



ASIAN BUSINESS SCHOOL

EXAMINATION POLICY

YEAR 2022-24

EXAMINATION POLICY

Policy Applies to	Asian Business School All Academic Staff and Students
Governing Authority	Academic Committee
Responsible Officer	Dean Examinations
Approval Date	11th April 2022
Effective Date	1st May 2022
Revision Period	To be reviewed every year

EXAMINATION POLICY

Purpose

Examinations are considered to be the most effective way to judge the knowledge component of students and also help in the overall assessment of the student's progress.

The examination policy of Asian Business School is framed to ensure the smooth functioning of mechanism of evaluation of students.

Scope

This policy and procedure covers all activities that form part of the examination process. It is applicable to all students and academic staff of Asian Business School. In order for the policy to be effective it is essential that all students and academic staff be aware of this document and follow it. Ultimately it is the responsibility of the examination department to ensure that it is being followed.

Core Principles

1. The process of examinations will test a representative sample of the knowledge, understanding and skill outcomes of students in any given year. The intention of the examinations in its formulation is to avoid predictability and encourage students to prepare for all syllabus outcomes. Over a number of years, it is expected that the full range of syllabus outcomes that are appropriately measured by an examination will be covered.
2. The examinations as a whole will be constructed in such a way that it provides a representative sampling of a range of syllabus outcomes and questions that allow demonstration of performance across all levels in the performance scale.
3. The coverage of syllabus outcomes and content in the examination must allow students to demonstrate the levels of performance that are described in the bands on the performance scale. In preparation of a question paper, each question should be mapped against Course Outcomes (CO's) and Program Outcomes (PO's).
4. Values and attitude outcomes will not be included in the examinations.

The question paper pattern will be designed in a way that it helps in evaluation of knowledge and skill component of the students. In order to put emphasis on evaluating the skill development of students, the personnel setting Question Papers are also supposed to follow **Blooms Taxonomy** as well and the questions asked need focus more on evaluating whether the students have developed skills to **analyse** and **evaluate** the situations and thereby be able to **design** or **create** a probable solution for a particular problem.

Forms of Assessment

Aligning with the quality policy of the institution, assessment is done on a continuous evaluation strategy with formative and summative assessment.

1. Formative Assessment: This form of assessment is ongoing and continuous in nature. It measures performance of students in classroom tasks, quiz, projects, case analysis, presentations, term research papers and assignments. Learner achievement is measured and recorded in the form of marks and reported to the examination department in the form of internal class evaluations. Formative assessment forms an important component of the overall evaluation of a student's performance with 30 percent weightage given to it in the overall evaluation score of the PGDM Program.

The 30% portion is further divided into participation in events and activities for 10% and for the remaining 20% the concerned faculty member may use a combination of at least three components, other than Class Participation, from the options given below.

- i. Quiz / Class Test (s) (announced or unannounced)
- ii. Individual /Group Case study write-up / Presentations
- iii. Individual Article review
- iv. Individual / Group Assignment
- v. Individual / Group Project
- vi. Individual / Group Research Paper
- vii Practical Exercises (in class / submission)

No single component shall have a weightage of more than 25 percent in the continuous class evaluation. Actual weightage for each component shall be decided by the individual faculty for the course and announced at the beginning of the Term.

2. Summative Assessment: This form of assessment is specific in nature. By mode of examinations, it measures understanding of students regarding knowledge and concepts. The marks obtained in the examinations will be added to the marks obtained in the formative assessments to calculate final grade for the student.

Examination Procedure

PGDM program is a two-year full time program divided into four semesters with two semesters in each year. There are two sets of examinations conducted in each semester named as **Sessional Mid Term** and **End Term** Examinations.

Two sets of question papers are taken by the Examination department for each subject received from the IQAC.

