



Lexicon Management Institute of Leadership & Excellence

Examination Policy

Issued on: June 2019

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Vision: To be a globally admired group of diverse educational institutions enabling students to become valued citizens of the world.

Mission: To develop an all round personality of our students by:

- Providing Student – centric learning.
- Encouraging critical thinking.
- Encouraging problem anticipating and problem solving thinking.
- Celebrating diversity.
- Working towards every aspect, no matter how small.
- Working consistently as a team.

Introduction:

Lexicon Management Institute of Leadership and Excellence has been offering AICTE approved two years full time Post Graduate Diploma in Management (PGDM) course since 2009.

The Examination Department has drafted the following rules and regulations for the smooth, transparent, effective and timely conduct of examinations in the Institute. The rules and regulations have been drafted by virtue of powers conferred by AICTE Act, 1987 read with APH (Norms for PGDM program), after an approval from Academic Council & Board of Governance.

The Examination Department is the statutory authority for conducting the Examinations and making policy decisions regarding the same. We strive to enforce professional conduct of exams, a fair and unbiased structure to facilitate students to undergo academic assessments successfully and improve the overall systems of examinations at Lexicon Management Institute of Leadership & Excellence.

Objective:

The Lexicon Management Institute of Leadership and Excellence Examination Department Policy shall cater to the examination needs of students as per the AICTE norms and the academic need of each admitted batch of PGDM program.

Strategic Objective:

- To co-ordinate the activities of examination through an efficient and effective system that guarantees security and confidentiality.
- To develop management structures and support services that will enhance the efficiency and effectiveness of the Examination Department
- To ensure the provision of a conducive working environment, facilities and equipment to enhance staff performance.
- To provide secretarial, logistical and administrative support for the conduct of examinations and related departments and ensure timely implementation of decisions taken.
- Efficient maintenance of records.

Quality Objective:

- To process and manage examinations as per the Lexicon Management Institute of Leadership and Excellence Examination Code of Conduct.
- To process pre & post examination documentation for examinations such as Trimester Mark sheets, Degree Certificate etc as per specifications and issue them within stipulated period after successful completion of the course.

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Student Section

Section -1: Matrix for Examination

1.1 Credit Based System:

Lexicon Management Institute follows a credit based academic system as follows:-

Trimester-I

BATCH-2019-21											
TRI-I											
			Teaching Credits / Hours		PTAS Credits / Hours			Break up in hours of PTAS (Hours)			
Sr. No	Subject Code	Name of Subject	Credits	Teaching Hours (Lecture)	PTAS Credits	Hours	Total Credits	Practical	Tutorial	Assignment	Skills
1	PG101	Managerial Economics	2	30	0.5	15	2.5	10	2	2	1
2	PG102	Research Methodology	2	30	0.5	15	2.5	10	4	1	0
3	PG103	Managerial Accounting	2	30	0.5	15	2.5	8	4	2	1
4	PG104	Organizational Behavior	2	30	0.5	15	2.5	0	10	0	5
5	PG105	Basics of Marketing	2	30	0.5	15	2.5	8	3	0	4
6	PG106	Human Resource Management	2	30	0.5	15	2.5	7	4	3	1
7	PG107	Quantitative Techniques	2	30	0.5	15	2.5	5	5	5	0
8	PG108	Production & Operations	2	30	0.5	15	2.5	10	0	5	0
9	PG109	Legal Aspects of Business	2	30	0.5	15	2.5	6	5	3	1
10	PG110	Managerial Communications	1.5	15	0.5	15	2	8	3	0	4
Total Credits							24				
Certifications											
1	CR01	Business German	0	0	0.5	0	30	15	10	3	2
2	CR02	Corporate Etiquettes	0	0	0.5	0	30	20	2	5	3
3	CR03	Goal Setting	0	0	0.5	0	30	20	5	5	0
4	CR0	Basics of Excel	0	0	0.5	0	30	22	0	5	3

	4										
5	CR05	Systems Thinking	0	0	0.5	0	30	20	5	5	0
6	CR06	Neuro Linguistic Programming	0	0	0.5	0	30	20	5	5	0
		Total Credits	0	0	3						

1 Credit=15 hours of lectures	
1 Credit=30 hours of PTAS	
TRI-I Total Credits	27

Trimester-II

BATCH-2019-21											
TRI-II											
			Teaching Credits / Hours		PTAS Credits / Hours			Break up in hours of PTAS (Hours)			
Sr. Nos.	Subject Code	Name of Subject	Credits	Teaching Hours (Lecture)	PTAS Credits	Hours	Total Credits	Practical	Tutorial	Assignment	Skills
1	PG201	Financial Management	2	30	0.5	15	2.5	8	4	2	2
2	PG202	Marketing Research	2	30	0.5	15	2.5	5	4	4	2
Specialization: Marketing											
1	PG203	Product & Brand Management	2	30	0.5	15	2.5	7	7	0	1
2	PG204	Integrated Marketing Communication	2	30	0.5	15	2.5	10	2	2	1
3	PG205	Consumer Behaviour	2	30	0.5	15	2.5	10	2	2	1
4	PG206	Sales & Distribution	2	30	0.5	15	2.5	5	2	7	1
5	PG207	Services Marketing	2	30	0.5	15	2.5	8	0	6	1
Specialization: Finance											
1	PG208	Taxation	2	30	0.5	15	2.5	5	4	4	2
2	PG2	Mergers &	2	30	0.5	15	2.5	0	8	5	2

	09	Acquisitions									
3	PG2 10	Financial Services	2	30	0.5	15	2.5	8	4	2	1
4	PG2 11	Strategic Cost Management	2	30	0.5	15	2.5	0	5	8	2
5	PG2 12	International Finance	2	30	0.5	15	2.5	0	5	8	2
Specialization: HR											
1	PG2 13	Organizational Development	2	30	0.5	15	2.5	4	6	3	2
2	PG2 14	Training & Development	2	30	0.5	15	2.5	10	4	0	1
3	PG2 15	Conflict & Negotiation	2	30	0.5	15	2.5	0	6	7	2
4	PG2 16	Employee Relations & Labour Laws	2	30	0.5	15	2.5	5	5	3	2
5	PG2 17	Performance Management Systems	2	30	0.5	15	2.5	0	6	7	2
Total Credits							42.5				
Certifications											
1	CR0 7	Business French	0	0	0.5	30	NA	15	10	3	2
2	CR0 8	International Business	0	0	0.5	30	NA	10	10	5	5
3	CR0 9	Advanced Excel	0	0	0.5	30	NA	22	5	3	0
4	CR1 0	Data Analysis	0	0	0.5	30	NA	20	5	3	2
5	CR1 1	Business Models	0	0	0.5	30	NA	20	5	3	2
Certifications-HR											
1	HRC R01	Cross Culture	0	0	0.5	30	NA	15	10	3	2
2	HRC R02	Psychometric Tests	0	0	0.5	30	NA	20	8	0	2
Certifications-Finance											
1	FCR 01	Block Chain	0	0	0.5	30	NA	15	10	4	1
2	FCR 02	IFRS	0	0	0.5	30	NA	20	5	4	1
Certifications-Marketing											
1	MCR 01	E-Commerce	0	0	0.5	30	NA	15	8	7	0
2	MCR 02	Digital Marketing	0	0	0.5	30	NA	12	8	7	3
		Total Credits			5.5						

1 credit=15 hours of lectures	
1 Credit=30 hours of PTAS	
TRI-II Total Credits	48

Trimester-III

BATCH-2019-21											
TRI-III											
Sr. Nos.	Subject Code	Name of Subject	Teaching Credits / Hours		PTAS Credits / Hours			Break up in hours of PTAS (Hours)			
			Credits	Teaching Hours (Lecture)	PTAS Credits	Hours	Total Credits	Practical	Tutorial	Assignment	Skills
1	PG301	Strategic Management	2	30	0.5	15	2.5	5	5	5	0
2	NEW Course	Business Ethics	2	30	0.5	15	2.5	5	2	8	0
Specialization: Marketing											
1	PG302	Industrial Marketing	2	30	0.5	15	2.5	4	4	4	3
2	PG303	Retail Marketing	2	30	0.5	15	2.5	8	2	3	2
3	PG304	Rural Marketing	2	30	0.5	15	2.5	8	0	7	0
4	PG305	International Marketing	2	30	0.5	15	2.5	5	5	5	0
Specialization: Finance											
1	PG306	Corporate Finance	2	30	0.5	15	2.5	0	8	5	1
2	PG307	SAPM (Securities Analysis & Portfolio Management)	2	30	0.5	15	2.5	8	4	2	1
3	PG308	Money & Capital Markets	2	30	0.5	15	2.5	8	4	2	1
4	PG309	Banking & Insurance	2	30	0.5	15	2.5	5	5	4	1
Specialization: HR											
1	PG213	Compensation & Benefits	2	30	0.5	15	2.5	4	6	3	2
2	PG214	HRIS	2	30	0.5	15	2.5	10	4	0	1

3	PG215	Competency Mapping	2	30	0.5	15	2.5	0	6	7	2
4	PG216	Strategic Human Resource Management (SHRM)	2	30	0.5	15	2.5	5	5	3	2
Total Credits						32.5					
Certifications											
1	CR12	Design Thinking	0	0	0.5	30	NA	15	10	3	2
2	CR13	Emotional Intelligence	0	0	0.5	30	NA	10	10	5	5
3	CR14	Six Sigma	0	0	0.5	30	NA	20	5	4	1
Total Credits						1.5					

1 credit=15 hours of lectures	
1 Credit=30 hours of PTAS	
TRI-II Total Credits	34

First Year Credits Summary: Classroom Sessions

Sr. No.	Trimester	Credits
1	I	27
2	II	48
3	III	34
Final Year Total Credits	Three Trimesters	109

Final Year Marks Summary: Industry Internship Sessions

Sr. No.	Trimester	Marks
1	IV	1500
2	V	1500
3	VI	1500
Final Year Total Marks	Three Trimesters	4500

1.2 Total number of subjects in two years PGDM Course

Sr. No	Subject Code	Subject Name	Trimester	Final Marks	Internal Marks	Total marks
1	PG101	Managerial Economics	I	60 Marks	40 Marks	100 Marks
2	PG102	Research Methodology	I	60 Marks	40 Marks	100 Marks
3	PG103	Managerial Accounting	I	60 Marks	40 Marks	100 Marks
4	PG104	Organizational Behavior	I	60 Marks	40 Marks	100 Marks
5	PG105	Basics of Marketing Management	I	60 Marks	40 Marks	100 Marks
6	PG106	Human Resource Management	I	60 Marks	40 Marks	100 Marks
7	PG107	Quantitative Techniques	I	60 Marks	40 Marks	100 Marks
8	PG108	Production & Operations Management	I	60 Marks	40 Marks	100 Marks
9	PG109	Legal Aspects of Business	I	60 Marks	40 Marks	100 Marks
10	PG110	Managerial Communication	I	60 Marks	40 Marks	100 Marks
Total		10 Subjects	-	600 Marks	400 Marks	1000 Marks
Core Subjects						
11	PG201	Financial Management	II	60 Marks	40 Marks	100 Marks
12	PG202	Marketing Research	II	60 Marks	40 Marks	100 Marks
Sub Total (A)		2 subjects	-	120 Marks	80 Marks	200 Marks
Specialization : Marketing						
13	PG203	Product & Brand Management	II	60 Marks	40 Marks	100 Marks
14	PG204	Integrated Marketing Communication	II	60 Marks	40 Marks	100 Marks
15	PG205	Consumer Behavior	II	60 Marks	40 Marks	100 Marks
16	PG206	Sales & Distribution	II	60 Marks	40 Marks	100 Marks
17	PG207	Services Marketing	II	60 Marks	40 Marks	100 Marks
Sub Total (B)		5 subjects	-	300 Marks	200 Marks	500 Marks
Specialization : Finance						
18	PG208	Taxation	II	60 Marks	40 Marks	100 Marks
19	PG209	Mergers and Acquisitions	II	60 Marks	40 Marks	100 Marks
20	PG210	Financial Services	II	60 Marks	40 Marks	100 Marks
21	PG211	Strategic Cost Management	II	60 Marks	40 Marks	100 Marks

