

Examinations

A) Assessment Method

The Institute follows a structured evaluation system for assessing the performance of the students. This system of assessment is based on a well-designed course structure. While the core subjects are compulsory for all students; the elective subjects are chosen by the student based on the area of specialization, as applicable, with the consent of the Chairperson. The assessment of the student will be done as follows:

1) Internal Assessment:

Students' internal assessment is based on a system of continuous assessment in the Trimester based on his/ her performance in classroom discussions, analysis of case studies, project work, presentation(s), assignment(s), surprise quizzes, mid-term written examination and on-line tests, etc. Sixty percent weightage is given to this assessment.

Internal marks/attendance are communicated to students prior to end term examinations by the faculty concerned. The marks awarded in internal evaluation are moderated by the Examination department as per the student's attendance record & attendance policy of the institute.

2) End Term Examination (ETE):

The end term examination is conducted in each course/ subject to assess the analytical and conceptual understanding of the students through essay type questions and the skill to use the knowledge through the case and/or problem -solving exercises. Out of the total, forty percent weightage is given to this assessment. Examinations are governed by the following guidelines:

- ETE are usually not conducted in subjects that have 2 credits or less. In these subjects' students are assessed on internal marks out of 100.
- ETE are generally of 2 hours' duration though for some subjects, the duration may be shorter/ longer based on course requirements. The standard question pattern for the end-term examination consists of 2 sections viz. Section A and Section B which are as follows:
 - i) Section A: Will have questions divided into 4 blocks of 2 questions each. Students have a choice of attempting one question out of each block of two alternative questions (each of 5 marks); for a total of 20 marks. Each block will cover a different CO (Course Objective).

- ii) Section B: will have a case study covering one or more COs as per the case to be analysed. There may be two or more questions for a total of 20 marks (all COs will be covered in both sections combined).

(Note: There could be deviation(s) in question paper standard format on the recommendations of the faculty concerned with approval of Dean-Academics which will be advised to students by the faculty)

3.a) Revaluation:

A student can apply for revaluation of his/her paper after the announcement of end-term/improvement/supplementary results. For a subject with no-end term exam there will be no revaluation. The faculty will share the internal marks before the start of the End Term Exams.

The answer book for revaluation will be sent to an alternate faculty. This is for ensuring independent evaluation. Post revaluation the student if he/she so desires can view his/her answer book; no further correspondence in respect of valuation will be entertained. End term marks after revaluation would apply. In case a student passes in the end term revaluation, his/her internal marks will be carried forward.

b) Supplementary Examination:

A student will be eligible for supplementary examination in case he/she gets a D or an F grade in a subject. The marks in all supplementary examinations will be out of 100 and previous internal marks would not be considered. There will be no 're-supplementary' examination. Students not achieving passing CGPA of 5.0 or having more than 2 Fs (1 F = 2Ds) at the end of each trimester will get an opportunity of achieving passing grades by taking supplementary /improvement exam but not both in a subject i.e. no improvement would be allowed in a subject after the supplementary exam.

c) Improvement Examination:

A student will be eligible to appear in the improvement examination in the subjects where he/she has C+, C or C- grades in a term & CGPA in the term of less than 5.0. Any opportunity for Improvement not availed of at the appropriate time will lapse.

Improvement exams are held along with supplementary exams at the end of each term as per the timetable below. The fees in case of improvement exam will be the same as supplementary exam fees. 'Re-improvement exam' will not be permitted. If there is a reduction in overall marks after an improvement exam, the previous grade would be maintained. Internal marks will be carried forward in improvement cases.

d) Schedule of Supplementary/ Improvement Examinations:

- i. Supplementary/Improvement Examinations of the 1st Trimester of a batch will be held along with the 2nd Trimester of the same batch.
- ii. Supplementary/Improvement Examinations of the 2nd Trimester of a batch will be held along with the 3rd Trimester of the same batch.
- iii. Supplementary/Improvement Examinations of the 3rd Trimester of a batch will be held along with the 4th Trimester of the same batch.

- iv. Supplementary/Improvement Examinations of the 4th Trimester of a batch will be held along with the 5th Trimester of the same batch.
- v. Supplementary/Improvement Examinations of the 5th Trimester of a batch will be held along with the 6th Trimester of the same batch.
- vi. Supplementary/Improvement Examinations of the 6th Trimester of a batch will be held immediately after the declaration of the result.
- vii. The supplementary examination may be conducted at an earlier or later date at the sole discretion of the management.
- viii. Charges for Supplementary, Improvement and Revaluation are uniform & non-refundable @ Rs.2000 per paper without any maximum ceiling.
- ix. A student who does not apply for supplementary, revaluation or improvement within stipulated time limit and/or does not deposit the fees will be ineligible to appear in the exam.

