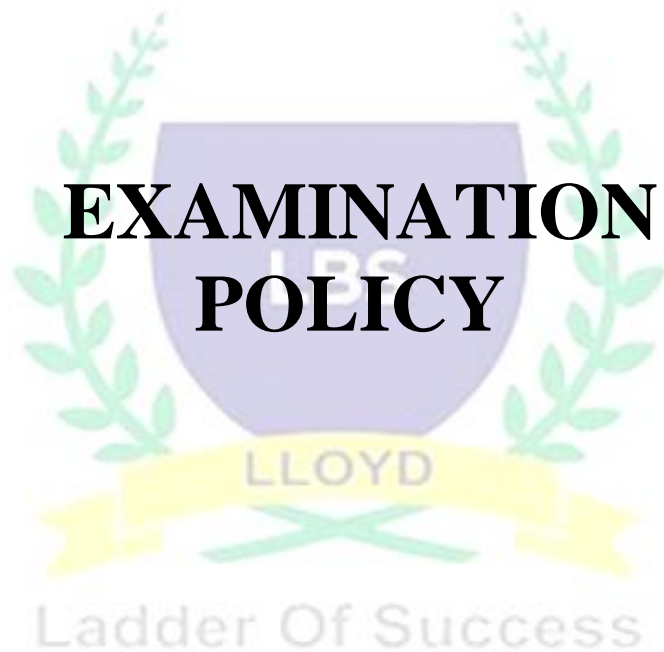




**Lloyd Business School**

Ladder Of Success



**LLOYD BUSINESS SCHOOL**

Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306

## EXAMINATION RULES AND REGULATIONS

Evaluation of an academic programme is an essential component. The examination policy of Lloyd Business School is drafted to lay down the rules and regulations to be followed by the stakeholders of the programme. The policy is designed through rigorous brainstorming in Examination Committee meetings. The stakeholders of the programme shall follow the examination guidelines. In case of any discrepancy or issue faced by any of the stakeholders, the same shall be brought to the notice of the Director through email at [director@lloydbusinessschool.edu.in](mailto:director@lloydbusinessschool.edu.in) or through a letter addressed to the Director, Lloyd Business School, Knowledge Park II, Greater Noida – 201306. The Director shall decide whether to proceed with the issue and place it for discussion in the Examination Committee meeting. The final outcome shall be incorporated in the next year's examination policy.

### 1. The Programme

The Post Graduate Diploma in Management (PGDM) programme is a two-year full-time programme approved by AICTE and the Ministry of HRD. The program comprises six trimesters of 3–4 months each and 6–8 weeks of Summer Internship Programme (SIP). The courses offered are Core, Compulsory Electives, and Open Electives. The minimum credit requirement for qualifying for the PGDM is 123. However, a student may earn a maximum of 132 credits by opting for additional open elective subjects.

### 2. Formation of Teams, Roles and Responsibilities

A meeting of Examination Committee members shall be scheduled and the following teams shall be formed, and responsibility assigned.

S. No.	Teams/Roles	Duties and responsibilities
1.	Date Sheet	Preparation of the Date Sheet for the end-term examination and sharing the same with the faculty and students.
2.	Seating plan	Preparation of a trimester-wise and room-wise seating plan.
		Displaying them at the proper places and forwarding them to other teams.
3.	Question Paper	Preparation of date-wise numbers of question papers required.

		Receiving Question papers from all internal faculties/external experts
		Segregating the question papers and distributing them room-wise in envelopes before the invigilators' reporting time.
		Making a file of question papers day-wise.
4.	Invigilation duty assignment	Preparation of day-wise/room-wise investigation duty chart based on the seating plan and circulating the same to faculty members and office of Director.
		Deputing flying squad teams for overall observation
		Checking the board and furniture cleaning and proper working of lights, fans and air conditioners of the rooms used as the examination hall.
		Issuing room-wise all Exam material to the invigilators before each shift.
		Deputing Question paper envelopes to the invigilator teams.
		Receiving answer scripts and other formats at the end of each shift of examination.
5.	Team of supporting staffs and lab attendants/ peons	Each of the above team is assigned one/two supporting staffs and one/two supporting staffs and one/two peons.