The final question paper given in the examination is selected out of the two sets by IQAC after review on quality parameters and finally approved by the Dean. IQAC may also decide to combine the two sets of question papers and form the final question paper using the most suitable questions from the two sets covering all parameters of evaluation based on Bloom's Taxonomy. Two examinations are conducted in each semester and the weightage of each is as follows

Table 1: Weightage of SEMESTER Evaluation Components

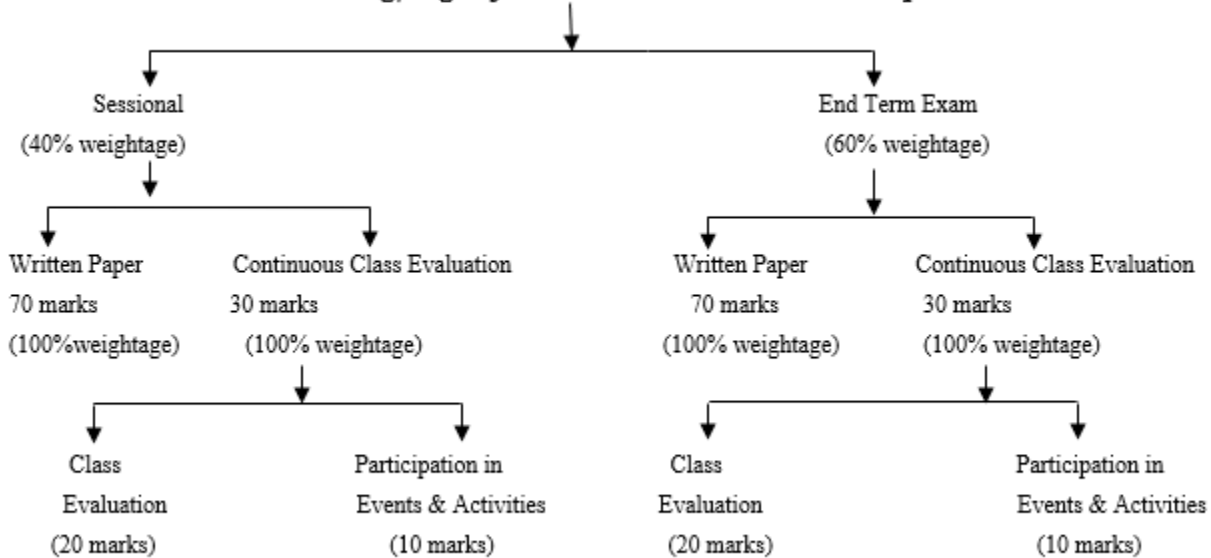
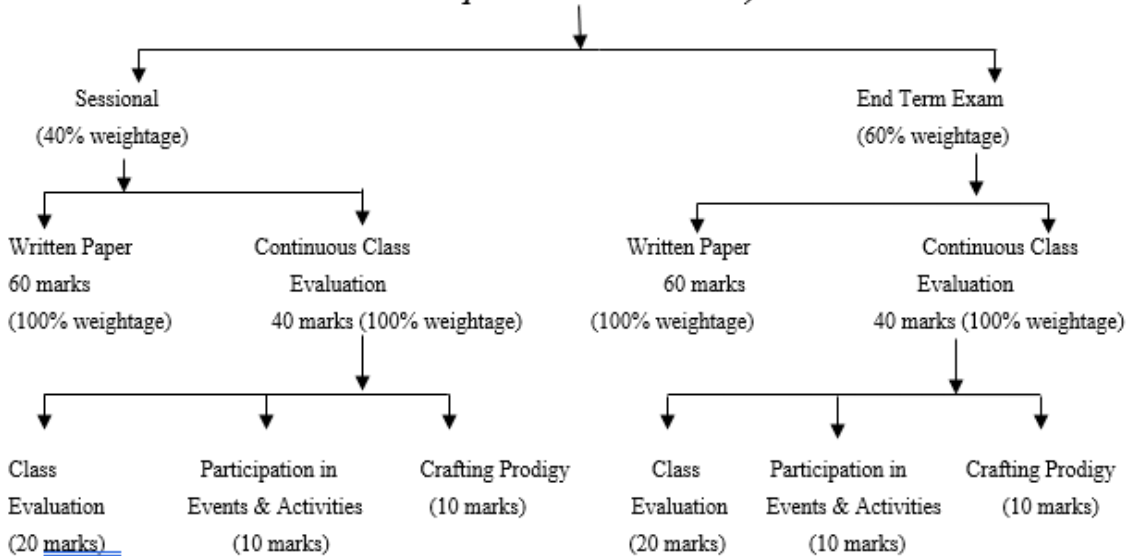


Table 2: Weightage of SEMESTER Evaluation Components (for Personality Development and Corporate Communication)



Project Presentations & Viva Voce

The students of PGDM are required to do two capstone projects in the first year of the program, one project based on summer internship and one research project during final semester.