4) Relative Grading:

The Institute follows a system of 'Relative Grading' for assessment of students' performance vis-à-vis the group by converting marks to grades. The exercise is done prior to the result announcement, jointly by Faculty /Area Head/Chairperson and the Controller/ Dy. Controller of Examination to ensure fairness and transparency in the process. The following table depicts each grade point with its value on a 10-point scale (1-10):

Excellent	A+	10
	A	9
	A-	8
Good	B+	7
	B	6
	B-	5
Satisfactory	C+	4
	C	3
	C-	2
Poor	D	1
Fail	F	0
Incomplete	I	--

The **Term Grade Point Average (TGPA)**, is a weighted average of grade points, as per detail below:

- Each subject carries a certain number of Credits. The Credits for each subject will be intimated to the students by the respective Program Chairperson with 10 x credits generally corresponding to number of teaching hours for the course.
- Based on the credits and grade point obtained by the student for each subject, TGPA will be calculated as follows:
- $TGPA = \frac{\sum (\text{credits} \times \text{grade point})}{\sum \text{all credits}}$
- Second trimester onwards, **TGPA** and **Cumulative Grade Point Average (CGPA)** is calculated being weighted average of **TGPA** and **Term Credits** as follows:
- $CGPA = \frac{\sum (TGPA \times \text{term credits})}{\sum \text{term credits}}$
- A Grade Sheet is sent at the end of every Term to the students and a
- Consolidated Transcript of Grades is given at the time of completing the
- course which contains details of each Term.

Where Σ **term credits** is the sumtotal of credits of all trimesters.

- The student must satisfy the following conditions, at the end of the third term of the first year to be eligible for promotion to the second year:
 - a) A minimum CGPA of 5.0
 - b) Not more than 4 Ds or 2 Fs (1 F = 2 Ds).

At the end of the first year of the 2- year program, if the student does not meet passing criteria (viz. minimum CGPA of 5 and not more than 2 Fs or equivalent), DeanAcademics on the recommendations of the Chairperson may grant an approval for special exam(s) to be conducted for the student in the Fail subjects. This would, however, be the last chance and no reevaluation, supplementary or improvement would be permitted. These exams would be held and evaluated on the payment of the usual fees generally before the start of the 4th term.

If the student still does not achieve passing criteria he/she would have to leave the course.

Similarly, the criteria to be eligible for award of Diploma at the end of 2 years is to achieve a minimum CGPA of 5.0 with not more than 2 Fs and 1 D (or equivalent with 1F=2Ds) with no 'I' - Incomplete Status' in any subject. The minimum eligibility criteria to be considered for Relative Grading is 40% marks separately in Internal and End-Term evaluation. Those students not

achieving this in either assessment would be required to appear in a supplementary exam evaluated out of 100 marks in the subject.

B. Online and Offline Exams

During the Covid pandemic exams were conducted online using Moodle in March 2020 which was continued with while the impact of the Covid lasted. There was a switch back to off-line exams towards end of 2021. Offline exams are conducted with masking of roll numbers on answer books and by giving dummy codes for removing any bias. The marks after evaluation are uploaded in the On Line Testing package and relative grading is conducted jointly by Exams and the Faculty/ Chairperson on the marks to reduce subjectivity and grades are assigned on a scale of 0-10. Marks are converted to grade points on a 10-point scale and TGPA calculated using product sum total of subject grades and credits as per as details above.

Post Covid the institute reverted to off-line teaching and evaluation the weightages were revised to 60:40 for internal: end term evaluation. The decisions may be reviewed anytime at the discretion of the management.

C. Outward/Inward Exchange Students:

Students can opt for a term of study in one of the partner Institutes of BIMTECH abroad. All grades earned in the foreign university would be converted into BIMTECH grades as per policy which will be advised to exchange students before they opt for the foreign university. Issues regarding supplementary (resets) for exchange students would be handled as per the rules of the foreign university. The Trimester-2 supplementary exam for Exchange students would, as per current practice, be conducted along with the Trimester III End Term Exam.

Students having a 'D' or 'F' in any subject prior to selection are generally not eligible for the Exchange Program.

Inward Exchange students during their stay at BIMTECH for the Exchange Program are governed by the Examination Policies of the Institute.

D. Course of Independent Study (CIS):

This is a provision for a last chance for course completion, subject to the approval of the Management, for students who at the end of 2 years are not meeting passing criterion. Students who are not eligible for a diploma may request the concerned Chairperson for permission to opt for CIS in failed subjects. CIS would be considered for students based on recommendations of the respective Chairperson to Dean Academics for sanction and is not a matter of right. The student would take up CIS in the 'Fail' subjects in the ensuing Academic year and complete the CIS subjects in one attempt per subject either in the first or the second term of the next Academic year.

The student would be charged a fee of Rs. 15,000 per subject per term and exam fees of Rs.2000 per paper. No revaluation/supplementary/improvement would be allowed in the subjects after the student appears in the end term paper for the subject(s) and the results of the evaluation would be final. The student would have to ensure that he/she achieves the passing criterion at the end of CIS. In one term the student would have 10 one hour sessions per week of interactions/ term with the faculty teaching the subject. Marks for CIS courses would be out of 100.