### 3. Question Paper Setting and Submission

- i. The examination coordinator invites question papers of compulsory subjects from external experts/academics outside the institution. (Revised in AY 2023)
- ii. Faculties/external experts/academicians outside institutions are requested to send their respective subject question papers via email to lbs.examination@lloydcollege.in as per the format issued by the exam department at least before 7 days of the Commencement of the Examination.
- iii. The question papers received by the exam cell to be kept in a strong room.
- iv. LBS is an autonomous institution which relies on faculty autonomy as well. The faculty members take responsibility, as and when asked to set question papers and evaluate them based on pre-set requirements for each course.

- v. The question paper setters are instructed to design the question paper in lieu of Bloom's Taxonomy and shall map the Course Outcomes (COs) with the given questions.
- vi. When selecting assessment tools and setting question papers, question paper setters keep in mind the expected Course Outcomes.

#### **4. Conduction of Examination**

##### **4.1 Academic Calendar from the Director**

- i. The Office of the Director publishes an Academic Calendar that mentions the dates of End Term exams.

##### **4.2 Preparation of Schedule for End Term Examinations**

- i. Preparation of Examination Schedule by the examination coordinator/members based on dates of the academic calendar or/and as per the request received from the Academics Committee.
- ii. Circulation of the Examination Schedule to the office of the Director, the faculties and students.
- iii. Display of exam schedule on notice boards and mailed to students.

##### **4.3 Detained data from the department**

- i. Head of Academics will share the list of detained students
- ii. Detention could be based on attendance, discipline etc.

##### **4.4 Rooms identification & Admin officer**

- i. Identify the rooms for the conduction of the Examination.
- ii. Intimation to the Admin Officer for the necessary arrangements.

##### **4.5 Seating Plan for student display**

- i. Preparation of room wise seating plan.
- ii. Displaying it in the different notice boards, entry points and Examination Halls.
- iii. Mailing the room-wise seating plan to Director and the examination cell members.

- iv. Mailing the room-wise seating plan along with instructions regarding the examination to Students.

#### **4.6 Question Paper Segregation**

- i. Day-wise/room-wise question paper segregation is done by exam committee members in the strong room and handed over in envelopes to the control room just before the reporting time of the invigilators.

#### **4.7 Preparation of the Invigilation Duty Chart**

- i. The Invigilation Duty chart to be prepared day-wise/ room wise and circulated to faculty members and Director's Office.
- ii. Instructions to the invigilators are also circulated with a duty chart.

#### **4.8 Reporting of Invigilators**

- i. Invigilators report to the control room 30 minutes before the commencement of the examination and take the examination materials before moving to the examination hall where they have been assigned duty.
- ii. After completion of the examination invigilators submit the answer scripts along with other formats to the control room.

#### **4.9 Collection of answer scripts from invigilators and distribution to subject teacher**

- i. Answer Script collection from invigilators by examination committee members.
- ii. Answer Script summary report to be submitted by invigilators along with answer script.
- iii. Handing over the answer scripts to the subject teacher after filling the answer script issue format.
- iv. Also keeping a record of the answer script received from the subject teacher.

#### **4.10 Formation of Flying Squad team and Discipline team**

- i. Forming a team of flying squad consisting of Professors and Directors for observation.
- ii. Assigning duty to them in different examination blocks.

#### **4.11 Unfair Means (UFM) Policy Framing and Implementing**

- i. The various cases which come under UFM are notified to students in the instruction sheet.
- ii. The current UFM policy is given in section 7.
- iii. During the examination, if any UFM cases are registered. UFM case guidelines are to be strictly followed.
- iv. Action decided by the Examination Committee based on UFM policy.