22	PG212	International Finance	II	60 Marks	40 Marks	100 Marks
Sub Total (C)		5 subjects	-	300 Marks	200 Marks	500 Marks
Specialization : HR						
23	PG213	Organizational Development	II	60 Marks	40 Marks	100 Marks
24	PG214	Training and Development	II	60 Marks	40 Marks	100 Marks
25	PG215	Conflict and Negotiation	II	60 Marks	40 Marks	100 Marks
26	PG216	Employee Relations & Labor Laws	II	60 Marks	40 Marks	100 Marks
27	PG217	Performance Management Systems	II	60 Marks	40 Marks	100 Marks
Sub Total (D)		5 subjects	-	300 Marks	200 Marks	500 Marks
Total (A+B+C+D)		17 Subjects	-	1020 Marks	680 Marks	1700 Marks
Core Subjects						
28	PG301	Strategic Management	III	60 Marks	40 Marks	100 Marks
Sub Total (A)		01 Subjects	-	60 Marks	40 Marks	100 Marks
Specialization : Marketing						
29	PG302	Industrial Marketing	III	60 Marks	40 Marks	100 Marks
30	PG303	Retail Marketing	III	60 Marks	40 Marks	100 Marks
31	PG304	Rural Marketing	III	60 Marks	40 Marks	100 Marks
32	PG305	International Marketing	III	60 Marks	40 Marks	100 Marks
Sub Total (B)		04 Subjects	-	240 Marks	160 Marks	400 Marks
Specialization : Finance						
33	PG306	Corporate Finance	III	60 Marks	40 Marks	100 Marks
34	PG307	Security Analysis and Portfolio Management	III	60 Marks	40 Marks	100 Marks
35	PG308	Money and Capital Markets	III	60 Marks	40 Marks	100 Marks
36	PG309	Banking and Insurance	III	60 Marks	40 Marks	100 Marks
Sub Total (C)		04 Subjects	-	240 Marks	160 Marks	400 Marks
Specialization : HR						
37	PG310	Compensation and Benefits	III	60 Marks	40 Marks	100 Marks
38	PG311	Human Resource Information Systems	III	60 Marks	40 Marks	100 Marks
39	PG312	Competency Mapping	III	60 Marks	40 Marks	100 Marks
40	PG313	Strategic HRM	III	60 Marks	40 Marks	100 Marks
Sub Total (D)		04 Subjects	-	240	160	400

				Marks	Marks	Marks
Total (A+B+C+D)		13 Subjects	-	780 Marks	520 Marks	1300 Marks
First Year Total		40 Subjects	-	2400 Marks	1600 Marks	4000 Marks
41	PG401	Trimester End Internship	IV	-	-	1500 Marks
Sub Total		-	-	-	-	1500 Marks
42	PG501	Trimester End Internship	V	-	-	1500 Marks
Sub Total		-	-	-	-	1500 Marks
43	PG601	Trimester End Internship	VI	-	-	1500 Marks
Sub Total		-	-	-	-	1500 Marks
Second Year Total		-	-	-	-	4500 Marks
Grand Total of Two Years PGDM Course		40 Subjects + 3 Trimester End Internship	-	-	-	8500 Marks

1.3 Total number of Certificates in two years PGDM Course

Sr. No	Certificate No	Trimester	Certificate Name
1	1	I	Basics of Excel
2	2	I	German
3	3	I	Goal Setting
4	4	I	Systems Thinking
5	5	I	NLP
6	6	I	Corporate Etiquette
7	7	I	Data Analytics – Introductory
Total			07 Certificates
Core Certificates			
8	8	II	French Language
9	9	II	Advance Excel
10	10	II	Data Analytics
11	11	II	Entrepreneurship Development
12	12	II	Business Models
13	19	II	International Business
14	20	II	Leadership
Sub Total (A)			07 Certificates

Specialization : Marketing			
15	13	II	Digital Marketing
16	14	II	E Commerce
Sub Total (B)			02 Certificates
Specialization : Finance			
17	15	II	Block Chain-fin
18	16	II	IFRS-fin
Sub Total (C)			02 Certificates
Specialization : HR			
19	17	II	Cross culture Management(HR)
20	18	II	Psychometric Test – hr
Sub Total (D)			02 Certificates
Total A+B+C+D			13 Certificates
21	21	III	Advance Excel –c
22	22	III	Design Thinking-c
23	23	III	Six Sigma-c
24	24	III	Emotional Intelligence-c
Total			4 Certificates
Grand Total for First Year			24 Certificates

1.4 First Year Assessment

1.4.1 Division of Internal Test Marks (Out of 40 Marks)-

Conducted: During the Trimester

Sr. No	Particular	Duration	Total marks
1	Internal Test-1	After 3.5 weeks	20 Marks
2	Internal Test-2	After 7 weeks	20 Marks
3	Internal Test-3	After 10 weeks	20 Marks

- Examination department will select best of two out of three per student for internal Evaluation
- Internal Test to be conducted by the Examination Department / Academic Department as per the scheduled published time to time.

1.4.2 Division of Trimester End Final Examination Marks (Out of 60 Marks)
Conducted: End of the Trimester

Section	Particular	Marks
I	Application Based Questions	40 Marks
Part-A	Case Study / Practical Questions / Application Based Questions / Problem Solving etc - <i>minimum of 1500-2500 words</i>	20 Marks
Part – B	Set of Question/s in the form of caselets, questions, application based questions/problem solving, calculation sums, short notes – at the discretion of the faculty	20 Marks
II	Concept (theory/syllabus) based question/s	20 Marks
Total Marks		60 Marks

1.4.3 Continuous Assessment : There should be an continues assessment of the every student in first year during the course on the basis of the below mentioned parameters:

Conducted: During the Trimester

Sr. No	Part	Particular	Marks
1	A	Projects	10 Marks
2		Tutorial	10 Marks
3		Assignment	10 Marks
4		Skills based evaluation	10 Marks
5		Class Attendance	10 Marks
Part - A Total			50 Marks
6	B	Test on the basis of above parameters	50 Marks
Grand Total (A+B)			100 Marks

1.5 Second Year Assessment

1.5.1 Division of Trimester End Internship Marks:

a) For Trimester –IV

Sr. No	Particular	Marks (out of 1500 Marks)
1	Trimester End Internship Viva Voce	200 Marks
2	Content & Quality of Internship report <ul style="list-style-type: none"> a. Research Methodology b. Data Analysis c. Feasibility of Recommendations and Suggestions d. Overall Quality and Presentation of Information in the Report 	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> 200 Marks 100 Marks 100 Marks 100 Marks </div> <div style="font-size: 3em; margin-right: 10px;">}</div> <div>500 Marks</div> </div>
3	Corporate Mentor review	100 Marks
4	Faculty Mentor Review	100 Marks
5	Research / Performance Parameters	200 Marks
6	Weekly Report Submission of 3 Months of a Trimester	300 Marks
7	Domain Assignments	100 Marks

b) For Trimester –V & VI

Sr. No	Particular	Marks (out of 1500 Marks)
1	Trimester End Internship Viva Voce	200 Marks
2	Content & Quality of Internship report <ul style="list-style-type: none"> a. On the Job Learning b. Practical application of Domain Knowledge c. Feasibility of Recommendations and Suggestions d. Overall Quality and Presentation of Information in the Report 	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> 200 Marks 100 Marks 100 Marks 100 Marks </div> <div style="font-size: 3em; margin-right: 10px;">}</div> <div>500 Marks</div> </div>
3	Corporate Mentor review	100 Marks
4	Faculty Mentor Review	100 Marks
5	Research / Performance Parameters	200 Marks
6	Weekly Report Submission of 3 Months of a Trimester	300 Marks
7	Domain Assignments	100 Marks

- a. Internship report viva will be schedule 1 or 2 days prior to final examination; preference will be given to schedule the same on Saturday, which is prefix to upcoming final examination.
- b. The remaining part of the Internship Report will be completed by the Academic department time to time as per the Internship Policy.

1.6 Standard of Passing: There shall be a separate passing in the theory inclusive of internal examination and Continuous assessment as mentioned below

Sr. No	Particular	Total Marks	Minimum Marks required for Passing
1	Theory + Internal Examination	100 Marks	50 Marks
2	Trimester End Internship Report	1500 Marks	750 Marks
2	Continuous Assessment	100 Marks	60 Marks

- A student shall be declared as passed in a particular Trimester / year or class if he / she have passed in all the subjects of Trimester of a year or class taken together

1.7 Certificate Grading - As a part of academic Institute is providing certification to all the students as per the details mentioned in Section 1.2 of this policy. The certificates are graded as per the grades mentioned below:

Grades	Marks	Description
O	90-100	Outstanding
A	80-89	Excellent
B	70-79	Very Good
C	60-69	Good

D	50-59	Average
E	40-49	Below Average
F	0-39	Fail

- Grading of the certifications are subject to change as per the need of the academic

1.8 Prohibition to register for two Regular Courses of Study - No student shall be allowed to simultaneously register for a PGDM/ MBA/ Undergraduate/ Post Graduate degree programme with any other course run by the same or any other University or an Institute for academic or professional learning.

1.9 Prohibition against Lateral Entry and Exit - There shall be no lateral entry on the plea of post-graduation in any subject/ PGDM or exit by way of awarding a degree at any intermediary stage of current degree course.

- The term “lateral entry” means an admission given to post graduate applicants at the beginning of any trimester except first trimester of First year during the 2 year PGDM programme.
- The term “lateral exit” means opting out of programme after successfully/ duly completing the course trimester.

1.10 Duration of the course - The curriculum of study for the PGDM shall be spread over two academic years and shall be divided into six Trimester for the academic and examination purposes.

1.11 Number of attempt for Award of Degree (Validity of Admission)

- A student of PGDM course, in order to become eligible for award of the degree, must pass in all the subjects, divided in six Trimesters, within a span period of five academic years including academic year in which he / she was admitted to first year of the course.
- No student shall be admitted as a candidate for any examination of the said course after the said period of five academic years unless he / she is readmitted to the course.

- If any candidate/s is debarred, suspended by the Institution on any ground of disciplinary action for the specific period of time that period also consider for the maximum period of awarding degree.

1.12 Choosing Specialization:

- The arrangement of PGDM course allows the student to opt for specialization by choice to be informed to the concerned Department and same shall be marked in Examination Form.
- The choosing specialization process needs to comply as per the guidelines of the academic for choosing a specialization in trimester-II.

1.13 Attendance of Lectures - A student of PGDM course shall not be allowed to appear for Trimester end final examination in a subject if the student concerned has not attended minimum of 75% of the classes of the total number of classes per subject in each Trimester.

1.14 Debarment Rule:

- a. No other department / representative is allowed to debar the student directly from appearing in the Trimester end final or internal examination or neither to hold / reserve the result except the Controller of Examination, COE can also debarred / hold / reserve the result only after due approval from Board of Examination.
- b. If any Department / s want to take disciplinary action against the student/s, such Department Head has to forward the reason and ground of debarring with an approval of the Director to the Examination Department for consideration and further action.
- c. The Examination Department will consider the case and same shall communicate to Board of Examination for Decision / hearing.
- d. The result / decision come from the Board of Examination after investigation; same shall be final and binding to all concerned / departments.

1.15 Miscellaneous Rules-The rules given herein are for the general understanding of the candidates and other concerned entities. However, rules and regulations for conduct

of examination shall be subject to the rules made and conditions prescribed, from time to time, by the AICTE, Ministry of HRD, Government of India, State Government, University Grants Commission, or any other authority empowered.

1.16 Removal of Doubt and Difficulties - Notwithstanding anything stated in the rules herein, any issue stated above, for any unforeseen issues arising, and not covered by the rules herein, or in the event of differences of interpretation Institute Examination Review Committee shall take a decision and the said decision shall be binding.

1.17 Declaration of Class

The class shall be awarded to the student only after the 6th trimester by taking an aggregate of all previous Trimesters as under

Sr. No	Percentage of Marks	Class
1	Aggregate 50 % and more but less than 55 %	Pass Class
2	Aggregate 55 % and more but less than 60 %	Second Class
3	Aggregate 60 % and above but less than 70 %	First Class
4	Aggregate 70 % and above	First Class with Distinction

1.18 Rank Declaration

1. Examination Department will declare the list of Rank holders - first 10 highest scoring students of the batch, provided the students have cleared all the subject of previous trimester in single attempt.
2. The students who are debarred on any grounds during the two years or when any other disciplinary actions taken or not appear any examination are not eligible to consider for rank declaration even after obtaining highest marks.
3. Rank holder list will be declared by the Examination Department after declaration of the trimester 6th final result.
4. For the designated batch at the end of sixth trimester a list of top three gross scoring students (specialization wise) and 1 batch topper shall also be prepared and published for facilitating the convocation arrangements.