E.i) Academic Integrity:

Academic Integrity is about the honest presentation of your academic work. It means acknowledging the work of others whilst developing your own insights, knowledge and ideas. Academic work in an institute depends on the practice of academic integrity as a core value. It is an important part of academic life for both faculty as well as students and is essential to all academic thought and practice. All work produced must acknowledge the sources of ideas presented and cite the original written work.

ii). Avoiding Plagiarism:

In preparing assignments, the students will need to do independent work. If any ideas of others are used, they should be acknowledged and should not infringe copyrights. Students are encouraged to read widely and acknowledge any ideas that are not their own by including citations in a list at the end of every assignment. It is the responsibility of every student to know how to reference correctly. The Harvard Referencing System or other referencing systems need to be used in research papers and assignments.

iii). Penalties for Plagiarism:

Penalties for plagiarism can be severe depending on the nature of the offences. If a student has been charged with academic misconduct for plagiarism, he/she may have to attend a hearing to defend or explain his /her actions. If found guilty the student could get zero marks for the assignment and/ or be given a more severe penalty as decided by the Institute.

F. Code of Conduct during the Examinations

These are detailed on the reverse of the Admit Card and are summarized below:

i.) At the Start of Examination

- Students should be punctual and be seated in the exam hall/classroom at least 15 minutes prior to the starting time of the examination.
- Be in proper formal attire failing they could be barred from the exam.
- Any books, notes, files, mobile phones and other objectionable material(s) that may help the student in examination in any way will not be allowed inside the Academic Block during the examination.
- Students are to ensure that they have their own materials viz. pens, pencils, rulers, staplers, erasers, calculator etc. allowed for the paper. No one is allowed to borrow these items from others while the examination is in progress.
- Student should Inform the invigilator IMMEDIATELY on finding:
- A blank page in the question paper where there should be questions.
- A wrong question paper has been distributed.
- When printing is not clear or legible.
- Student should not start writing until told to do so.
- Should not talk in the examination hall/ classroom.
- Should read and follow all the instructions on the question paper, answersheet & admit card.
- Should not bring any tables etc. related to the examination as all needed material will be supplied.
- Should not bring any eatables, soft drinks etc. inside the examination hall.

ii) During the Examination

- Should not write anything on the back of the cover page of the answer sheet/ admit card.
- Should ensure that name and roll no. is written CLEARLY on question paper and on any other paper used like tables, graph etc.

- Correction fluid must not be used.
- Answers should be numbered in the left-hand margin as per the number(s) in the question paper. Answers will be evaluated in order they are written. Any additional questions attempted will not be evaluated.
- Do NOT communicate with any other student(s), for any reason.
- Do NOT leave any sheet of your answers, notes or diagrams in such a position that another student can read them. All answer materials should be covered up.
- Students should stop writing immediately as per announcements by the invigilator
- Candidates are not allowed to take toilet breaks during the first half hour and last half an hour of the examination except for emergencies

- Water would be available inside the examination hall; Students are not allowed to take glass/es of water to their respective seats.
- Electronic devices and computerized aids (e.g. computerized wristwatches, mobile phones, smartphones, tabs, google assistant /Alexa compliant devices/watches etc.) capable of storing, transmitting and/ or displaying visual/audio information are not allowed in the examination room.
- Silent battery-operated and non-programmable electronic calculators can be used in the examination

iii) After the Examination

- Remain silent and seated till answer book(s) are collected.
- No student is allowed to take any answer sheets out of the Hall/Classroom.
- No student is allowed to leave until the invigilator is satisfied with the collection of all the answer sheets.

iv) Use of Unfair Means and Punishment (UFM)

Students should observe silence at all times during the examination. The invigilator reserves the right to expel any student from the room or hall if he/she fails to observe the code of silence or if he/she misbehaves during the examination.

- Students must not bring any books, notes or memoranda into the exam room or hall. Any unauthorized materials found on the student or desk will be taken as UFM.
- Any student who copies from another student or allows the answers to be copied by another student will be considered to have used UFM & will be punished accordingly.

Any student who attempts to use UFM will be severely dealt with as per rules.

- While these are usual penalties levied, there could more /less severe punishments as per the decision of the Examination Committee (EC). The decision of the EC appointed by the Management of the Institute shall be final and binding on the examinees with regard to any disputes.
- While these are usual penalties levied, there could more /less severe punishments as per the decision of the Examination Committee (EC). The decision of the EC appointed by the Management of the Institute shall be final and binding on the examinees with regard to any disputes.

G) General

- Students should observe silence at all times during the examination. The teacher-invigilator reserves the right to expel any student from the room or hall if he fails to observe the code of silence or if he misbehaves during the examination.
- Despite instructions if mobiles, electronic material are brought to the exam hall they must be deposited with the invigilator at the students' risk. Students must not bring any books, notes or memoranda to the academic block. Any unauthorized materials found with the student or on the desk will be taken as UFM.
- The institute reserves the right to take appropriate punitive action against such examinees who are reported to be using unfair means during examinations. The decision of the Management of the Institute shall be final and binding.