

Examination Manual

For
PTC and PGDGA&IA



मनुष्यवती भूमिरर्थः

ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

(An Autonomous Institute of Ministry of Finance, Government of India)



Scope:

To cover all the activities relating to the conduct of examinations, including project presentations and viva-voce as per the examination cycle.

Responsibility:

The Controller of Examination (CoE) is responsible for the conduct of examinations assisted by Examination Cell.

Schedule of Examinations:

- The Regular Examinations for all Long Term Programme are conducted in phases namely Term-I, Term-II, Term-III etc. as per schedule.
- The number of papers and duration of examination may vary as per programme / number of credits assigned to that subjects. Similarly, all term examinations are conducted at the end of respective terms.

Examination Norms:

The components for evaluation of a participant in a term of long-term programme i.e., MBA (Financial Management), MBA (Finance), PTC and PGDGA&IA are as follows:-

I. Continuous Evaluation

II. Term Examination

I. Continuous Evaluation for the following Programmes:

PTC and PGDGA&IA:

The Continuous Evaluation enables the participants to know their status and make improvement in the weaker areas. This will carry 50% weightage in each subject in a term and would be of 50 marks for full-credit papers and 25 marks for half-credit papers.



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Full Credit Papers:

S. No.	Components	Frequency Per Module	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	

Half Credit Papers:

S. No.	Components	Frequency Per Module	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	

II. End Term Examination for the following Programmes:

PTC and PGDGA&IA:

The Term Examination will carry 50% weightage and would be of 100 marks for full-credit papers and 50 marks for half-credit papers. The guidelines for paper setter are placed at **Annexure - A & B**

i) Format of Question

Paper: Full Credit:

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 Questions (Compulsory)	20	2	2	Paper Setter/ Paper Evaluator
2	Case- Study (Compulsory)	20	20		
3	Long Questions (Attempt 6 out of 8)	60	10		
	Total Marks	100			

**Half Credit:**

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 Questions (Compulsory)	10	2	2	Paper Setter/ Paper Evaluator
2	Case- Study (Compulsory)	10	10		
3	Long Questions (Attempt 3 out of 5)	30	10		
	Total Marks	50			

ii) Submission of Question paper:

The Subject Coordinators/Paper Setters are requested to submit the sufficient no of photocopies of Question Paper (No. of Students + 10) in the sealed envelopes separately for End-Term Exam.

All the envelopes should be super-scribe as follows:

- Question Paper Code
- Title of the Paper
- Course and Trimester

iii) Duration of Examination:

The duration of full-credit and half-credit papers in Term Examinations will be 3 hours and 2 hours respectively.

iv) Syllabus covered:

Full syllabus of the paper will be covered in the exam.

v) Submission of Question paper:

Two sets of Question papers to be submitted 15 days before the commencement of exam.

vi) Conduct of examination:

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

vii) Submission of marks:

Paper evaluator will submit the marks within 21 days of conduct of examination.



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viii) **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.

III. **Eligibility for Appearing in Examination:**

A minimum of 80% classroom attendance in aggregate in each term is must for making a participant eligible for appearing in the examination for that particular term. However, to be eligible to appear in a subject paper, a minimum 75% classroom attendance is necessary in particular subject in a term. A list of eligible participants will be sent to CoE by the concerned Course Director at least one week before commencement of examinations.

IV. **Project Work for PGDGA&IA course:**

- i) The project will be of 200 marks and will be evaluated by the Internal Expert (Project Guide) and the External Expert (Project Report/ Presentation/ Viva-Voce) 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)
Total	200	

V. **Criteria for Passing in PTC and PGDGA&IA courses:**

- The participants of PGDGA&IA will have to score a minimum of 40% marks in Continuous Evaluation and End-Term Examination separately in each subject paper and 50% in aggregate of all the papers.
- The participants of PTC will have to score a minimum of 40% marks covering both End-Term paper as well as Continuous Evaluation and overall passing marks of 50% (taking all papers together in each module).
- A participant will be declared 'Fail' if he/ she gets less than 50 % marks in aggregate. Any participant declared 'Fail' in a term but scoring 60% or more marks in a paper will be exempted from re-appearing in that particular paper in the Supplementary Examination.