The evaluation of the projects will be done based on different parameters which include various project review meetings, quality of project submitted, presentations given by students and viva voce conducted by the panel of examiners.

The panel for the viva voce is decided by the Examination department in consultation with the Core Academic Council and includes one external and one internal examiner.

The Capstone Project: Two capstone projects are part of the PGDM curriculum at ABS.

The Capstone Projects are evaluated on the basis of Project Report and student presentations to faculty panel at the end of the semester.

The evaluation criteria for Capstone project is as under:

Project Report: 50 Marks

Presentation by Student: 25 Marks

Viva: 25 Marks

Summer Internship Project (SIP): Carries 100 marks, of which 50 marks are for the project report and 50 marks for viva and presentation.

50 marks for project report includes

- On the job training: 20 Marks
- Company Feedback: 20 Marks
- SIP process compliance: 10 Marks

Research Project: In fourth semester, the candidates have to submit a Research Project Report on a problem/topic (from the specialization areas) to be assigned by the faculty guide taking into consideration the area of interest of the student. Faculty guides will be allotted by the institute on the basis of specialization opted by the student. The project aims at developing research aptitude in the students and enhancing their analytical skills as well as critical thinking abilities.

The student shall prepare the Research Project Report as per the format given in the Research Project Report Manual. The student will submit two copies of the report to the faculty guide. The number of pages in the report should be 75 or more.

The evaluation of the project will consist of:

- (1) Evaluation of Project Report: 60 marks
- (2) Viva based on Project: 40 marks

Examination Dates and Timings

The schedule for examinations will be published on the college notice board at least 10 days prior to the commencement of the examination.

Students are responsible for correctly noting the date and time of their examinations and are advised to check their exam schedule later on as well for any possible changes.

Examination norms

1. **No Dues Clearance for the Examinations** (Sessional/End-Term/ Reappearance/Make up/ Supplementary): Students are required to comply with No Dues Clearance process, before the commencement of any of the examination be it sessional/end term/make-up/re-appearance/supplementary. It is mandatory for the students to clear all their dues related to Fee, Fine, Library Dues, Hostel Dues or any other dues applicable within the stipulated time (as per the admission letter), in case of any query or assistance required for process compliance, they are required to seek approval from Department of Student Welfare. Absence of “No Dues Clearance” or appropriate approval from DSW may result into withdrawal of academic assistance.
2. Student should report to the examination hall 15 minutes before the Commencement of the examination’ once the exam starts the student will not be allowed to enter without permission of the Head Examination/ Dean examination.
3. No student is allowed to leave the examination hall in the initial one hour and last half an hour, after the commencement of the examination.
4. All the students are required to carry their hall ticket, college identity card in the examination hall else they will not be allowed to write the exam. In case of lost hall ticket, student shall have to pay a fine of Rs. 100.
5. It is mandatory for all students to be in college uniform on all examination dates otherwise they will not be allowed to appear for the examination.
6. No student is allowed to write anything on the question paper except their enrollment number.
7. Books, study material, mobile phones, laptops, i-pods and other subject related material are strictly prohibited in the examination hall. Students keeping such valuable items outside the examination hall shall do so at his own risk. ABS will not be responsible for any loss, in such cases.
8. Students are not allowed to share stationary items with each other.
9. Students are not allowed to interact amongst themselves, during the examination or with anybody outside the examination hall, while the examination is going on.
10. Assembling of students in the lobby & fresh rooms also is not allowed during the examination hours.

11. Students if going to the washroom during examination need to make proper entry in the in-out sheet and should return back within 3 minutes any student taking longer can be denied entry in to the examination room by the invigilator.
12. The college will not be responsible for personal property left in the examination hall.
13. A candidate whose conduct is disturbing to other candidates and who persists in such behavior after receiving a warning from an invigilator shall be required to leave the examination hall.
14. Examination norms are applicable as soon as you enter the examination hall. If the candidate has any query(s), they should raise their hand and speak to the invigilator only.
15. Decision taken by invigilator during examinations will be final and binding on all students.