#### **5. Pattern of Internal & End Term Examination**

The evaluation of the PGDM program is divided into internal and external components in a 40:60 ratio for each subject. The internal assessment of 40 marks in each subject will be awarded by teaching faculty of the particular course during the delivery of the course. There are seven components of internal assessment. A teaching faculty shall choose preferably three components for internal assessment. In case, Group/ Individual Project is selected as an internal assessment component, two components, including project can be used for internal assessment. However, the weightage of each selected component shall be decided and communicated in advance to the students and competent authorities. In case of any change in the internal assessment evaluation components during the course, approval shall be taken from the director's office. In case of a mismatch of selected internal assessment components in the beginning of the course and components used for actual assessment, the assessment of a particular component will stand void. The seven internal assessment components are; 1.2.1. Case Study Analysis 1.2.2. Quiz 1.2.3. Assignment (Group/Individual) 1.2.4. Presentation (Group/Individual) 1.2.5. Mid-term 1.2.6. Project (Group/Individual) 1.2.7. The end-term evaluation of the particular subject will be the responsibility of the examination department. The teaching faculty may be asked to prepare one or two sets of question paper/s. The question papers shall be able to test (i) ability to recall, (ii) ability to understand, (iii) ability to apply, (iv) ability to analyse, (v) ability to evaluate and, (vi) ability to create, in the particular course of the students. All the levels of evaluation are drawn from Bloom's Taxonomy. The collective assessment (internal and external) shall map all (Course Outcomes) CO's collectively. Faculty shall be in a position to specify which assessment maps to which course outcomes

## 6. Evaluation of Answer Scripts

- 1) Evaluation of the answer scripts to be done by the subject in charge/ experts.
- 2) However, if the Director feels required and appropriate may interchange the evaluators among various sections for the same subject. For example, Faculty A is teaching Section A and Faculty B is teaching Section B, but evaluation can be given to faculty A for section B and vice versa.

## 7. Minimum Duration for Answer Script Submission

Candidates may be allowed to submit their answer scripts before the duration of the examination as per the timings mentioned below:

Duration of Examination	Minimum Duration for Answer Script Submission
3 Hrs.	2 Hrs 45 minutes
1Hr. 30 minutes	1 Hr 15 minutes

## 8. UFM Policy

S. No.	UFM Details	Punishment
1.	<ul style="list-style-type: none"><li>• Disregards instructions provided by the Invigilator or Central Examination Committee.</li><li>• Engages in communication with another examinee or attempts to share information despite being cautioned by the invigilator or any competent authority.</li><li>• Write anything other than the Roll No. in the designated space on the question paper.</li><li>• Possesses exam-related materials in proximity or underneath the seat, even if there is no evidence of direct copying as confirmed by the Invigilator.</li><li>• Utilises indecent or abusive language in the answer book.</li><li>• Makes oral attempts to communicate with another examinee during the examination.</li><li>• Displays indecent behaviour within the examination hall.</li></ul>	<p>A warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" grade or the faculty can mark a note stating deduction of marks.</p>



2.	<ul style="list-style-type: none"> <li>• If the examinee is found in possession of notes, chits, answer book of any other examinee, etc. however, he/she has not written from the said material in his/her answer book</li> <li>• Possess any sort of exam-relevant material in the examination hall or even outside the examination hall, like the toilet, lobby, etc. or tries to contact any unauthorised person during the exam timings</li> <li>• Bring any electronic gadgets (except a memory-less scientific calculator if permitted in that paper) in the examination hall.</li> <li>• Any sort of writing on the question paper regarding the solution of the questions.</li> <li>• If the examiner finds some written/printed papers etc. of exam-related material from the answer book of an examinee.</li> <li>• Attempts to get rid of or to destroy any kind of exam-relevant prohibited material with which he is caught or helps others in such an act.</li> <li>• The examinee is found to have thrown away his answer book, supplementary question paper, or practical job, or part thereof.</li> <li>• If the examinee is found to have torn the answer book, question paper, any other exam-related material or part thereof his/her own or that of another examinee. If the examiner reports that in the examinee's answer book is written with more than one type of hand writing.</li> </ul>	<p>Cancellation of the result of the CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.</p>
3.	<ul style="list-style-type: none"> <li>• If the examiner reports about missing pages or additional pages in the answer book of the examinee</li> <li>• If the examinee obstructs the process of conducting the examination in any way.</li> <li>• If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination</li> <li>• If the examinee attempt to bribe by way of Keeping currency notes in his/her answer book</li> <li>• If the examination committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination.</li> <li>• Possess any sort of exam-relevant material written/printed compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic gadgets, including mobile phone in the examination hall or even outside the examination hall like the lobby etc.</li> </ul>	<p>Cancellation of Result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or "F" grades.</p>