- In case a participant does not qualify in Continuous Evaluation i.e. he/she scores less than 40% marks in any subject, he/she will have to qualify in Continuous Evaluation in that particular subject within one month of declaration of the result of that term. He may discuss the topic with the subject coordinator and submit the assignment for passing the continuous evaluation. The subject coordinator after evaluation of the assignment may submit the marks to the Exam Cell.
- However, the result of such participants will be declared only after one month of the conclusion of the Term Examination and if he/she fails to qualify then he/she has to appear in Supplementary Exam of 100 marks or 50 marks as the case may be.
- The passing percentage for Project Work will be 50% in aggregate of the three components of the Project.

VI. Rounding-off of Marks for PTC and PGDGA&IA courses:

The marks obtained by the participants in a subject paper will be rounded-off for each segment of the examination i.e. Continuous Evaluation & Term Examination and Project Work individually.

VII. Proportionate of Marks:

If a faculty does not give marks for any component of the Continuous Evaluation, the examination cell may proportionately scale up the marks.

VIII. Re-evaluation in PTC and PGDGA&IA courses:

The marks obtained by the participants may be re-evaluated on request within two weeks of declaration of result and on payment of prescribed fee i.e. Rs. 1,000/- for re-evaluation of the answer-sheet(s) of each subject paper and Rs. 500/- for re-totaling of each paper. The marks so awarded on re-evaluation will be final and binding on the participants.

Re-evaluation Rules:

- If the award of the revaluation varies from the original awards upto and including $\pm 5\%$, the original award will stand.
- If the award of the first re-evaluator is beyond $\pm 5\%$ and above, the marks of average of the original examiner and the first re-evaluator will be taken.

IX. Supplementary Examinations:

The Supplementary Examinations for a particular subject paper will be held one month after declaration of the result. However, the examinee will have to apply for the Supplementary Examination and deposit the requisite fee of Rs. 1,000/- (Rupees one thousand only) well in advance for a term irrespective of the number of papers.



X. Number of Chances in appearing Supplementary Examinations:

- i) A participant can be given maximum of 2 chances in appearing supplementary examination.
- ii) The participants have to pay fee for the supplementary examination.

XI. Issue of duplicate certificate:

Duplicate certificate will be issued to the participant on payment of prescribed fee which is Rs. 1,000/- per certificate/ Mark Sheet.

XII. Powers to Relax:

Where the Director, AJ-NIFM is satisfied that the operation of any of these norms causes undue hardship in any particular case, the Director, AJ-NIFM may, by order, dispense with or relax the requirements of that norm(s) as it may consider necessary for dealing with the case in a just and equitable manner.

XIII. Examination Planning:

i) Schedule of the Examinations:

The schedule of the examination common to all LTPs with dates and timings is drawn up by the Exam Cell well in time i.e. one month before commencement of Exam (in consultation with the Course Directors') and is submitted to the Director for his approval. After approval, the schedule is put up on the institute's website and also displayed on the Notice Boards. The Examination schedule is also forwarded to all concerned.

ii) Setting of Question Papers:

Immediately after the commencement of the Trimester, the CoE shall propose the names of Paper-Setters to the Director for approval. On approval, the paper-setters are intimated of their appointments and are requested to submit two sets of question paper in the prescribed format within two weeks of the intimation. Paper-Setter may get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope separately clearly marked as 'A' & 'B', Both the sets marked as 'A' & 'B' to be sealed in a bigger envelop super scribed as under.

- a) Question Paper Code,
- b) Title of the paper, and
- c) Course and Trimester.



iii) Eligibility Lists:

The concerned course director submit the eligibility list of the participants those who are eligible for appearing in the examination well in advance so that the exam cell issue their eligibility list with their roll numbers and put up on the notice boards at least one week in advance of the commencement of examinations.

iv) Identifying the requirement of Examination Halls:

- As per the number of examinees, the number of halls where examination will be conducted is decided two weeks before the commencement of examination.
- The Housekeeping in-charge is intimated to make suitable arrangements one week before the commencement of Examination.
- Computer Section is informed of the requirements for the computer Lab for Computer Practical Examination or any other examination as per the Examination Schedule.

v) Arrangement of Examination Stationery:

