on the day of examination)*

**A. BEFORE EXAM (Report 15min early)**

1. Sign attendance at Examination Cell
2. Collect materials:
  - Sealed question paper packet
  - Answer booklets & supplements
  - Attendance sheet
  - Invigilation Report Form
3. Verify seating arrangement

**B. BEFORE START**

1. Allow candidates to enter
2. Ensure seating as per plan
3. Distribute answer booklets
4. Ensure candidates fill required details

**C. START OF EXAM**

1. Open question paper packet on time
2. Distribute question papers
3. Announce:
  - Duration of exam
  - Instructions
  - Prohibition of unfair means

**D. DURING EXAM**

1. Maintain continuous vigilance
2. Ensure silence and discipline
3. Do not use mobile phone
4. Check for unauthorized materials
5. Mark attendance & absentees
6. Handle unfair means (if any):
  - Confiscate material
  - Record details
  - Inform Examination Cell

**E. END OF EXAM**

1. Announce “Stop Writing”
2. Collect answer sheets in order
3. Verify count with attendance
4. Check roll numbers & attachments



## F. AFTER EXAM

1. Submit all materials to Examination Cell
2. Report:
  - Absentees
  - Unfair means cases (if any)
  - Any unusual incident

## G. DOs & DON'Ts

- ✓ Remain alert, impartial, and professional
- ✓ Follow Examination Cell instructions
- ✗ Do not leave hall without permission
- ✗ Do not use mobile phone
- ✗ Do not assist candidates
- ✗ Do not engage in unnecessary conversation

## INVIGILATOR UNDERTAKING

I, \_\_\_\_\_ (Name), designated as Invigilator for the examination held on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Venue/Hall), hereby certify that:

- I have read and understood the SOP and checklist for invigilation duties.
- I have performed my duties with integrity, impartiality, and vigilance.
- I have ensured that examination procedures were followed strictly.
- I have reported all absentees, incidents, and cases of unfair means (if any).
- I understand that any negligence or deviation may invite administrative action.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time of Submission:** \_\_\_\_\_



**Annexure – I**

**Instructions for Examinees**

1. All examinees must occupy their respective seats as per the seating plan 15 minutes before the start of the Examination.
2. Examinee shall write his/her Enrollment Number at the designated place on the Answer Book / Additional Sheet before he/she starts writing the answers. NAME SHOULD NOT BE WRITTEN ON/IN THE ANSWER SHEETS IN ANY CASE.
3. The examinee must hand over the Answer Book to the Invigilator on completion of the paper. No examinee is allowed to take away any Answer Book/Additional Sheet from the examination hall.
4. Examinee must put his/her signatures on the attendance sheet without fail.
5. Calculators prescribed by the paper setter for performing arithmetical functions can be used by the examinee. The participants have to bring their own calculator. They are not allowed to borrow from other examinee during the examination. Exam cell will not provide calculator to examinee.
6. Ordinarily, no examinee would be permitted to temporarily leave the examination hall during the first 45 minutes while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
7. The question paper is not allowed to be taken away while temporarily leaving the examination hall.
8. Examinees are not permitted to carry any of their mobile phones/bags/folders/ notes to their seats. All such materials, other than those specified by the Paper setter to the Exam Cell, may be kept in a place identified by Exam Cell.
9. The CoE, Invigilator or any other authorized officer may check on unfair means including those of search and seizure.
10. The examinee will maintain discipline in the examination hall.
11. Indulging in any type of malpractice / unfair means / misbehavior / indiscipline at the examination venue will lead to disqualification in the exam.

**Controller of Examinations**



**Annexure – J**

**Guidelines for Answer-Books Evaluators**

1. Answer sheets must be evaluated according to the marking scheme assigned for each question by the Paper Setter. Marks should be awarded based on the specified value points.
2. Evaluated answer sheets, along with the duly signed award marks list, must be submitted to the Controller of Examination within three weeks. Each page of the award marks list must be signed.
3. Answer books can be either personally submitted or sent via registered parcel to the Controller of Examination. The award list should be sealed in a separate envelope within the specified timeframe.
4. Evaluators must maintain strict confidentiality regarding the evaluation process.
5. All answer sheet evaluations must be done using a **red color pen**.
6. **Green color pen** should be used exclusively for re-evaluation and re-totalling purposes.
7. A **tick mark (✓)** should be placed on every evaluated answer inside the answer sheet.
8. Marks should be recorded inside the examiner's column.
9. If an additional answer sheet is used by a student, the front page of that sheet must also bear the examiner's signature.
10. Rechecking must be done for any missed marking, totalling errors, or inconsistencies before submitting.

**Controller of Examinations**

**Annexure - K****Honorarium Structure**

Honorarium is given to all the persons involved in conducting the various stages of the examinations as per the approved rates.

**Approved Rates of Honorarium**

| <b>S. No.</b> | <b>Function</b>                      | <b>Rate</b>  | <b>Remarks</b>   |
|---------------|--------------------------------------|--|--|
| 1.            | Question Paper Setting (Full Credit) | Rs. 1,250/- each set   |  |
| 2.            | Question Paper Setting (Half Credit) | Rs. 1000/- each set  |  |
| 3.            | Evaluation of Answer Booklets        | Rs. 50/- for each answer booklet subject to a minimum of Rs. 200/-   | Irrespective of number of answer booklets of an examination / credits of paper |
| 4.            | Project Presentation & Viva-Voce     | <b>External Faculty</b> <ul style="list-style-type: none"><li>• Upto 3 projects Rs.5000/- per day</li><li>• Upto 5 Projects Rs.7000/- per day</li><li>• More than 5 Projects Rs.10,000/- per day</li></ul> <b>Internal Faculty (All Long-Term Programs)</b><br>Rs.1000/- per project |  |
| 5.            | Invigilation                         | Rs.1000/- for 3 hours<br>Rs. 500/- for 2 hours   |  |
| 6.            | Exam Cell (Staff)                    | Rs. 6000   | Annual   |
| 7.            | Exam Cell (Office Boy)               | Rs. 4000   | Annual   |
| 8.            | Office Boy (Other than Exam Cell)    | Rs. 250/- per day  |  |

After declaration of the results, amount of honorarium is to be worked out for each person and the sanction is to be sent to Accounts Section for disbursement of honorarium.