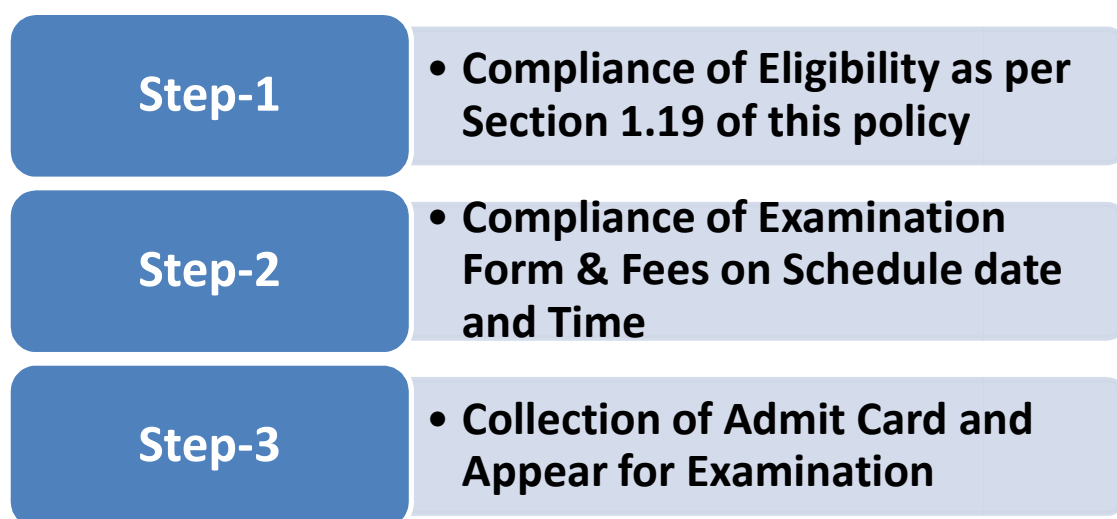
1.19 Award of Degree

1. Students, who were passed from latest batch of PGDM course have to register their self for convocation by submitting registration form available of in the communication received for the convocation ceremony and need to pay convocation fees. The convocation fees will be informed to the students time to time from the Examination Department.
2. The convocation ceremony will felicitate all the eligible students to be awarded with an PGDM course degree certificate.
3. Those students who fail to attend the convocation can receive their degree certificate by hand, post, courier after completion of the documentation such as submission of registration form in Examination office and payment of Convocation Fees and Postage charges to accounts office.
4. The postage charges will be inform to the student by the examination department before sending an courier and same has to accounts office, then only courier will be release from the department.

1.20 Eligibility to fill the Trimester End Final Examination form and appear for the Examination

- a) Student subject wise attendance should not be less than 75% as per the student leave policy.
- b) Institute fees or any other fees / fine should not be due on the student at the time of filling the form.
- c) Document submission as per AICTE norms should be completed by the student and the student should not have any pending documentation as a part of eligibility for PGDM course.
- d) No action taken by Board of Examination on student

1.21 Steps to become eligible for the Examination



Section -2: Pre-Examination Documentation

2.1: Student Section Examination Documentation

2.1.1 Examination Form filling –

a) Trimester End Final / Re-examination Form on Schedule date and time

- To issue the notice for all the students of all the batches whichever is applicable for schedule of Examination form filling. Communication will be made via batch mail id as well as same shall be displayed on the Institute notice board. Students of final year can avail the e-form filling facility to fill the same.
- Only the eligible students from all the batches are allowed to fill the Trimester end final and re-examination form on the scheduled date and time along with requisite amount of fees.

b) Examination & Re-examination Form under Late Fees

Examination form with late fees is accepted only within 7 days from scheduled date and time in office hrs only or 10 days before the commencement of the Examination whichever is earlier.

Following are the major grounds to apply for Examination form under late fees:

- If student is on approved leave on scheduled date and time.
- If student is on approved Medical Leave
- If student is debarred by examination or any other department of Institute and decision of the respective committee comes in favor of the student after the schedule date and time
- The student falling under this clause has mandatorily needed to pay late fees as per the clause, except there is a special instruction / remark of the ERC for exemption in their report.

c) Examination form with Special Case

The students who are absent on the scheduled date and time with an prior approval of the respective Department / Authority, same shall be review by the Director / Controller of Examination / Examination Review Committee before allowing students to submit duly filled examination / re-examination form along with requisite amount of fees.

- d) If any student/s fails to submit the examination form, he / she will not be allowed to appear for that Trimester end final exam and re-exam to be held in the upcoming schedule.

2.1.2 Examination Time Table - Examination Department shall strive to prepare the examination time table at least 30 days prior to the commencement of the examination. This shall be done in consultation and consideration of the other departments like Academics, Placements etc.

- Tentatively the Trimester-I / IV end final examinations shall be scheduled in second week of October, Trimester-II / V final and re-examination in Second week of January and Trimester-III / VI Final and Re-examination in Second week of April every year.
- The duration between the Trimester End internal and external exams shall not be more than 20 days. This is being done to facilitate the events and activities that the students would be engaged in with respect to Academic, Administration, Placement etc.
- Internship report viva will be scheduled one or two days prior to the final examinations; preference will be given to schedule the same on Saturdays, which is prefixed to upcoming final examinations.

In order to make examinations stress free and congenial to the students, the following shall be considered while preparing the Examination Time Table;

- ✓ No student shall overlap his subjects for a given exam
- ✓ Corrigendum of Result Ledger (if any)
- ✓ Revised Result Ledger (if any) after Second Examiner evaluation
- ✓ Previous Ledger sheet of Result
- ✓ Student Specialization in Trimester

2.1.3 Issuing Examination Admit Card – The department shall strive to issue the Admit card to each student five days prior to the commencement of the examination. This card consists of Student name, Passport size Photo, PRN, Examination subject and days wise schedule of both sessions. This card shall clearly show the number of subjects the student shall appear for a given trimester for final or re-examination.

2.1.4 Examination code of conduct for students

- The student has to carry the Institute Identity card daily without fail for all the examinations. It has to be produced on demand at any time when asked.
- The examination room shall be opened 30 minutes (only on first day) and 15 minutes before the time specified for the commencement of the examinations.
- No student shall be allowed to leave the examination room if the paper is completed in the last 10 minutes of the examination time.
- No student shall be permitted to go to the washroom / drinking water etc during the examination.
- The seat marked with PRN is allotted to each student. The students shall be required to find out and occupy the seats allotted to them by the fixed scheduled time (only on first day), morning session. For all the other days students need to be seated in their respective allotted seat 15 minutes prior to the examination time. No student who is late by more than 5 minutes shall be admitted to the examination hall.
- Before beginning to answer the paper, the student should write his / her PRN in the space provided on the answer sheet and question paper as well as students must fill up all columns provided in the answer sheet carefully. The students should read carefully all the instruction appearing on first page of the answer sheet and check that the answer sheet / supplement supplied to him / her is not defective and if so, may secure another copy from the invigilator in lieu of the first one. The answer sheet and Question Paper should be checked with reference to Page No., Serial No of the questions, subject name, subject code and total marks etc offered to the student
- If a student writes his/her name, Mobile No. or puts any special marks at any place in the answer sheet which is disclosed, in any way, the identity of the student, he/she will render himself / herself liable to disqualification, under Unfair Means Policy.
- Each student is required to bring his / her own blue / black ball pen, ink pen with ink, pencil, eraser, scale etc for the examination. Students will not be permitted to borrow any stationary item required for the examination from other fellow students around.
- The use of scientific calculator is not allowed for any examination. The use of regular calculator and log tables shall be permitted for the concerned subjects.

- The use of Mobile phone is strictly prohibited during the examination. Any student found in possession of the mobile phone will be suspended from the examination room with immediate effect under the Unfair Means Policy. Hence students are requested to leave the mobile phone outside the exam room before the entry in to the same.
- The Schedule for ringing of the bell during examination is as follows:
 - ✓ 30 minutes (only on first day) and 15 minutes before the commencement of the examinations on all the days (To be seated inside the Exam Room).
 - ✓ Commencement Bell: At the commencement of the examination
 - ✓ 10 minutes before the conclusion of the paper
 - ✓ Closing Bell: At the end of the each paper
- The student shall have to return the answer sheet along with Supplements (if any) to the invigilator before leaving the examination room. If the student is not handing over the paper at the closing bell the paper will not be collected by the invigilator and the attendance for that examination shall be treated as null and void. The student shall not be allowed to carry the answer Sheet-Supplements with him / her outside the examination room under any circumstances.
- Students are requested to maintain the code of conduct with at most care during the examination period. No mal practices shall be tolerated. Pepping in to each other's paper, mutual jesters, talks or body language etc indicating coping shall be liable to be brought to the notice of the Controller of Examinations and shall be immediately registered under the Unfair Means policy, by the exam invigilators. Any student found guilty for using unfair means of any nature in the examination room shall be liable for disciplinary action under Unfair Means Policy by the Institute Management.
- The student shall have to abide by the instructions that may be announced by the invigilator and controller of examination in the examination room, from time to time.
- In case of any discrepancy in question paper the student is expected to kindly bring it to the notice of the invigilator silently without disturbing the exam decorum of the class. The students shall maintain full silence in the class till the concerned discrepancy is being sorted out by the invigilator.

2.2 Expert Section Examination Documentation

2.2.1 Faculty Data Bank

Examination Department will collect the information of the experts for examination work through current staff / faculty/consultancy / professionals etc in following format

Sr. No.	Name	Total No. of years Experience (academic + Industry)	Qualification	Current Organization Details and Designation	Contact details – Mobile no and E-mail id

Terms and Conditions for appointment in Examination Department for Examination Work

- Any person who is having total experience of minimum 5+ years in teaching or in industry
- Any person working as a permanent /contract /adjourned / visiting Faculty in any other university / Institute run management or related disciplines
- Out of the data available in the Faculty Data bank, Examination department will decided the name of the person call for Examination work
- Examination work has been allotted on the basis of his / her experience and specialization in the subject
- Once any person worked for the examination department he / she will not get any same appointment for next 1 year.
- The re-appointment clause is applicable subject to availability of expert in the data bank
- Every year Examination department upgrade the data bank with new experts

2.2.2 Appointments :

- Examination department will sent an invitation letter to the expert members 30 days prior to commencement of the examination, if any expert is not available or not complete the documentation then the Examination department can appoint other expert from the data bank
 - a) Question Paper Setter

- b) Proof Reader
 - c) Invigilators during Examination
 - d) Reliever to Invigilators
 - e) Vigilance Squads
 - f) Accountant
 - g) Office Assistant
- All the appointment will be made as per the Examination Department appointment policy also their role and responsibility will remain the same.
 - Examination Department has to complete the other part such as purchase of stationary, preparation of reports, attendance register, blocks etc

2.3 Conduct of Examination

2.3.1 Printing of Question Paper

- The sealed envelope of the Question paper will be opened on scheduled day and date on 1 hour before the commencement of the exam in front of 1 student / 1 senior faculty member in presence of Controller of examination for printing purpose.
- The printing of the question paper is completed in Examination Strong Room only.
- The number of copies of the question paper will be printed according to actual counts of number of students for the subject.
- The representative / attendant or controller of examination is not allowed to come outside the strong room after opening the Question Paper envelopes.
- The envelope of question paper for distribution on block will be prepared only in strong room as per the Block requirement
- The sealed envelope of question paper will be sent in to respective block 5 minutes before the second warning bell.
- Carrying of mobile phone or electronic devices in the Examination control room is strictly prohibited to all.
- Only authorized person allowed to enter in the examination Control room.