Invigilation Norms

The following are the examination norms to be followed by all the Invigilators:

1. The faculty members assigned invigilation duties are required to reach examination department desk and collect the examination material (Answer sheets, B-Sheets, invigilator files, threads and question papers) at least 20 minutes prior to the start of examination and should reach the examination hall 15 minutes before the scheduled time of commencement of examination.
2. Invigilators need to check the id-cards and admit cards of all the students appearing the exam on all days.
3. This is the duty of the invigilator to start the examination at the scheduled time.
4. Invigilators should arrange the answer sheets in series of roll numbers assigned to students and class wise after the exam before submitting it back to examination department.
5. Invigilators need to check all the entries made by students before signing their answer sheets.
6. Attendance sheet needs to be signed by all the students present and writing the exam on that particular day and it is the responsibility of the invigilator to get it signed by the students.
7. Invigilators need to give prior (at least an hour before) information in case of coming late or absenteeism (strictly for urgent and important reason) on the day they are assigned the invigilation duty.
8. During invigilation duty, an invigilator can take a break if required in between only for 3 to 4 minutes by informing examination department in advance.
9. Subject teachers are not allowed to enter the examination hall. In case they are there in examination hall on assigned duty, they are not supposed to resolve any queries of students during the examination.
10. Invigilators should not allow students to borrow stationery from each other during the examination; all students need to bring their own stationery required by them.
11. Faculty members on invigilation duty are not allowed to engage themselves in any other activity (reading books, news papers, preparing notes, copy checking, messaging or talking on mobile etc)

12. Invigilators are required to ensure that the students are not involved in any unfair practice for writing the examination.
13. Invigilators on examination duty are required to read instructions for students on daily basis before the commencement of examination.
14. The invigilators are required to mark absent and debarred students separately in the examination attendance sheet.
15. Any query of student regarding questions in the question paper or any printing error needs to be brought to the notice of examination department immediately for corrective measure.
16. If answer sheet of any student is cancelled due to using unfair means, the invigilator needs to mention it on the attendance sheet.

Conduct of the Examination

1. Regular rounds to be taken by the Examination department personnel to ensure smooth functioning of the examination.
2. Examinations to be conducted only in those rooms where CCTV cameras are installed.
3. Flying squads are to be formed during each set of examinations to curb cheating / use of unfair means during the examination.

Academic Misconduct

Students must ensure that they are familiar with the examination rules and regulations before appearing for the examinations. In case of any misconduct during the examination, it shall lead to serious consequences.

Unfair Practices

Students are prohibited from resorting to unfair practices in the examinations or any of the other evaluation components, as per the rules and regulations laid down by the Institution.

If students are found to be resorting to unfair practices, like

- Carrying mobile phones inside the examination hall
- Carrying any form of cheat or any other paper with content written on it either related or not related to the subject
- Having written anything on the skin and cloth
- Talking to each other after entering the examination hall
- Looking into other answer sheets
- Showing answer sheet to other students
- Writing anything on the QP except enrolment number
- Writing anything on the Admit cards.

- Found talking to other students in the washroom and lobby area
- Found with any study material inside or outside the examination room including washrooms.
- Behaving in an indiscipline manner
- Causing disturbance to others
- In case of online exams, the content will be checked for plagiarism and if found copy pasted.
- Any student trying to log in without permission, etc.

They will be expelled from the examination hall and their answer script will be seized. Use of unfair practices noticed/ identified on the basis of the report submitted by the invigilator to the Dean Examination or by the faculty member during invigilation, would result in cancellation of the examination in which he/ she has been found using unfair means or may also lead to the cancellation of all the examinations that he/she may or may not have written. Student's name may even be struck off the rolls or he/ she may be subject to other punitive action as deemed fit.

Examination fees

S. No	Name of Examination	Particular	Fees	Mode of Payment
1	Make-up	In case of absence from examination	Rs. 300 per paper	DD or Cash
2	Re-appear	In case of less attendance in examination	Rs. 500 per paper	DD or Cash
3	Supplementary	In case of not clearing examination	Rs. 300 per paper	DD or Cash

Make-up Examinations

In case of medical cases or other emergency circumstances if the student is unable to write the examination, he/she will be given an opportunity to write make up examinations. The decision of conducting the examination will be at the discretion of the examination department of the college. Make up examination dates will be notified on notice board by the controller of examination. Students need to fill make-up examination form, which has to be accompanied with the fees. It will be mentioned in the grade sheet of the student that he/she has cleared by giving "make-up"

examination. The make-up examination would have the same format and standard as the main semester examination.

Students are required to ensure that they write the sessional and end term examination of each semester either in main term or make-up examination. Non-compliance may lead to cancellation of registration in course.