4.	<ul style="list-style-type: none"> <li>• If the examinee obstructs/threatens orally or assaults the invigilator or any competent authority on exam duty.</li> <li>• Tries to bring duly written answer book or supplementary from outside.</li> <li>• If the examinee is found with bulk material like book, notebooks, and short notes etc. related with the concerned paper</li> </ul>	Cancellation of the result of all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).
5.	<ul style="list-style-type: none"> <li>• If person impersonates as an examinee and if this is detected during or after the examination.</li> <li>• If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.</li> <li>• Leaves the examination hall without submitting his answer book or tries to destroy it.</li> <li>• If the examinee is not appearing in that particular examination but who is a candidate of other examination of the College behaves in an indiscipline manner during the particular examination or helps other examinee in using unfair means.</li> </ul>	Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled. (All the theory and practical papers will be awarded ZERO marks or "F" grades in that semester).
6.	<ul style="list-style-type: none"> <li>• Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.</li> <li>• Physically assaulting invigilator or any competent authority on exam duty.</li> </ul>	Cancellation of result of the all the theory papers and practical examinations (i.e. the papers and practical examination will be awarded ZERO marks or "F" grades) in that YEAR and the candidate has to repeat that session.
7.	<ul style="list-style-type: none"> <li>• If, during the examination or afterwards, any examinee is found to have indulged in unfair means other than specified in 1 to 6 as above and which has been bearing on the examination or result of the examinee and/or any other examinee.</li> </ul>	The examination committee shall decide the penalty depending upon the nature and complexity of the involvement of the examinee on a case-by-case basis.

## 9. Conduction of Online Examination (If Required)

### Examination process through Google Forms.

- a. Making Google Forms per Subject.
- b. The question paper link will be shared 1 min prior to the examination start time.

- c. A faculty member should not alter any setting other than the unchecking of absentee.
- d. The edit form option will be on for student in question paper so that he/she can submit even in small portions.
- e. Closing response receiving and auto mail for response summary, must be set to auto avoid non-submissions. The same will be monitored by Exam Coordinator & Team.

#### **10. Award of Diploma**

A student shall be awarded the diploma on the day of convocation (not necessarily to be held annually) under the fulfilment of following criteria.

- a. A student has secured minimum 4.0 or above CGPA.
  - b. A student has cleared all papers with minimum 40% marks
  - c. A student has no dues on the institute.
  - d. A student is not undergoing any suspension from the institute.
  - e. A student is not undergoing in legal dispute with the institute
  - f. A student is not having a non-awarding diploma recommendation from a faculty.
- A student can be given with a demand provisional diploma before convocation.

#### **11. General Guidelines**

- a. A student shall clear all his dues till date to write the examinations.
- b. A student should not appear in the debarred list provided by the HOD.
- c. A student should carry the necessary ID's during the examination.
- d. A student shall not practice unfair means during the examination.
- e. A student shall reach to examination hall 15 minutes before time of start of the examination.
- f. A student can be promoted to next trimester and year if he/she has more than 4.0 CGPA

## **12. Compartment/ Improvement Examinations and rechecking**

- a. A student shall fill the compartment form to appear in compartment examination along with fee of the compartment (Rs. 500 each paper).
- b. The compartment examinations will be conducted along with end-term examination of next term.
- c. There will be two special examinations during one academic year for providing students chance to clear their pending examinations.
- d. A student shall pass all his/her examinations within four years from date of Enrollment in the course.
- e. A student can write compartment examination for a particular subject twice. More chances to write the compartment examination can be written with special permission of director of the institution.
- f. A student can apply for rechecking of answer-sheet only once by paying a fee of Rs. 1000 per answer sheet. The revaluated marks (more or less then previous score) will be considered as final marks in the particular subject.
- g. A student seeking improvement in grades can write the improvement examination (by paying a fee of Rs. 1000 per subject) in any number of subjects within four years from the date of enrollment in the course. In case of improvement examination, the higher marks out of pre- and post-improvement shall be considered as final score. However, there is no separate datasheet will be provided for the improvement examinations and the student shall be given the chance to write improvement examinations during the conduct of special examinations only. The syllabus for the improvement exam for pa articular subject shall remain same as read by the student during the commencement of the course.