2.3.2 Seeking Compliance of Rules and Regulations for Conduct of Examination

2.3.3 Rectification of errors in QP or during conduct (if any) and resolved the same as per the policy

2.3.4 Registration of Unfair means cases (if any)

Section -3: Post Examination documentation

3.1 Central Assessment Process (CAP)

1. After conclude of the examination, the Examination department will forward all the answer sheets for fair evaluation and completion of the related task of evaluation through Central Assessment Process
2. The venue of the CAP shall conduct within the premises of the Institute.
3. Examination Department will inform the time schedule of the cap in invitation letter.
4. The maximum period of the CAP is 15 Days.
5. The Staff required for the Central Assessment process shall be appointed by the Examination Department either from
 - a. Examination Department Faculty Data bank

OR

- b. Incase expected expert is not available in the faculty data bank then Examination Department can appointed a member from outside the faculty data bank who is having an total experience of minimum 5 years in teaching or in industry or working as a permanent /contract / adjourned / visiting Faculty in any other university / Institute run management or related disciplines programmes

OR

- c. While considering the time, quality, expertise, specialization etc Examination Department can appointed senior faculty members as per the expertise in subject from the existing faculty of the Institute for this examination only.
6. The Examination Department shall send invitation letters to all the experts for CAP work in advance so as enable the experts to communicate their acceptance.
7. The CAP shall be assisted additionally by the Examination Office, Accountant and Office Assistant.
8. Any other incidental matters concerning CAP shall be decided by Controller of Examination
9. The Examination department shall issue standing instructions to the concerned on the following:
 - Consistency and uniformity in assessment

- Remedial measures in respect of discrepancies detected/noticed in the question paper
 - Unfair means noticed during the assessment process
 - Administrative, financial and organizational details
10. During the CAP First Examiner and moderator will complete their role effectively and timely as per the role and responsibility and instructions given to them
 11. Simultaneously with CAP the Examination Department will conduct the enquiry of Unfair Means Committee, Examination review Committee (if any) and will complete the process of grace marks, ATKT etc
 12. Examination Department will also deal with Class Improvement cases if any

3.2 Post Central Assessment Process (CAP) Task

1. After completion of the CAP work and conduct of enquiries Examination Department will start to prepared a Result Ledger.
2. After the preparation of result ledger and same has been approved by the COE then Examination Department will declared the result of the trimester. Copy of the result ledger will sent on student's batch mail id and same will display on Institute notice board.
3. The Examination department will also send a copy of the Result Ledger to the parents on their mail id.
4. Dealing with Student Quarries Student can submit their Queries to Examination department within a period of 3 days from the date of declaration of result; student has to mandatorily submit a written application of the same. Then Controller of Examination is responsible to entertain and resolved all the quarries within 5 days from last date of application.
5. Compliance with revaluation of answer book - After declaration of results, if candidate wish to revaluate the answer sheet, he / she can apply for revaluation of answer sheet as per the Revaluation Policy of the Examination Department
6. Preparation and Declaration of Revised Result - After completion of the evaluation of the answer sheet of the students, who have applied for the revaluation, the Examination department will prepared the Ledger for same and published on the Institute notice board or send on the student group mal id in .pdf format.

Section-4: Unfair Means

4.1 Process:

1. If any student is found to be copying or attempting to copy through any means whatsoever, during the examination and same has been observed by the invigilator & reliever during the examination, the invigilators should follow the following procedure under the Unfair Means Policy.
 - a) Confiscate the paper and any other material (including electronic items) found in the possession of the student.
 - b) Call the Controller of Examinations for reporting the case.
 - c) The invigilator should at the same time maintain and ensure exam décor of the hall and exam conduct of the other students.
 - d) Hand over the answer sheet and the material confiscated to the Controller of Examination for further action
 - e) In the Exam Control Room a letter of undertaking from the student shall be taken followed by the signatures of the two students either sitting behind or in front or on the side of the offender on the confiscated material.
 - f) The Examination department shall sealed the answer sheet along with material confiscated in separate envelop for further process of the Unfair Means Committee
 - g) The invigilator shall submit a detailed report regarding the incident, to the Controller of Examinations, after the examinations on the same day.
2. Examination department will forwarded all the cases file under misconduct or unfair means during the entire period of examination for investigation and decision
3. The Examination department will inform the date of hearing to both the Unfair Means committee members and student who was caught under the unfair means.
4. The student shall appear in person before the Unfair Means Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein.
5. If the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

6. After taking into account the reported facts and findings, student statements, invigilators report etc of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student for defense, then sent a sealed and signed detailed report to examination department for further process.
7. The report submitted by the Unfair Means Committee will include the case wise quantum of punishment. (Type of Unfair Means and their quantum of punishment is given in the Annexure No-2 with this policy)
8. The decision will be inform to the students and same will reflect in the result release by the Examination department.
9. The decision of the unfair means committee will be reflect on the mark sheet of the student in the form of abbreviation
10. The detailed about the unfair means committee such as composition, Eligibility, appointment, role and responsibility and disqualification is given in the Annexure No-1 of this policy.

4.2 Composition

The Unfair Means Committee shall comprise of not more than 5 members namely Chairman (Chairman should be either Director / Dean), if no such appointment during the session then any one trustee representative become a chairman of the committee) and 4 other members out of which not less than 2 members shall be women, 1 member from out site the Institute faculty and staff, mandatorily Controller of Examination is a member, 2 members from Institute Faculty.

For the purposes of working of the Unfair Means Committee following members are suggested:

Sr. No.	Designation	
1.	Chairman (One)	Dean Academics
2. 3.	Member- Academics (Two)	Senior Faculty Members (Two)
4.	Member- Examination Department (One)	Controller of Examination
5.	Member- External (One)	Faculty

4.3 Appointment of Outside member

- Chairman and Controller of Examination can appoint members on Unfair Means committee and the appointment is valid for maximum period of 3 years or termination either by the party.
- The appointment period may vary as per the discretion of the committee chairman and Controller of Examination.

4.4 Eligibility

Internal Member – Any senior level faculty members having an minimum total experience is 7 years in academic or industry (preference will be given to the female candidate).

Or

External member - Any person who is having experience of minimum total 5 years experience in teaching or in industry or working as a permanent /contract / adjourned / visiting Faculty in any other university / Institute run management or related disciplines.

4.5 Disqualification

Resignation/ Transfer/ Termination of employment with Institute or its sister concerned Institutes / year of service.

4.6 Role and Responsibilities

- For the purpose of investigating unfair means resorted by students or other concerned persons at the examination
- The committee has to conduct a fair investigation on each case and need to verify all the facts and findings, student statements, invigilators report before submission of report to Examination Department.
- Committee also has to verify other incidental matters connected herewith
- After taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student for defense. The Unfair Means Committee will provide detailed report along with case wise quantum of punishment to the Examination Department for further action

4.7 Remuneration:

The remuneration for working as a Member (external) of an Unfair Means committee will be given after investigation as per the Examination work remuneration policy.

4.8 Type of Unfair means and punishment

Sr. No.	Nature of malpractice	Quantum of punishment
1.	If any student/s answer sheet is collected by invigilator, Reliever, Squad etc under Unfair Means / malpractices as per the Lexicon Management Institute code of conduct (First Time in Trimester / during course)	Attempt for that subject is null and void
2.	If any student/s answer sheet is collected by invigilator, Reliever, Squad etc under Unfair Means / malpractices as per the Lexicon Management Institute code of conduct (Same student Second Time in same Trimester / during course)	Attempt for that subject is null and void , Financial implications - double fees of the subject as per re-examination clause
3.	If any student/s answer sheet is collected by invigilator, Reliever, Squad etc under Unfair Means / malpractices as per the Lexicon Management Institute code of conduct (Same student Third Time in same Trimester / during course)	Attempt for all the papers of that Trimester is null and void , Financial implications - double fees of the subjects as per re-examination clause
4.	If any student/s answer sheet is collected by invigilator, Reliever, Squad etc under Unfair Means / malpractices as per the Lexicon Management Institute code of conduct (Same student Forth Time and onwards in same Trimester / during course)	Suspended from Institute for minimum period of 1 year and more
5.	Abuse Language with Invigilator / Reliever, All other malpractice /s, unfair means not covered in the aforesaid categories.	As per the decision of the Unfair means Committee

Section -5: Grace Marks

5.1 Process:

1. The process of grace marks will be simultaneously completed by the Examination department
2. All the cases of the grace marks will be clearly shown in the result Ledger and same will be reflected in the mark sheet of the student subject wise.
3. A student shall be entitled to the benefit of grace marks or additional marks for extra-curricular activities or otherwise as per decision of the Examination Review Committee.
4. Under grace marks process benefit shall be given either for passing in each head of passing i.e. in Internal and Trimester end final examination or for securing Second Class /Higher Second Class/ First Class/ Distinction
5. The grace marks system is applicable in both regular and re-examination but the benefit will be given either in the regular or re-examination in the specific batch
6. Once the student obtained benefit of the grace marks in any specific subject of trimester then he / she will not be allow to take the grace marks benefit again in the same subject
7. Both the parameters of grace marks system is given below
8. The marks revised after grace is consider for final result of the subject
9. Grace marks system is not applicable to the result after revaluation of the answer book
10. Grace marks system is not applicable to all the application received under class improvement.

5.2 Grace Marks for Passing in each of head of passing i.e. Internal and Trimester End Final Examination

- If the 60% and above students are failing in any subject of the trimester, then the Examination Department can provide the grace marks to the students for passing in each head of passing
- The grace marks system is applicable maximum to 40 % of the subjects of the Trimester
- The benefit of grace marks given in different heads of passing shall not exceed 20% per head of f the aggregate marks in that subject.
- Calculation of Grace Marks will be taken as per the details mentioned below:
 - a. Take an aggregate of minimum marks obtained in the subject and maximum marks obtained in the same subject but less than passing marks i.e. 34 marks

b. Round off fraction in calculation to the next integer

- E.g. If 60 % students are failing in Managerial Economics, the minimum marks obtained to ABC student out of 60 is 2 and maximum marks obtained to XYZ student out of 60 is 33.

Then,

Grace Marks applicable = $\frac{\text{ABC Student Marks} + \text{XYZ Student Marks}}{2}$

$$= \frac{2+33}{2}$$

$$= \frac{35}{2}$$

$$= 17.5$$

$$= 17.5 \times 20\%$$

$$= 3.5$$

$$= 3.5$$

$$= 4 \text{ marks after round off fraction}$$

$$= 4 \text{ marks after round off fraction}$$

Same calculation is applicable for Internal Grace marks of the subject

5.3 Grace Marks for securing Second Class / First Class and Distinction

Sr. No	Percentage of Marks	Class
1	Aggregate 50 % and more but less than 55 %	Pass Class
2	Aggregate 55 % and more but less than 60 %	Second Class
3	Aggregate 60 % and above but less than 70 %	First Class
4	Aggregate 70 % and above	First Class with Distinction

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of gracing and whose total number of marks falls short for securing Second Class / First Class/ Distinction by marks not more than 1 % of the aggregate marks of that examination or up to 10 marks, which-ever is less, shall be given the required marks to get the next higher class or grade as the case may be.

- Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing.
- Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examinations only for which provision of award of class has been prescribed.
- This benefit will be provide to all the students of the batch weather he / she has earlier avail the grace marks benefit or not.

Section -6: Revaluation of Answer Sheet

6.1 Process:

1. After declaration of results, if candidate wish to reevaluate the answer sheet, he / she can apply for revaluation of answer sheet within a period of 5 working days from date of declaration of the result.
2. A maximum of 50% papers or next rounded off to the next higher digit of all trimesters can be submitted by way of an application for revaluation.
3. The student has to submit an application form for revaluation of answer sheet along with receipt of the fees paid in to accounts office as per the policy i.e. is Rs. 300/- per subject
4. The application form will be available in the Examination Department and e-form on student mail id on next day of declaration of result.
5. Student can pay revaluation fees either on counter or online mode in to Institute accounts only. The Institute account details are given in Annexure No-2 of this policy.
6. Under no circumstances refund of processing fees for revaluation can be claimed.
7. The revaluation of answer sheet result will be declared within a period of 10 days from last date of submission of application form.
8. If the next form filling date is scheduled between the above said periods, then the student can fill an examination form for said subject under revaluation after declaration of revaluation result without any late fees or penalty.
9. If there is any increase or decrease in marks, the same shall be considered as a final result of the subject in that trimester.
10. Student can apply for revaluation of answer sheet after every examination result.

Note:

1. All disputes are under Pune Jurisdiction only
2. The revaluation of answer sheet is conducted by the second examiner appointed by the Examination department. (The detailed about the Second Examiner appointment, Role & Responsibility and Remuneration is given in the Annexure No-1 of this policy.

6.2 Second Examiner Documentation

Appointment

1. The second examiner shall be appointed by the Examination Department from the faculty data bank according to specialization or subject requirement.

OR

Incase expected expert is not available in the faculty data bank then Examination Department can appointed a member from outside the faculty data bank who is having an total experience of minimum 5 years in teaching or in industry or working as a permanent /contract / adjourned / visiting Faculty in any other university / Institute run management or related disciplines (Programme)

OR

While considering the time, quality, expertise, specialization etc Examination Department can appointed any senior faculty members from the Institute for that examination only.