Re-appear Examinations

The students debarred from the examination on account of attendance, using unfair means during examinations and disciplinary action will have to write the re-appear examination and “re-appear” would be mentioned on their respective semester grade-sheet. The decision of conducting the reappear examination will be at the discretion of the examination department of the college. Reappear examination dates will be notified on notice board by the controller of examination, well before the commencement of the examination.

Make-up/ Re-appear examinations will be conducted only once. Those students, who will not appear for that as well, will be able to appear for the examination next year only.

Make-up Classes

Ensuring the quality of learning, special make-up classes are conducted for the students debarred from the exams due to medical or any other reasons. These make-up classes help students in preparing themselves for the re-appearance and make up exams. Attendance in these classes is mandatory. Non-compliance of 100% attendance in make-up classes will lead to non-eligibility to fill reappearance form.

Supplementary Examinations

A student who is having a term grade as “E” will be writing Supplementary exams. A student need to clear the subject combining sessional and end term exams and not separately.

Supplementary examinations are conducted in order to provide an opportunity to students to achieve minimum academic requirements. As such, these are not meant for betterment/ improvement of academic performance.

Supplementary Exam Fees are to be paid by the student along with supplementary examination form. Supplementary examination fee once paid is non-refundable and will not be adjusted/ transferred to any course other than that it was paid for.

Grade sheets will be given to all students except those who have not given or cleared the examination.

Note: Make-up/ Re-appear / Supplementary examinations will cover the entire syllabus of the subject.

Re-checking of answer sheets

Answer sheets once checked by the concerned faculty member will be re-checked by some other faculty of the same subject to eliminate any chances of biasness and calculation errors.

Grading Policy

The grading policy does not emphasize on a single examination and absolute numerical marks. At the end of semester, letter grades A+, A, B+, B, C, D, E are awarded to the students based on their overall performance in the course in sessional & end term examinations.

Reports: Apart from letter grades, certain events/facts are reported by suitable abbreviations. These reports are not to be construed as letter grades. The various reports listed below are elaborated subsequently.

- a. No Show (NS)
- b. Not Cleared (NC)
- c. Withdrawn (W)
- d. Registration Cancelled (RC)
- e. Discontinued from the Program (DP)

a) No Show (NS) Report: An event will be reported as 'No Show' in the following cases:

- i. Student has neither reported for registration on the specified date nor sought prior permission for late registration
- ii. Reasons for request for late registration are found to be false/not genuine
- iii. A "No-Show" report may lead to discontinuation from the program. Students who have "No Show" reports in two subsequent semesters will have their names struck off the rolls.

b) Not Cleared (NC) Report: Students who continue to remain registered in a course but provide the faculty member inadequate opportunity to evaluate them by remaining absent from all evaluation components conducted by the faculty member or by remaining absent from the sessional examination and/or term examination, will be provided "NC" report.

In all these cases, the student will have to do self-study and write the re-appear exam with the next year students.

If a student has an 'NC' report in a course, progression to the subsequent semester(s) is not restricted except when the course with 'NC' report is a pre-requisite to a course in the subsequent semesters.

c) Withdrawn (W) Report: A student may seek withdrawal from a course or from more than one course of a semester for any of the following reasons:

- i. The student is unable to register for the courses for genuine personal reason.
- ii. The student is unable to cope with the normal semester load and withdraws from courses to reduce his/her academic load for a particular semester.

Request for withdrawal should be made to Director.

d) Registration Cancelled (RC) Report: When a student's registration for a course is cancelled, it will be reported in the grade sheet as RC. An event will be reported as Registration Cancelled (RC) in the following cases:

- i. A provisionally admitted student fails to submit proof of graduation or equivalent and/or does not satisfy the minimum eligibility requirements for admission within the prescribed time.
- ii. Cancellation is recommended as a part of disciplinary action, for resorting to unfair means during examinations or other unprofessional behavior.
- iii. Student persistently and/or deliberately do not pay the dues.

RC subject to the following:

- i. When it is clearly known that the student will be required to register again in the same course, the event will be reported as RRA (Required to Register Again).
- ii. If RC amounts to discontinuation from the Program it will be reported as DP (Discontinued from the Program).
- iii. If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning has to be constructed from the context in which the RC was reported.

e) Discontinued from the Program (DP) Report: An event will be reported as DP in the following cases:

- i. Student after allotment of ID number, neither reports for registration/late registration nor seeks prior permission for deferment.
- ii. Student with RRA reports in a course have not registered in the subsequent Semester.
- iii. Student who has failed do not apply for Supplementary Exams to clear the course.
- iv. If "RC" amounts to discontinuation from the program.