Requisitioning of adequate number of answer sheets and additional sheets and required stationery to be used during examinations from the administration section in advance. This exercise is completed four weeks before the commencement of Examination. The required number of Answer Sheets and additional sheets to be used during examinations should be in the possession of Examination Cell one week before the commencement of Examination.

vi) Appointment of Invigilators:

The proposal of appointment of Invigilator will be prepared by COE and put up to Director for approval. After getting consent of Director, it will be circulated to all concerned. The duties of invigilators are at **Annexure – C**.

vii) Evaluation of Answer-Sheets:

The Paper Setter will normally be the evaluator of the Answer Sheets for the Examination conducted in that paper. The evaluated answer sheets along with award list should reach COE within two weeks of receipt of answer sheets for evaluation. The guidelines to Answer Sheet evaluators are at **Annexure – D**.

viii) Conduct of Examination:



- Making sets of the answer sheets required in each hall - main and additional sheets, stamping, tags, punch etc.
- Seating Plan is 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 to be handed over to the Invigilator.
- Collection and tallying of Answer Sheets with the attendance sheet at the end of the examination.
- Suitable arrangements for water and tea supply during examination.

ix) Assessment/Evaluation/Compilation of Results and Transmission thereof:

Evaluation of Answer Sheets:

- All the answer sheets are given coded numbers on the body of the Roll No. slips.
- The slips having the Roll Numbers are to be removed from the Answer sheets and a new code no. is to be given. A record of the actual Roll numbers and the corresponding coded number has to be maintained.
- Handing over the sheets for evaluation along with award list format to examiners.
- Evaluated answer sheets with award list are to be returned to the Controller of Examinations within two weeks from the date of receipt of Answer Sheets.
- Decoding the coded number by the actual roll number slips back to answer sheets.

x) Compilation of Results:

- Collection of continuous evaluation marks list from the subject coordinators, and Course Director.
- Preparing the result sheet by posting of marks of written examination, Continuous Evaluation and Project work.
- Rechecking of the result sheet.
- List of examinees who, have passed or failed along with those having supplementary or exemptions (as per the benchmarks defined in the syllabus) is prepared. This is completed within four weeks of the completion of the Examinations.
- Approval of the Director is obtained for the Result of the Term Examination. The results are to be announced within five weeks of the completion of the Examinations.
- The final results at the end of the programme and the award of the MBA (Finance) and MBA (Financial Management) degree would be forwarded by the Director of the Institute and would be approved by the Vice-Chancellor before being announced.
- The end term examination results of each trimester/quadmester and the final results at the end of the programme shall be forwarded by the Director of the Institute to the University for record and further action.
- Declaration of Results: Results are displayed on the Website and Notice Boards.
- Individual mark-sheets to be given to Participants on completion of each term.
- On passing of the course a passing certificate to be issued to each participant.

**XIV. Approving Authority:**

- Date sheet of Exam/invigilation duty/result of all main exams- Director, AJ-NIFM.
- Supplementary Examination Result/Re-Evaluation Result/Re-totaling Result-Controller of Examination.

XV. Period of preservation of Records:

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

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

XVI. Honorarium for conducting of Examination:

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



Roll No.....

Format of End Term Question Paper- Full Credit**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**

..... Term Examination: (Month & Year)

Paper (Subject):

Time Allowed: 3 Hours

Max. Marks: 100

Instructions:**Do not write anything on the question paper except Roll No, 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 Questions (Compulsory)	20	2
2	Case-Study (Compulsory)	20	20
3	Long Questions (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.
4. The Question Paper should be clearly typed on one side of the paper so as to ensure accuracy in printing. Care should be taken to see that no mistake (spelling or technical) is left.
5. 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.



6. Paper Setter to get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope.
7. Both the sets of Question Paper will be sealed in an envelope separately and clearly marked this as 'A' & 'B' and also super-scribed as under.
 - a) Question Paper code,
 - b) Title of the paper,
 - c) Course and trimesterBoth these sealed envelopes will be kept in a third bigger sealed envelope which should also be super-scribed as question Paper code, Title of the paper, course and trimester.
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



Roll No.....