2. The Examination Department shall send invitation letters to second examiner in advance so as enable the experts to communicate their acceptance.
3. Examination department is responsible for record keeping and completion of revaluation process as per the policy

6.3 Roles and Responsibilities of Second Examiner

1. Second Examiner has to mark his attendance in revaluation book as per the subject allocation for future reference.
2. Second Examiner has to collect answer sheet of his specific subject and enter the details in the book provided such as subject code and name, No. of answer sheets for revaluation etc.
3. Second Examiner is responsible for the fair evaluation of the answer sheet in terms of content, marks allocation by first examiner and total marks obtained.
4. During the evaluation of answer sheet, Second Examiner has to write his or her comments on back side of the first page of answer sheet for future reference.
5. Total marks should be write in words and in figures after revaluation of answer sheet
6. Second Examiner has to sign on every answer sheet after successful evaluation

7. Second examiner has to refer Subject Assessment circular while evaluating the answer sheet and has to read the comments given by the first examiner and has to refer the model answer provided by the paper setter (if any).
8. Second examiner has to submit a reevaluate answer sheets and marks, strictly as per the schedule given by examination department from time to time.
9. After completion of the revaluation of the answer sheets, same has to be submitted in the Examination Department without fail along with remarks for change or no change in the result of the student for each subject.

6.4 Remuneration:

The remuneration for Second Examiner (External) will be released as per the examination work remuneration policy only after completion of the revaluation of answer sheet.

Section -7: Class Improvement

7.1 Process:

1. The candidate applying for class improvement has to mandatorily submit an Examination form and fees as per the schedule declared by examination department time to time
2. The fees for class improvement is Rs 300/- per subject
3. Candidate is allowed to apply for 50 % subject of Trimester-II or Trimester-III. In any circumstances, the student is strictly not allowed to apply for subjects of two trimester simultaneously for class improvement.
4. Maximum period of application for class improvement is one year from successful completion/ passing of all the subjects of PGDM course
5. A candidate can opt for Class improvement if the candidate has scored minimum 50 % marks in aggregate and obtained minimum 50 marks in each subject of every trimester.
6. If the candidate is failed in any one or more subject in any title i.e. Internal or Final examination are not allowed to apply for class improvement
7. The class improvement policy is applicable only for the final examination of the subject and not for the internal marks of the subject
8. If there is any increase in marks the same shall be considered. However, any decrease of marks shall be ignored.
9. Whether there is any increase or decrease in the result, the mark sheet or degree for the same will be issued to student.
10. The student applying for class improvement is not required to register for convocation ceremony once again.
11. Student has to pay additional fees Rs. 2000/- for Degree and Mark sheet under class improvement
12. Student will get the original mark sheet and Degree with a remark of class improvement.
13. The student has to mandatorily surrender his / her original mark sheet and Degree in Examination department
14. All the academic verification of these cases will be conducted on the basis of revised degree and mark sheet.

Section-8: Submission of Original documents for admission in two years PGDM course as per the AICTE Eligibility Criteria

8.1 Submission of Original Educational or other Documents to Institute

1. On first day of reporting to Institute in the month of June, every student has to submit all documents in original to the Institute admin office as per the list mentioned in annexure with this policy.
2. Documents submitted by student is accepted and provide the receipt of submission to student in duplicate, if any document of the student is pending, the time frame will be extended till next 30 days from the day of reporting for all documents except Migration Certificate. For Migration Certificate time will be extended till next 60 days from date of reporting
3. The student fails to submit all documents Except Migration Certificate till the last date of extended period once again final extension will be provided on or before 15th August of every year but the last date for submission of migration certificate is remain same
4. If any student is fail to submit the documents, his admission will be cancelled from the course without any notice and fees will be refunded as per the admission cancellation policy.
5. During the documentation process the Institute representative will counsel the student for every documents and compliance to be met.
6. Institute shall provide support to the student for preparation of affidavits such as Anti -ragging, Educational Gap etc.
7. All the educational and other documents submitted by the student will remain in the custody of the Institute for the period of completion of course, these documents can be made available for the student during the course for a maximum period of 10 days in every trimester, on his / her written request approved by competent authorities, to meet any mid course need of documents.

8.2 Return of Original Educational or other Documents to Student

1. Students will have to collect their original educational documents except Migration and Transfer / leaving certificate from admin office either on last day of Trimester-VI examination or the scheduled declared by the admin office from time to time.
2. Student has to submit the **No Dues** signed by representative of all the respective departments along with **No Objection Certificate (NOC)** from Hostel Rector and Original Institute Identity Card while collecting original documents from office.
3. Those students who will fail to collect their original on the schedule date and time can collect the same either on 2nd or 4th Saturdays of every month, except the public holiday falling on Saturday with prior permissions in writing from the office.
4. Student can collect the Migration Certificate which includes Transfer / Leaving Certificate as per the policy for obtaining documents from Institute.

8.3 List of documents

Sr. No	Particular	Type
Original Documents		
1	10 number Passport Size color Photographs (in formal dress)	-
2	Updated Resume	Xerox
3	Work Experience Certificate (If applicable)	Xerox
4	Copy of Aadhar Card	Xerox
5	Entrance Examination Score Card	Xerox
6	SSC Marks sheet	Original
7	HSC Marks sheet	Original
8	Graduation Mark sheet all year / Semester (<i>Students awaiting final year result should submit Mark sheets of all earlier years / semesters</i>)	Original
9	Graduation Degree/ Passing Certificate / Provisional Certificate	Original
10	University Migration Certificate	Original
11	College Leaving / Transfer Certificate	Original
12	Domicile Certificate / Residential Certificate	Original
13	Nationality Certificate / Copy of Passport/ Birth Certificate (if nationality is mentioned on the same).	Original
14	Caste , Caste Validity, Non Creamy and Income Certificate (If	Original

	applicable)	
15	Medical Fitness Certificate	Original
Affidavits – Mandatory (Formats are available in Institute admin Office)		
1	Anti Ragging Undertaking By the Students	Each on Rs. 100/- stamp paper with notary
2	Anti Ragging Undertaking By the Parent / Guardian	
3	Original Documents Submission	
4	Hindi Language Knowledge	
5	Nationality (If Applicable)	
6	Educational Gap (If Applicable)	

Section-9: Acquiring documents like: Migration Certificate, Transcript Character Certificate & Attestation of Mark sheet and Degree

9.1 Transcript: For getting a Transcript certificate every applicant student need to submit an application for the transcript. Application can be submitted either in Examination department or by mail to examination department.

Fees Details	<ul style="list-style-type: none"> • Fees for Transcript is Rs. 2000/- Per set (Two Thousand Only) • Mode of Payment: IMPS / NEFT / PAYTM & CASH DEPOSIT on counter. • Account details of the Institute for the purpose of document fees is mentioned in Annexure of this policy • Once fees paid is not refundable in any circumstances.
Documents Required	<ul style="list-style-type: none"> • Application For transcript • Self attested copies of all trimester Mark sheet and Degree
Resolution Time	Maximum 10 Days after reflecting payment on Institute account and submission of all the documents as per requirement
E mail id for e-application	examinations@mile.education
Student will receive the sealed envelope of their transcripts by hand or by Speed Post or courier and respective department will share the tracking id to student on his mail id for further reference.	
<ul style="list-style-type: none"> • If the student wants to send his / her Transcript sealed envelope directly to the concerned address, then the student has to write his / her request to Examination Department and provide the address in detail in the application. • Student has to pay the actual cost of courier (same will be provided by the Examination department before sending a courier after considering the currency rate etc factors) on Institute account prior to courier. 	
Note : <ol style="list-style-type: none"> 1. Incomplete form will not be accepted 2. All disputes under Pune Jurisdiction Only 1. All rights reserved with Institute Management 	

9.2 Attestation of Mark sheet and Degree: For getting an attestation of Mark sheet and Degree every applicant student need to submit an application for the same. Application can be submitted either in Examination department or by mail to examination department.

Attestation facility will be provided only those mark sheet or degree which are provided / awarded by the Institute.

Fees Details	<ul style="list-style-type: none"> • Fees for Attestation is Rs. 50/- (Fifty Only) per document i.e. per mark sheet of trimester and degree. • Mode of Payment: IMPS / NEFT / PAYTM & CASH DEPOSIT on counter. • Account details of the Institute for the purpose of document fees is mentioned in Annexure of this policy • Fees once paid is not refundable under any circumstances.
Documents Required	<ul style="list-style-type: none"> • Application for attestation • Two sets of Xerox copies of all trimester Mark sheet and Degree, out of that one set should be self attested and other is without self attested for the purpose of attestation by the Institute.
Resolution Time	Maximum 10 Days after reflection of payment on Institute account and submission of all the documents as per requirement
E mail id for e-application	examinations@mile.education
Every applicant Student will receive the sealed envelope of their attested documents by hand or by Speed Post or courier and respective department will share the tracking id to student on his mail id for further reference.	
<ul style="list-style-type: none"> • If the student wants to send his / her attested documents directly to the concerned address, then the student has to write his / her request to Examination Department and provide the address in detail in the application. • Student has to pay the actual cost of courier (same will be provided by the Examination department before sending a courier after considering the currency rate etc factors) on Institute account prior to courier. 	
Note : <ol style="list-style-type: none"> 1. Incomplete form will not be accepted 2. All disputes under Pune Jurisdiction Only 3. All rights reserved with Institute Management 	

9.3 Migration Certificate: For getting the Migration certificate the student need to submit an application for the same. Application can be submitted either in Examination department or by mail to examination department.

Fees Details	<ul style="list-style-type: none"> • Fees for Migration Certificate is Rs. 500/- (Five Hundred Only) • Mode of Payment: IMPS / NEFT / PAYTM &
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	<p>CASH DEPOSIT on counter.</p> <ul style="list-style-type: none"> Account details of the Institute for the purpose of document fees is mentioned in Annexure of this policy Once fees paid is not refundable in any circumstances.
Documents Required	<ul style="list-style-type: none"> Application for Migration Certificate Self attested copies of all trimester Mark sheet and Degree
Resolution Time	Maximum 15 Days after reflecting payment on Institute account and submission of all the documents as per requirement
E mail id for e-application	examinations@mile.education
<ul style="list-style-type: none"> The sealed envelope of the Migration Certificate will be directly sent to the concerned University by Speed Post or courier and the respective department will share the tracking id to student on his / her mail id for further reference. Every student has to provide the address of the concerned university along with pin code and contact details. The Migration Certificate will be provided on the basis of his / her original Migration and Transfer / Leaving certificate submitted as a part of eligibility for admission in the course. Migration Certificate will not be provided by hand to student 	
<p>Note :</p> <ol style="list-style-type: none"> Incomplete form will not be accepted All disputes under Pune Jurisdiction Only All rights reserved with Institute Management 	

9.4 Character Certificate: For getting a Character certificate the student need to submit an application for the same. Application can be submitted either in Examination department or by mail to examination department.

Fees Details	<ul style="list-style-type: none"> Fees for Character certificate is Rs. 150/- (One hundred and Fifty Only) Mode of Payment: IMPS / NEFT / PAYTM & CASH DEPOSIT on counter. Account details of the Institute for the purpose of document fees is mentioned in Annexure of this policy Fees once paid is not refundable under any circumstances.
Documents Required	<ul style="list-style-type: none"> Application for Character certificate Self attested copies of all trimester Mark

	sheet and Degree
Resolution Time	Maximum 10 Days after reflecting payment on Institute account and submission of all the documents as per requirement
E mail id for e-application	examinations@mile.education
Every applicant Student will receive the sealed envelope of their transcripts by hand or by Speed Post or by courier and respective department will share the tracking id to student on his / her mail id for further reference, if the document is not handover physically to student.	
<ul style="list-style-type: none"> • If the student wants to send his / her character certificate sealed envelope directly to the concerned address, then student has to write his / her request to Examination Department and provide the address in detail in the application. • Student has to pay the actual cost of courier (same will be provided by the Examination department before sending the courier after considering the currency rate etc factors) on Institute account prior to courier. 	
Note : <ol style="list-style-type: none"> 1. Incomplete form will not be accepted 2. All disputes under Pune Jurisdiction Only 3. All rights reserved with Institute Management 	

Section-10: Acquiring duplicate documents like: Migration Certificate, Character Certificate, statement of Marks, Degree & Provisional Certificate

10.1 Migration Certificate Duplicate: For getting a Migration certificate duplicate every applicant student need to submit an application for the same. Application can be submitted either in Examination department or by mail to examination department.