The Minimum Requirements

The minimum grade required to pass in each subject is 'D' grade and a minimum of GPA '5' is required in each semester. To clear the course a student, need to clear all subjects with a minimum of 'D' grade and a CGPA '5' at the end of two years.

A student will be declared as failed after one year if he/she fails/not appeared in more than $(N/2)$ {i.e. more than half the number (where N is number of subjects)} of all the subjects of two semesters.

Implication of the Regulations

At the end of Semester-II: Failure to meet the minimum academic requirements will bring a student under the purview of counseling. In such cases, the student will receive a notice from the institute and will have to undergo counseling sessions with assigned Faculty. Student will not be eligible for placement assistance.

At the end of Semester-IV: Student not meeting minimum academic requirement will not graduate and may be required to appear for supplementary examinations and/or register for Special Semester to fulfill the minimum academic requirements.

Graduation Requirements

A student is deemed to have fulfilled the requirement of graduation for the program when he/she has cleared all the courses prescribed in the program.

Academic Counseling Committee

Students who do not meet any of the minimum academic requirements will automatically fall under the purview of the Academic Counseling Committee (ACC) or any designated authority. During the currency of the purview, the student will lose all his/her options with regard to the various features permitted during the process of registration, namely late registration, choice of electives, choice of repetition of courses, withdrawal etc. The ACC shall prescribe a course package, which the student will be required to undergo. The ACC has the discretion to decide whether the student repeats as academically required or through self-study and Chamber Consultation with faculty.

Certification

Students who fulfill the minimum academic requirements will be given a provisional certificate along with the transcript before the award of the Diploma.

Course Completion

Students are expected to complete the PGDM program in all respects, within 2 years. Although if anyone fails to qualify in 2 years, maximum period that is allowed for the completion of the course is 4 years from the date of admission as prescribed by AICTE, failing that would make them ineligible for award of PGDM.

Issue of Duplicate Documents

(a) Replacement of Grade sheets & Transcript

- (i) Student should submit a copy of FIR (First Information Report) mentioning the city of loss of original grade sheet and transcript along with a written application.
- (ii) The word duplicate shall be written in red ink on top of the grade sheet/ transcript.
- (iii) Cost of issue of duplicate grade sheet is Rs. 500 per grade sheet.

(b) Replacement of original Degree certificate

- (i) It shall be issued only on submission of an application along with copy of FIR (First Information Report) in the police station indicating the place of loss, and also enclosing a cutting of newspaper of repute (National dailies) where student should publish an advertisement in 'list column' mentioning the city where documents have been lost.
- (ii) The word duplicate shall be written in red ink on top of the Diploma
- (iii) The cost of replacement shall be Rs. 1000.

Revaluation / Rechecking/ Copy of Transcript/ Internal Revaluation

Students interested in rechecking /revaluation/ copy of their evaluated transcripts may follow the prescribed guidelines. The applications for revaluation / rechecking/ copy of transcript/internal revaluation may be collected from and submitted to the Controller of Examinations within 10 days from the date of announcement of the result on the Notice Board. In case the last date falls on Holiday or Sunday, then next working day will be considered as the last day of submission.

The prescribed fee is as under:

S. No.	Particulars	Fees
1	Rechecking of Transcript	Rs. 500/- per paper
2	Revaluation of Transcript	Rs. 1000/- per paper
3	Copy of Transcript	Rs. 2000/- per paper
4	Internal Re-evaluation	Rs. 300/- per paper

Examination Department will have endeavor to reevaluate /recheck the scripts within 15 days of receipt of the request.

Note:

1. **Rechecking of Transcript:** On receiving the application and prescribed fee from the student, marks allotted in the transcript would be re-totaled to check calculation error if any.

2. **Revaluation of Transcript**: On receiving the application and prescribed fee, the transcript of the student would be re-evaluated by the subject specialist.
3. **Copy of Transcript**: On receiving the application and prescribed fee, the copy of transcript for the subject applied for will be shown and discussed with the student on a specific date of appointment.
4. **Internal Re-evaluation**: On the request of the student with prescribed fee and application form, internal marks of the student in the applied subject would be re-checked and corrected if required.