## **The Grading and CGPA System for Academic Year**

**The following grading system shall be implemented while grading the students for final results and preparation of grade sheets.**

Grade	Qualitative Value	Corresponding Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	Less than 4

$$(C)GPA = \frac{C_1 G_1 + C_2 G_2 + \dots + C_n G_n}{C_1 + C_2 + \dots + C_n} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where  $C_1, C_2, \dots$  are credit points of the particular subjects and  $G_1, G_2 \dots$  are the grade points of the respective subjects.

### **Award of Grace Marks**

- In total 8 grace marks may be awarded during the moderation of result to a student per trimester.
- Grace marks don't fall under the claimable right of the student, it is completely on the discretion of the examination committee.

### **Declaration of Result**

The Office of the Controller of Examinations will declare the final Trimester Result on or before 30 days of the last day of the End Term Examination.

### **Evaluation Criteria for Summer Internship Report & VIVA & on the Job/Report & VIVA.**

#### **1. Preparation of guidelines for summer internship report & viva, and on the job/final report & viva.**

- The examination cell shall prepare the SIP and OJT/ Final project viva guidelines.
- The examination cell should float the SIP and OJT/ Final project viva guidelines to the students prior to starting of the process via mail.

## 2. Evaluation Criteria for Summer Internship report

### Summer Internship Evaluation

S. No	Criteria	Marks
1	Report Quality & Structure	30
2	Understanding of Concepts & Analysis	30
3	Presentation & Communication Skills	20
4	Viva-Voce (Knowledge & Defence of Work)	20
<b>Total</b>		<b>100</b>

The SIP report shall be evaluated based on the parameters outlined in the guidelines shared with the students.

## 3. Evaluation criteria for on the job/final project report & viva.

### Final Project/OJT Evaluation

S. No	Criteria	Marks
1	Problem Definition & Objectives	10
2	Literature Review / Background Study	15
3	Research / Project Design & Methodology	15
4	Data Collection & Analysis	15
5	Application & Business / Research Relevance	10
6	Critical Thinking & Problem-Solving	10
7	Communication & Presentation	10
8	Professionalism & Ethics	5
9	Overall Project Outcome	10
<b>Total</b>		<b>100</b>

## 4. SIP and OJT/Final Project Viva.

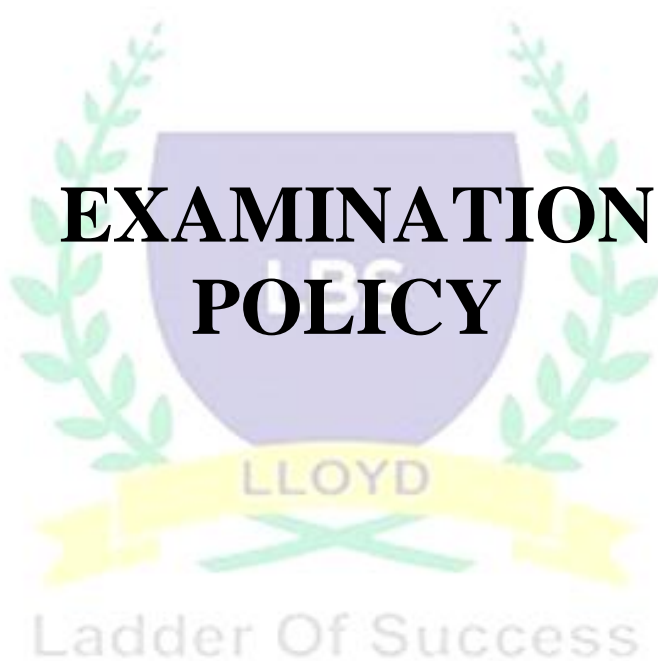
- The examination cell shall constitute a panel of faculty for conducting the Viva.
- The schedule of the viva shall be prepared and sent to the office of the director and the faculty.
- The Schedule of the viva shall be mailed to all the students.
- To evaluate the reports of summer internships submitted by students, Industry professionals are involved as examiners for the viva voce.



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# **EXAMINATION POLICY**



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