Fee Details	<ul style="list-style-type: none"> Fees for Migration Certificate Duplicate is Rs. 1000/- (One Thousand Only) Mode of Payment: IMPS / NEFT / PAYTM & CASH DEPOSIT on counter. Account details of the Institute for the purpose of document fees is mentioned in Annexure of this policy Fees once paid is not refundable in any circumstances.
Documents Required	<ul style="list-style-type: none"> Application For Migration Certificate Duplicate Self attested copies of all trimester Mark sheet and Degree Copy of the First Investigation Report (FIR) for lost of original document Affidavit on Rs. 100/- stamp paper with notary (affidavit should contain the details about loss of documents and purpose of issuing duplicate)
Resolution Time	Maximum 15 Days after reflecting payment on Institute account and submission of all the documents as per requirement
E mail id for e-application	examinations@mile.education
<ul style="list-style-type: none"> The sealed envelope of the Migration Certificate Duplicate will be directly sent to the concerned University by Speed Post or courier and respective department will share the tracking id to student on his / her mail id for further reference. Every student has to provide the address of the concerned university along with 	

pin code and contact details.

- The Migration Certificate will be provided on the basis of his / her original Migration and Transfer / Leaving certificate submitted as a part of eligibility for admission in the course.
- In any circumstances Migration Certificate will not be provided by hand to student

Note :

1. Incomplete form will not be accepted
2. All disputes under Pune Jurisdiction Only
3. All rights reserved with Institute Management

10.2 Character Certificate Duplicate: For getting a Character certificate duplicate every applicant student need to submit an application for the same. Application can be submitted either in Examination department or by mail to examination department.

Fees Details	<ul style="list-style-type: none">• Fees for Character certificate duplicate is Rs. 250/- (Two hundred and Fifty Only)• Mode of Payment: IMPS / NEFT / PAYTM & CASH DEPOSIT on counter.• Account details of the Institute for the purpose of document fees is mentioned in Annexure of this policy• Fees once paid is not refundable in any circumstances.
Documents Required	<ul style="list-style-type: none">• Application For Character certificate duplicate• Self attested copies of all trimester Mark sheet and Degree• Copy of the First Investigation Report (FIR) for lost of original document• Affidavit on Rs. 100/- stamp paper with notary (affidavit should contain the details

	about lost of documents and purpose of issuing duplicate)
Resolution Time	Maximum 15 Days after reflecting payment on Institute account and submission of all the documents as per requirement
E mail id for e-application	examinations@mile.education
Every applicant Student will receive the sealed envelope of their character certificate duplicate by hand or by Speed Post or by courier and respective department will share the tracking id to student on his / her mail id for further reference, if the document is not handed over physically to the student.	
<ul style="list-style-type: none"> • If students want to send his / her Character certificate duplicate in a sealed envelope directly to the concerned address, then student has to write his / her request to Examination Department and provide the address in detail in the application. • Student has to pay the actual cost of courier (same will be provided by the Examination department before sending the courier after considering the currency rate etc factors) on Institute account prior to courier. 	
Note : <ol style="list-style-type: none"> 1. Incomplete form will not be accepted 2. All disputes under Pune Jurisdiction Only 3. All rights reserved with Institute Management 	

10.3 Duplicate:

- I. **Statement of Marks**
- II. **Degree**
- III. **Provisional Certificate**

For getting duplicate Statement of Marks or Degree or Provisional Certificate every applicant student need to submit an application for the same. Application can be submitted either in Examination department or by mail to examination department.

Fees Details	<ul style="list-style-type: none"> • Fees for Duplicate <u>Statement of Marks</u> is Rs.
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	<p>200/- (Two hundred Only) per trimester</p> <ul style="list-style-type: none"> • Fees for <u>Duplicate Degree</u> is Rs. 1500/- (One Thousand Five Hundred Only) • Fees for <u>Duplicate Provisional Certificate</u> is Rs. 300/- (Three Hundred Only) • Mode of Payment: IMPS / NEFT / PAYTM & CASH DEPOSIT on counter. • Account details of the Institute for the purpose of document fees is mentioned in Annexure of this policy • Fees once paid is not refundable in any circumstances.
Documents Required	<ul style="list-style-type: none"> • Application for Duplicate Statement of Marks, Degree and Provisional Certificate. • Self attested copies of all trimester Mark sheet and Degree • Copy of the First Investigation Report (FIR) for lost of original document • Affidavit on Rs. 100/- stamp paper with notary (affidavit should contain the details about lost of documents and purpose of issuing duplicate)
Resolution Time	Maximum 15 Days after reflecting payment on Institute account and submission of all the documents as per requirement
E mail id for e-application	examinations@mile.education
<p>Student will receive the separate sealed envelope of their duplicate documents by hand or by Speed Post or by courier and respective department will share the tracking id to student on his / her mail id for further reference, if the document is not handover physically to student.</p>	
<ul style="list-style-type: none"> • If a student wants to send his / her duplicate documents in sealed envelope directly to the concerned address, then the student has to write his / her 	

request to Examination Department and provide the address in detail in the application.

- Student has to pay the actual cost of courier (same will be provided by the Examination department before sending the courier after considering the currency rate etc if applicable) on Institute account prior to courier.

Note :

1. Incomplete form will not be accepted
2. All disputes under Pune Jurisdiction Only
3. All rights reserved with Institute Management

Section-11: Student Academic Verification

11.1 Process:

1. Mode of Verification - by official mail ids of the verifying authority or the representative of the authority can come physically for the same (In any circumstances no telephonic Verification will be entertained)
 - a) For mail verification, verifying authority need to write on info@mile.education / registrar@mile.education
 - b) For physical verification, representative of the authority has to carry his identity card and company authority letter by the name of the verifying authority
2. After communication with Institute verifying authority has to pay verification fees as mentioned below:
 - a) First time verification charge is Rs. 1000/- (One Thousand Only) per candidate
 - b) Re-verification Fees Rs. 750/- (Seven Hundred Fifty Only) per candidate – for same candidate by same company
 - c) Please make a note that fees once paid for verification is not refundable under any circumstances.
3. After paying the verification fees verifier has to sent copies of following documents for verification of candidate in attachment
 - a) Payment Receipt or Bank statement or Proof of Payment submission etc
 - b) All Years or Semesters mark sheet of student
 - c) Degree or Provisional Certificate of Student
 - d) Company Authority Letter – If agency or consultancy involvement in verification
 - e) Copy of offer letter issued to student (if available)

Additionally verifier has to provide following details in mail

- a) Name and Address of the company (mandatory)
- b) Reporting Person Name, Designation, Contact Details, E-mail id etc (as available)
- c) Expected date of Joining, Department, Designation, CTC offered, Student mail id etc (as available)

4. Student Academic Verification process will start only after verification fees reflected in Institute account and submission of above mentioned documentation or mandatory details
5. Maximum time taken for verification after receiving all the documentation is 72 hrs exclusive of Holidays (if any)
6. Application with incomplete information or non payment of fees will not be entertained by Institute.
7. Institute will issue a payment receipt by the name of payee, so request to provide address for courier of original receipt or mail id to sent an scan copy of the same.
8. Institute account detail for payment of fees is mentioned in annexure with this policy
9. All disputes under Pune Jurisdiction Only
10. All rights reserved with Institute Management

11.2 Draft for Student verification details

Details of Academic Verification

Sr. No	Particular	Verification from Institute authorized official
1	Student Name	
2	Father / Mother Name	
3	Date of Birth	
4	Course	
5	Name of the Institute	
6	Name of the University (If any)	
7	Permanent Registration Number	
8	Month and Year of Passing	
9	Percentage / Grade / Class Obtained	
10	Specialization	
11	No of Attempts	
11	Mode of Education	
12	Eligible for Degree	

13	Other (if any)	
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Authorized official Details

Sr. No	Authorized official Details	Details
1	Name of Verifier	
2	Designation	
5	Receipt No and Date	

Note: *Above details are provided on the basis of documents submitted by student at the time of admission to the Institute and details mentioned in Institute General register.*

Section-12: Ancillary Fees

12.1 Process:

1. The below mentioned fees as per the documentations norms of AICTE will need to pay in Institute accounts office only
2. Please note that once fee is paid for verification, it is not refundable in any circumstances
3. After every payment of fees Institute accounts office will issue the receipt of the same. Students have to mandatorily collect the same from accounts office and keep in safe custody for future reference.
4. Institute account detail for payment of fees is mentioned in annexure with this policy
5. All disputes under Pune Jurisdiction Only
6. To know the fees payment status, you may write on accounts@lexiconedu.in
7. For any other query or information you may write on info@mile.education

12.2 Fees for Examination

Sr. No	Particular	Fees	Remark
1.	Final Examination for Trimester-IV, V and VI Batch 2018-20	Rs. 2000/- Per Trimester	NIL
2.	Final Examination Fees Batch 2019-21	Rs. 3000/- Per Trimester	NIL
3.	Re-examination Final (First Attempt)	Rs. 300/- Per Subject	If subjects are 6 or more Rs. 2000/-
4.	Re-examination Final (Second Attempt)	Rs. 300/- Per Subject	If subjects are 5 or more Rs. 2000/-
5.	Re-Examination Internal (First Attempt)	Rs. 80/- Per Subject	NIL
6.	Re-Examination Internal (Second Attempt)	Rs. 100/- Per Subject	NIL
7.	Revaluation of Answer Sheet	Rs.300 per Subject	NIL
8.	Examination Form with Late Fees	Rs. 200 Per Form	(max. 10 days before the final exam)
9.	Examination Form with special Late Fees	Rs. 500 Per Form	(max. 3 days before the final exam)

12.3 Other Documentation Fees

Sr. No	Particular	Fees	Remark
1.	Convocation	As per the instruction	NIL
2.	Class Improvement	Rs. 300/- per subject	NIL
3.	Migration Certificate	Rs.500 /-	First Time

4.	Migration Certificate	Rs.1000 /-	Duplicate
5.	Transcript	Rs. 2000/- per set	First Time
6.	Attestation of Documents	Rs. 50/- per document	per documents means mark sheet, Provisional Degree, Degree etc
7.	Statement of Marks	-	Original
8.	Statement of Marks	Rs. 200 per trimester	Duplicate
9.	Statement of Marks	-	After revaluation of Answer sheet
10.	Degree	-	Original
11.	Degree	Rs. 1500/-	Duplicate
12.	Degree and Mark sheet after Class Improvement	Rs. 2000/-	NIL
13.	Academic Verification First Time	Rs. 1000/- Per student	NIL
14.	Academic Verification Second Time and Onwards	Rs. 750/- Per student	for same candidate by same company
15.	Character Certificate	Rs.150/- Per student	NIL
16.	Character Certificate	Rs.250/- Per student	Duplicate
17.	Provisional Certificate	Rs.300/- Per student	Duplicate

Section-13: Board of Examination

13.1 Composition

Board of Examination (hereinafter referred to as BoE). The BOE shall comprise of minimum 5 members namely Chairman (Chairman should be either Director / Dean of the Institute) and 4 other members out of which not less than 2 members shall be women, mandatorily Controller of Examination is a member, 2 members from Academic Staff and 1 Member from Outside the Institute.

For the purposes of working of the BOE following members are suggested:

Sr. No.	Members	Designation
1.	Chairman (One)	Dean Academics
2.	Member- Academics (One)	Senior Faculty Faculty Members
3.	Member- Academics (Two)	Senior Faculty Faculty Members
4.	Member- Examination (One)	Controller of Examination
5.	Member- External (One)	Faculty / Industry Person

13.2 Disqualification

1. On grounds of malpractice or moral turpitude.
2. Resignation/ Transfer/ Termination of employment with Institute or its sister concern institutes.

13.3 Role and Responsibilities

1. Call for Audit and Annual review of working of Examination Department
2. Review of Remuneration policy
3. Delegate the functions of members of Examination Section in case of exigency.
4. Removal of members of Examination section on proved grounds of misconduct on due inquiry and in consultation with the Institute management.
5. Power to Amend the results to eliminate errors.
6. Review of decision in Examination Department
7. Action in case of Violations of Examination Code of Conduct
8. Other incidental matters connected herewith

13.4 Process:

A) For Student :

- The request for disciplinary action on different grounds received from other department of the institute will forwarded to the BOE for the review in and decision.
- The some grounds of the disciplinary action are – Less than 75% subject wise attendance in every trimester, non payment of fees, non submission of documentation, breaking of code of conduct etc.
- Examination department will forwarded all the cases to BOE for investigation and decision
- The Examination department will inform the date of hearing if any to both the BOE members and student.
- The student shall appear in person before the BOE on a day, time and place fixed for the meeting, with written reply/explanation.
- If the student concerned fails to appear before the BOE, the BOE shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- After taking into account the reported facts and findings, student statements, department head statements etc of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student for defense, then sent a sealed and signed detailed report to examination department for further process.
- The report submitted by the BOE will include the case wise quantum of punishment as deemed fit and same has to inform to the student through Examination Department.
- The decision of the examination review committee will not be reflect on the mark sheet of the student.