Evaluation Norms and Grading System

Components of Evaluation

1. Each 3-credit course is evaluated for 100 marks (Sessional Mid Term Assessment– 40 marks and End Term Examination – 60 marks) and the total marks scored are finally converted into grades.
2. To assess the performance of students Class Evaluation includes Classroom tests, Projects, Seminars, Case studies, Report writing, Presentations, Assignments, Skill development exercises, etc. Faculties provide feedback on the basis of each and every assignment and other skill development exercises. Teaching Cases are developed by faculty relevant to the curriculum and based on recent happenings in the business world. Assignments given are intriguing and help develop a practical application approach in the students instead of theoretical rote learning.

The sessional mid term as well as end term evaluation is divided into two parts that are written paper and continuous class evaluation (carrying 70% and 30% weightage respectively), the 30% portion is further divided into participation in events and activities for 10 percent and for the remaining 20 percent the concerned faculty member may use a combination of at least three components, other than Class Participation, from the options given below.

- i. Quiz / Class Test (s) (announced or unannounced)
- ii. Individual /Group Case study write-up / Presentations
- iii. Individual Article review
- iv. Individual / Group Assignment
- v. Individual / Group Project
- vi. Individual / Group Research Paper

vii Practical Exercises (in class / submission)

No single component shall have a weightage of more than 25 percent in the continuous class evaluation. Actual weightage for each component shall be decided by the individual faculty for the course and announced at the beginning of the Term.

Evaluation of Components

The faculty member concerned shall award marks for each component of the evaluation and provide feedback to the students within 10 days of holding / conducting that component of the evaluation. For each portion of the evaluation, faculty members will grant marks and submit marks to the Examination Department at the end of the term i.e. sessional mid-term and end-term in each semester. The Examination Department will centrally convert the total marks for the course into letter grades. A student who wants to clarification on the marks awarded can discuss the matter immediately upon receipt of the marks with the faculty concerned so that the marks sent by the faculty to the department of examination are final.

Whenever, as far as possible, two or more faculty members teach a course, evaluation work shall be so divided that any given component is evaluated by the same faculty for all sections of students. This could be achieved for final examinations by dividing the question paper into parts and for students of all sections, each faculty could evaluate one part.

Converting marks into grades

The faculty member shall convey to the students only the marks for each part. The Examination Department shall assess the grades for each class within three weeks of the conclusion of the final exams and shall reveal the grades to the participants, together with GPA / CGPA.

As mentioned above there would be continuous evaluation of the students in each course. Students would be given numeric marks by the faculty based on their overall performance in each course taking into account various components of evaluation and the evaluation scheme already given to them. Later on the examination office would declare the letter grade like A+, A, B etc. based on the marks submitted by the faculty.

Grading The grading will be worked out based on Cumulative Grade Point Average [CGPA] system. It will be awarded in letter grades as follows:

Marks (Out of	Letter Grade	Numerical Grade Pts	Remarks
90 - 100	A+	10	Outstanding
80 - 89	A	9	Excellent

70 - 79	B+	8	Very good
60 - 69	B	7	Good
50 - 59	C	6	Average
40 - 49	D	5	Satisfactory
39 and below	E	0	Poor
0	F	0	Not Appeared
0	G	0	Debarred

Professional Assessment Score (PAS)

Every student is awarded Professional Assessment Score out of 25 at the end of each semester based on the GPA attained by the student in that semester.

The calculation of PAS is as under

GPA	Professional Assessment Score (out of 25)
9 -10	25
8 – 8.9	23
7-7.9	20
6-6.9	18
5-5.9	15
below 5	0

Special Provision for Online Examinations

In times when it is not possible to conduct offline examinations the institute may conduct online examinations. The following are the guidelines and process for conducting online examinations:

1. QP's will be uploaded on the server one day before the examination.
2. Every student will be allotted a set of QP and a username and password for each student will be created.
3. Username and Password will be provided to the student 5 minutes before the examination. For every examination there will be a different username and password.
4. Every question will have a time limit to answer.
5. QP patten may change considering online examinations and connectivity issues.
6. In case of connectivity issues students will be given assistance through call or message.
7. Rest of the evaluations and norms remains same as of offline examinations.