Format of End Term Question Paper - Half Credit**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**

..... Term Examination: (Month & Year)

Paper (Subject):

Time Allowed: 2 Hours

Max. Marks: 50

Instructions:**Do not write anything on the question paper except Roll No, any violation of examination norms may attract serious action.****GUIDELINES FOR PAPER-SETTERS**

1. Paper-Setter shall set the question paper considering the following:
 - a) Syllabus of the subject
 - b) Degree of Difficulty
 - c) 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 Questions (Compulsory)	10	1
2	Case- Study (Compulsory)	10	10
3	Long Questions (Attempt 6 out of 8)	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.
4. The Question Paper should be clearly typed on one side of the paper so as to ensure accuracy in printing. Care should be taken to see that no mistake (spelling or technical) is left.
5. 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.



6. Paper Setter to get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope.
7. Both the sets of Question Paper will be sealed in an envelope separately and clearly marked this as 'A' & 'B' and also super-scribed as under.
 - a) Question Paper code,
 - b) Title of the paper,
 - c) Course and trimesterBoth these sealed envelopes will be kept in a third bigger sealed envelope which should also be super-scribed as question Paper code, Title of the paper, course and trimester.
8. Paper setter will issue the certificate indicating the requirement for attempting question paper like usage of calculator, formulas log tables, statistical table etc.
9. The Paper Setters shall keep their appointment strictly confidential.

Controller of Examinations



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. **He / She shall ensure that the seating arrangement given by the COE has not been disturbed unauthorisedly by anybody, by checking the Roll Nos. written on sitting plan issued by the Examination Cell.**
3. He / She shall take the attendance of the examinees by getting their full signatures on the attendance sheet provided to him/her.
4. **He / She 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. He / She 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. **He / She 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. Only simple calculators for performing basic arithmetical functions will be allowed to be used by the examinee.
10. **The invigilator must ensure that no examinee is keeping his mobile phone in the examination hall.**
11. The invigilator must ensure that the examinee put time when he go out the examination hall and come 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. It may be ensured that all the examinees have written their Roll Nos. 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



GUIDELINES FOR ANSWER-BOOKS EVALUATORS

1. The Answer Sheet shall be evaluated as per the marking scheme for each question paper. Award to be assigned for each of the value points as per the marking scheme specified by the Paper Setter.
2. The evaluated answer sheets duly signed along with the award marks list duly signed on each page are to be returned to the Controller of Examinations within two weeks.
3. Answer books may either be personally handed over or may be sent by registered parcel to the Controller of Examinations along with the Award list sealed in a separate envelop within specified period.
4. Each page of the Award List should bear the signature of the Examiner.
5. The evaluator shall keep the appointment strictly confidential.
6. Checking of Answer Sheets will be done by the Red Color Pen.
7. The Green color pen will be used for checking for re-evaluation of answer sheets/re-totaling.

Controller of Examinations



INSTRUCTIONS FOR EXAMINEES

1. All examinees must occupy their respective seats as per the seating plan 15 minutes before start of Examination.
2. Examinees shall write his/her Roll No. at the designated place on the Answer Book / Additional Sheet before he/she starts writing the answers. NAME SHOULD NOT BE WRITTEN ON THE ANSWER SHEETS IN ANY CASE.
3. He / She must hand over the Answer Book to the Invigilator on completion of the paper. No examinees are allowed to take away any Answer Book/Additional Sheet from the examination hall.
4. Examinee must put their signatures on the attendance sheet without fail.
5. Scientific calculators are forbidden. Only simple calculators 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

**Honorarium**

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

S. No.	Function	Rate	Remarks
1.	Question Paper Setting (Full Credit)	Rs. 1,250/- each subject	
2.	Question Paper Setting (Half Credit)	Rs. 1000/- each subject	
3.	Evaluation of Answer Booklets	Rs. 35/- for each answer booklet subject to a minimum of Rs. 150/-	Irrespective of number of answer booklets of an examination / credits of paper
4.	Invigilation	Rs. 500/- for 3 hours Rs. 300/- for 2 hours	
5.	Exam Cell (Staff)	Rs. 4000	Annual
6.	Exam Cell (Office Boy)	Rs. 3000	Annual
7.	Office Boy (Other than Exam Cell)	Rs. 150/- 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.