B) For Staff, Faculty and External Appointment and Examination team:

- The above process will be followed if any staff and faculty member or concerned person of the institute and person appointed as an external member who fails to discharge the duty so assigned, refuses to perform the duty, and instigates the other

for non-performance of the examination duty, fails to adhere meticulously to the guidelines in general or in specific shall be served with a show cause notice

- The person against whom such show cause notice has been issued shall be given an opportunity of hearing to establish the compliance before the Committee and examination Department will communicate the date of hearing of the committee.
- The decision of the Committee shall be taken by simple majority and on establishing the impugned violation of the examination rules and regulations the same shall attract liability which may extend to deduction of certain amount from examination remuneration or otherwise.
- The decision of the BOE shall be final and binding.

Employee Section

Section – 1: Examination Work Remuneration

1.1 Process:

1. Every member appointed in examination department has to marks his attendance in the register provided for the same.
2. The accountant of the Institute will calculate remuneration of the experts (external) on the basis of his / her attendance, type of appointment, role and responsibility played
3. The remuneration will be provide only to the external appointed experts
4. The remuneration will be calculated and provided after completion of the examination and the amount calculated will be transfer on the account of the expert.
5. During the appointment Examination Department will collect the account details of the expert in faculty data bank.
6. A separate examination department related expenses and expenditure statement is prepared by considering amount spent on office stationary, answer sheet and supplementary sheet printing, photocopying charges, etc.
7. Account office will conduct the audit and record keeping of all the expenses occurred by examination department trimester wise.

1.2 The detailed remuneration amount is given as follows:

Sr. No.	Type of Appointment	Remuneration in Rs. (per session unless otherwise mentioned)
1.	Question Paper Setter (for 1 Set and Model answer)	Rs. 2000/- inclusive of Travelling Allowance
2.	Question Paper Proof Reader	Rs.200/- per Question Paper & model Answer + if appointment is external need to provide TA Rs. 200/-
3.	First Examiner	Rs. 15 per answer sheet + TA Rs. 200/- per subject / per expert
4.	Moderator	Rs.30 Per answer sheet (Maximum 5 subjects are allowed) + TA Rs. 200/- per Expert

5.	Second Examiner	Rs.100 per answer sheet + TA Rs. 200/- per expert
6.	Vigilance Squad	Rs. 80 per session per expert + TA Rs. 200/- per expert
7.	Invigilator	Rs. 150 per Invigilation + TA Rs. 200/- per expert
8.	Reliever	Rs. 100 per session + TA Rs. 200/- per expert
9.	Appointment of external person as a Member on Unfair Means or related committee	Rs.2500/- (Inclusive TA)
10.	Appointment of external person as a panel for SIP / Dissertation viva	Rs.300 per hr per expert (Inclusive TA)

Section-2: Appointment in Examination

2.1 Process:

1. The examination department has to appoint external experts for examination work
2. All the appointment has to make at least 15 days before the commencement of the examination. Below is the detail of the appointment.

2.2 Appointments

Appointment No-1

Designation: Question Paper Setter

Eligibility : Any person who is having total experience of minimum 5+ years in teaching the subject or in industry and working as a permanent /contract /adjoined / visiting Faculty in any other university / institute run management or related disciplines

Type of Appointment: Internal Senior Faculty Member will be appointed only when the External member is not available for the said designation.

Role and Responsibility:

1. Each paper setter appointed for setting a question paper in a subject shall be responsible for preparation of model answers, criteria for evaluation and marking scheme on the basis of the standard evaluation criteria provided by the Academic Department.
2. The question paper and the model answers shall be drawn up in languages approved by the Examination Department.
3. Check that the duration of the examination is entered correctly on the paper and that the time allotted is sufficient to enable the students complete the paper and recheck their work.
4. Check that all the information and instructions mentioned in question papers are clear and understood by students.
5. If any specific information / instructions e.g. providing Graph Papers, Log table, use of calculator etc for Examination Department kindly provide separate sheet for the same.
6. Before proceeding to set a question-paper, the paper-setter shall carefully go through the following-

- The scope and limitations of the syllabus and the text / reference books prescribed.
 - Has to refer the approved pattern/design of the question paper provided by the Examination Department
 - Topic-wise and objective-wise allotment of marks as approved by Institute Academic Department.
 - Observations made by the Examination Department on question-paper/s of previous examination/s.
 - Such other special instructions as may be given by the Examination Department from time to time.
 - He / She shall maintain absolute secrecy regarding all matters connected with the paper setting and shall take meticulous care to observe the instructions and any other procedures laid down by the Examination Department from time to time.
 - On the completion of the work the paper-setter shall submit the certificate to the extent that the work of setting the question paper has been done in accordance with the norms laid down by the Examination Department and maintain the confidentiality in the examination documentation.
7. If the question Paper is rejected by the proof reader, the respective faculty has to make changes as per the comment/s of the proof reader and sent it back to examination Department.
 8. Paper setter has to submit model answer sheet after final acceptance from Examination Department
 9. The paper setter remuneration for the examination work will be released only after final acceptance of the Question paper and model answer from Examination Department as per the policy
 10. After completion of the Examination documentation expert has to sign in the record provided for further process or reference.

Appointment No-2

Designation: Proof Reader for Question Paper

Eligibility : Any person who is having total experience of minimum 5+ years in teaching or in industry and working as a permanent /contract /adjourned / visiting Faculty in any other university / institute run management or related disciplines

Type of Appointment: Internal Senior Faculty Member

Role and Responsibility:

1. Check that all relevant information such as Subject Name, Subject code , Trimester etc and instructions for students are clearly mentioned on the question Paper
2. Make sure that any additional instructions are given to examination Department for conduct of examination.
3. Ensure that total marks of the question to be attempted in the Question paper should not be less or more than 60 marks
4. Proof read the text again
5. Make sure that standard guidelines of Institute Question paper setting and evaluation parameters are met
6. Ensure that no question is out of syllabus
7. Check that all questions in both section are workable (particularly in mathematics, accounts and numerical base exam) and that the paper can be completed in the set time.
8. If the question paper is as per the Institute standard guidelines, give the confirmation to examination Department for successful completion of the Examination documentation by expert.
9. If the question Paper is not in Institute standard format, send it back to the Examination Department along with comments for making necessary changes.
10. Once again proof reader has to check the corrections and text and give the confirmation to examination Department for successful completion of the Examination documentation by expert.
11. If any faculty repeatedly makes an error in question paper, immediately bring in notice to examination Department for decision.
12. After successfully submission of question paper by expert, approach to paper setter for model answer and any additional instruction sheet for examination department (if any), give the confirmation to examination Department for successful completion of the Examination documentation by expert.

13. After receiving confirmation on question paper and model answer from proof reader, examination department can seal the question paper and model answer in two separate envelop for further process.
14. Sealed envelope of question paper is opened in front of one faculty member or 1 student, 1 hr before the start of the examinations for the purpose of printing.
15. Other sealed envelope of Model answer is opened in front of First examiner during CAP
16. Before starting the work, proof reader shall submit the certificate to the extent that the work of proof reading the question paper and model answer has been done in accordance with the norms laid down by the Examination Department and maintain the confidentiality in the examination documentation
17. After completion of the Examination documentation expert has to sign in the record provided for further process or reference.

Appointment No-3

Designation: Invigilator

Eligibility: Invigilator can be minimum graduate in any discipline

Type of Appointment: Invigilator can be appointed from faculty and staff of the Institute but non availability of the same then it should be outsourced

Role and Responsibility:

11. All invigilators are required to be present at least $\frac{1}{2}$ hour before commencement of examinations in Examination Control Room for sign the attendance sheet, collect the question papers envelop and answer sheets etc before proceeding to the Examination hall.
12. Invigilators are not allowed to carry any electronic gadgets, mobile phone, calculator, paper, newspaper etc in the examination Control room and hall.
13. Invigilator has to count the answer sheet and ensure that the answer sheets are dated and stamped before leaving from the examination room.
14. After Exit from the Examination room, Invigilator has to report to the examination hall only i.e. after collecting Question paper or answer sheet invigilators are not allowed to go to his cabin / office or any other department of the Institute. The

invigilators are not allowed to use wash room till any representative of examination department will take the charge.

15. The invigilator should ensure that there are no distractions in the hall after ringing of the starting bell.
16. It should be ensured that the students leave their books, mobiles, bags, writing pads / belongings etc at least 10 minutes before the commencement of the examination in the place allocated for the same.
17. Question Papers and Answer sheets should be given only after the students take their respective seats ensuring the above being met satisfactorily.
18. It must be ensured that students occupy their allotted seats within the examination time frame.
19. Invigilators are not supposed to talk loudly amongst themselves even if there is a discussion related to an issue about the examination.
20. In case of any doubts/queries in question papers which cannot be settled at their end, the same are to be brought to the notice of the office assistant outside the examination room, to intimate the matter to the Examination Department.
21. The question paper should be distributed immediately on ringing of the bell.
22. Invigilator should ensure that all the required details are duly filled in Answer sheet by students
23. Only then the assigned invigilator will sign on the answer paper after checking the identity card.
24. The invigilator shall circulate the detail filled Junior Supervisor Report after 15 minutes from commencement of examination i.e. distribution of answer sheet bell in the examination hall.
25. If there is any overwriting in the junior supervisor Report, invigilator has to counter sign on the same.
26. Students who are late may not be allowed to enter into the examination room after 15 minutes from commencement of examination.
27. The invigilators are responsible for the proper conduct of all concerned.
28. Students shall not be permitted to visit the rest rooms during the exam. In extreme medical conditions, it can be allowed only if absolutely necessary and only if accompanied by a staff member.

29. The invigilator is not allowed to exit from the block on any ground. After reporting of the reliver or examination staff, invigilator is allowed to go for rest room.
30. No supplementary sheet shall be given to any student after the last 10 minute bell. Immediately after the ringing of the last 10 minute bell, the invigilator need to announce about the supplementary sheet being tied to the main answer sheet, to facilitate timely submission of answer sheets on the last bell. Those students not meeting this announcement need to be informed that their answer sheet will not be collected and their attendance shall be nullified.
31. The invigilator should strongly discourage mutual discussion of doubts related to the question paper, amongst the students.
32. The primary role of an exam invigilator is to monitor students taking an exam. This requires the invigilator to be present during the entire duration of the exam.
33. While students are taking the test, the exam invigilator must constantly take rounds and must keep an eye on their behavior to ensure cheating does not occur.
34. Invigilators role include ensuring an honest conduct of examination. Hence, check on mal practices should be uncompromisingly met. Invigilators should clearly discourage students peeping into each other's papers, mutual gestures, talks or body language etc. indicating copying.
35. It's the responsibility of the exam invigilator to ensure that all exam answer sheets (either used or unused) and other exam materials are returned to the Examination Control room within 10 minutes of the closing bell.
36. It's the responsibility of the invigilator to take student attendance and fill in the Junior Supervisor report.
37. 10 min before the completion of the exam and with the ringing of the warning bell, the answer sheets and supplements (if any) are to be tied by the students and no more new supplements to be given after the 10 minute bell.
38. No student should be allowed to leave the exam hall after the 10 minute warning bell.
39. In a situation where the student has completed the paper in the last 10 minutes, he/she shall be required to keep the answer sheet upside down and be seated maintaining complete silence till the last bell and subsequent collection by the Invigilator.

40. On completion of the examination, the answer sheets are to be collected back and handed over to the Examination Control Room.
41. Any misconduct found during the examination to be reported to the notice of the Controller of Examinations immediately.
42. If any student is found to be copying or attempting to copy through any means whatsoever, the invigilators should follow the following procedure under the Unfair Means Policy.
- h) Confiscate the paper and any other material (including electronic items) found in the possession of the student.
 - i) Call the Controller of Examinations through the office assistant posted outside the exam room for reporting the case.
 - j) The invigilator should at the same time maintain and ensure exam décor of the room and exam conduct of the other students.
 - k) Hand over the answer sheet and the material confiscated to the Controller of Examination for further action
 - l) In the Exam Control Room a letter of undertaking from the student shall be taken followed by the signatures of the two students either sitting behind or in front or on the side of the offender on the confiscated material.
 - m) The Examination department shall sealed the answer sheet along with material confiscated in separate envelop for further process of the Unfair Means Committee
 - n) The invigilator shall submit a detailed report regarding the incident, to the Controller of Examinations, after the examinations on the same day.
32. Swapping of duties is not allowed and will be permitted only after being sanctioned by the Controller of Examinations, under extreme circumstances supporting the same.
33. The External Invigilators remuneration for the examination work will be released only after completion of the examination for the Trimester and same shall be released as per the policy

Appointment No-4

Designation: Reliever

Eligibility: reliever can be minimum graduate in any discipline

Type of Appointment: Reliever can be appointed from faculty and staff of the Institute but non availability of the same then it should be outsourced

Role and Responsibility:

1. The Reliever shall give relief to the invigilator for a maximum of 10 minutes to take a toilet / tea break & be in charge of the duties of invigilator during that period and discharge all the duties & responsibilities of the invigilator.
2. The Reliever shall not permit Invigilator to leave the examination block / hall during the first and last half an hour of the examination.
3. The Reliever shall be moving from block to block to provide relief to the invigilator during the examination.
4. Reliever can sign all supplementary sheet issued during his / her duty on the block.
5. The External Reliever remuneration for the examination work will be released only after completion of the examination for the Trimester and same shall be released as per the policy
6. After completion of the duty, Reliever has to sign in the record provided for further process or reference

Appointment No-5

Designation: Vigilance Squad

Eligibility: Vigilance Squad can be minimum graduate in any discipline

Type of Appointment: Vigilance Squad can be appointed from faculty and staff of the Institute but non availability of the same then it should be outsourced

Role and Responsibility:

1. The squad will be deputed by the Examination department, at least 10 days prior to the commencement of the examinations. The Internal member of the squad will be a part of Institute and the external member could be part of the Lexicon Group of Institutes or any other institute but in a responsible position and having the experience to carry out the responsibilities associated with the squad.

2. The Vigilance Squad is authorized to visit any Examination halls without prior intimation and enter office of the Controller of Examination to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidate's identity card, admit card etc. to ascertain the authenticity of the candidate.
3. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the Examination.
4. Reporting unfair means cases if any to the Controller of examination by preparing a detailed report which includes the following:
 - b) The date and time of exam.
 - c) Subject code and Name
 - d) The nature of the copying/deviation is also to be filed with the source of copy like chits, or mobile phone etc.
 - e) Specify disciplinary action taken
5. To visit the examination halls during period of the exams and ensuring that copying does not take place. This may involve physically checking the students by frisking etc. As a matter of rule, for examination purposes, the lady students will be physically checked only by lady invigilators/squad members etc.
6. The External vigilance squad remuneration for the examination work will be released only after completion of the examination for the Trimester and same shall be released as per the policy
7. After completion of the visit, vigilance squad has to sign in the record provided for further process or reference
8. Additional role of vigilance squad includes
 - Ensure that the Examinations are conducted as per norms laid down.
 - Observe whether the invigilator is complying with the instructions for conduct of the examinations
 - Check the students who try to resort to malpractices at the time of Examinations and report such cases to the Controller of Examination
 - The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary

Appointment No-6

Designation: Accountant

Eligibility: Minimum graduate in any discipline

Type of Appointment: Can be appointed from Institute

Role and Responsibility:

1. After declaration of the result or revised result, accountant has to prepare the budget for total fees collection in upcoming trimester, while preparing the same he has to consider following parameters:
 - a. He / She has to consider the list of the students who have been debarred from the examination under disciplinary action while preparing fees collection of next trimester
 - b. Subject wise detail of the student appearing for re-examination
 - c. He / She has to cross check the sheet of final fees collection from Examination officer
 - d. Finally he has to get an approval on the sheet of final fees collection from Controller of Examination
2. Collect the examination or re-examination form fees on the scheduled date of examination documentation
3. He has to provide statement of examination fees collected as compare to sheet approved earlier by COE, if any discrepancy needs to bring in notice of the COE for further action.
4. He / She has to prepare the Income and Expenditure statement of Examination Department after conclusion of every trimester examination.
5. He / she is responsible to prepare and distribute the examination remuneration of all staff involved in the examination process as per the examination remuneration policy and records available in examination department only an after approval from COE
6. He / She is responsible to upkeep accurate and proper financial record of the examination department.
7. The External Accountant remuneration for the examination work will be released only after completion of the examination for the Trimester and same shall be released as per the policy

8. After completion of the examination financial documentation, he / she has to sign in the record provided for further process or reference

Appointment No-7

Designation: Office Assistant

Eligibility: - As per Institute recruitment policy

Type of Appointment: Can be appointed from Institute

Role and Responsibility:

1. To open the block as per the schedule
2. To provide water to all students/staff involved in exams, if they so want.
3. Centralized arrangements can also be made in the class room for drinking water or the same can be supplied through good and clean bottles.
4. To provide tea / coffee to the invigilators, reliever and other Examination Department staff during the examination.
5. To provide supplements and threads in examination block
6. To ring the warning bell during the examination
7. To collect remaining supplements and threads after final warning bell from block and submit same to Examination department
8. Close the block after conclude the day
9. Assist to Examination Officer for CAP work

Appointment No-8

Designation: First Examiner

Eligibility : Any person who is having total experience of minimum 5+ years in teaching or in industry and working as a permanent /contract /adjoined / visiting Faculty in any other university / institute run management or related disciplines

Type of Appointment: Internal Senior Faculty Member will be appointed only when the External member is not available for the said designation.

Role and Responsibility:

1. Evaluator has to mark his attendance for the day in attendance muster in CAP Strong Room for future reference and remuneration purpose.

2. Evaluators has to collect answer sheet of his specific subject along with model answer from CAP Strong Room and enter the details in the book provided such as subject code and name, no of quantity, Model Answer etc
3. Evaluator will be responsible for the fair evaluation of the answer script with reference to model answer
4. During the evaluation of answer sheet, evaluators has to write his / her comments on back side of the first page of answer sheet for future reference.
5. Total marks should be write in words and in figures
6. Evaluator has to sign on every answer sheet after successful evaluation
7. Evaluator has to referee Subject Assessment guidelines and Model Answer while evaluating the answer sheet After completion of the full / part evaluation of the answer sheet, same has to submit in CAP Strong Room.
8. If part evaluation, evaluator has to evaluate the same on next day, then only evaluator will get the new subject if applicable.
9. The evaluator remuneration as per remuneration **policy** will be released only after successful completion of the evaluation work

Appointment No-9

Designation: Moderator

Eligibility : Any person who is having total experience of minimum 5+ years in teaching or in industry and working as a permanent /contract /adjourned / visiting Faculty in any other university / institute run management or related disciplines

Type of Appointment: Internal Senior Faculty Member will be appointed, only when the External member is not available for the said designation.

Role and Responsibility:

1. The Moderation System shall be applicable to all subjects of PGDM examinations.
2. Absolute (100 %) moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that paper or any student obtaining 85% and above marks in Trimester end final examination
3. The moderation of answer books of at least 5% of total number of candidates obtaining marks between minimum passing marks and marks required for first class or with Distinction shall be carried out on random sample basis.

4. One moderator shall be appointed per five examiners (Evaluators)
5. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP
6. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final
7. Moderator has to mark his attendance for the day in attendance muster in CAP Strong Room for future reference and remuneration purpose.
8. Moderator has to collect answer sheet for the subject for which he has been appointed along with model answer from Cap Strong Room and enter the details in the book provided such as subject code and name, no of quantity, Model Answer etc
9. Moderator will be responsible for the fair evaluation of the answer script with reference to model answer
10. During the evaluation of answer sheet, moderator has to refer Subject Assessment guidelines and Model Answer and read the comments on back side of the first page of answer sheet written by First examiner (Evaluator)
11. Total moderated marks should be write in words and in figures
12. Moderator has to clearly write his / her comments on the answer book for future reference.
13. Moderator has to sign on every answer sheet after successful moderation
14. After completion of the full / part moderation of the answer sheet, same has to submit in CAP Strong Room.
15. If part moderation, moderator has to evaluate the same on next day, then only moderator will get the new subject if applicable.
10. The moderator remuneration as per remuneration policy will be released only after successful completion of the moderation work

Appointment No-10

Designation: Second Examiner

Eligibility : Any person who is having total experience of minimum 5+ years in teaching or in industry and working as a permanent /contract /adjourned / visiting Faculty in any other university / institute run management or related disciplines

Type of Appointment: Internal Senior Faculty Member will be appointed, only when the External member is not available for the said designation.

Role and Responsibility:

1. Second Examiner has to mark his attendance in revaluation book as per the subject allocation for future reference.
2. Second Examiner has to collect answer sheet of his specific subject and enter the details in the book provided such as subject code and name, no of answersheet for revaluation etc.
3. Second Examiner is responsible for the fair evaluation of the answer sheet in terms of content, marks allocation by first examiner and total marks obtained.
4. During the evaluation of answer sheet, Second Examiner has to write his or her comments on back side of the first page of answer sheet for future reference.
5. Total marks should be write in words and in figures after revaluation of answersheet
6. Second Examiner has to sign on every answer sheet after successful evaluation
7. Second examiner has to referee Subject Assessment circular while evaluating the answer sheet and has to read the comments given by the first examiner and has to refer the model answer provided by the paper setter (if any).
8. Second examiner has to submit and revaluated answer sheets and marks, strictly as per the schedule given by examination department time to time.
9. After completion of the revaluation of the answer sheet, same has to submit in Examination Department without fail and has to submit and evaluation sheet along with remarks for change or no change in the result of the student for each subject.
10. The remuneration for member outside will be released only after complete the task of the revaluation of answer sheet as per the policy

Appointment No-11

Designation: Expert Viva

Eligibility:

- a. Expert Academic - Any person who is having total experience of minimum 5+ years in teaching in any other university / institute run management or related disciplines.
- b. Expert Industry – Any person who is having total experience of minimum 5+ years in in industry.

Type of Appointment: External from Faculty Data Bank for Regular viva and Internal Senior Faculty Member for Re-viva.

Role and Responsibility:

1. The Expert will consist of 2 members out of that 1 member from industry and 1 member from academic for regular viva
2. All the above appointment has been made on the basis of their specialization and requirement.
3. The external expert will be called only for the regular viva of the trimester. For re-viva, team of internal senior faculty members will conduct the same.
4. Examination Department will sent an invitation letter minimum 10 days prior to the expert and call for their acceptance on the same, if any member will refuse to present on the said date, then Examination department will call another member from the faculty data bank.
5. Examination department will complete the pre-documentation part before the viva i.e. preparation of reports, seating arrangement, student attendance, arrangement of coordinator for the same etc
6. On the day of viva panel has to conduct actual viva of every student allocated to him / her and mentioned their remarks on the front page of the report provided by the Institute which was submitted by the student to the institute.
7. Each expert has to mention their marks on the sheet provided.
8. After conclusion of the viva both the members has to merge their marks and submit the final copy to the Examination department, panel has to marks their attendance for the day and need to submit the same to the Examination Department also panel has to counter sign on the student attendance sheet to examination department.
9. Finally examination department will seal all the papers in one envelop and same will be open on the day of preparation of final result.
10. The remuneration for member outside will be released as per the policy only after complete the task.

Annexure No. 1: Institute Account Details

Mode of Payment: **IMPS / NEFT / CASH DEPOSIT / PAYTM.**

Name of Account	MILE-Management Institute for Leadership and Excellence
Account Number	7611533804
Account type	Saving A/c
Bank Name	Kotak Mahindra Bank Ltd.
Branch Name	Ramwadi, Pune- Nagar Road
IFSC Code	KKBK0000730
E-mail Id for accounts query & payment status	accounts@lexiconedu.in

Annexure No.2: Sample Question Paper Format



Trimester End Question Paper Format

Lexicon Management Institute of Leadership and Excellence, Pune

PGDM	Trimester-I/II/III	General Management Marketing Management Financial Management Human Resource Management	20__-__
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(Delete what is not applicable)

Name of Subject:	Subject Code:
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Maximum Marks: 70

Duration: 2.5 hours

(Delete what is not applicable)

SECTION: I (40 Marks)

Application Based Questions (Please do not give options to any question in Section-I)

Part A: 20 Marks

(Case Study / Practical Questions / Application Based Questions / Problem Solving etc.)

- **minimum of 1500-2500 words**

- **Paper setter must write instructions for students and paste/write case study with questions in this block**

Instructions for students:

Part B: 20 Marks

(Set of Question/s in the form of caselets, questions, application based questions/problem solving, calculation sums, short notes – at the discretion of the faculty.)

- **Paper setter must write instructions for students and paste/write case study with questions in this block**

Instructions for students:

SECTION: II (30 Marks)

Theory / Syllabus Based Questions (Faculty is free to suggest options among questions in Section-II)

Part C: 30 Marks

Concept (theory/syllabus) based question/s

- **Paper setter must write instructions for students and questions in this block.**

Instructions for students

Instructions for paper setter

1. Submit only on **examinations@mile.education**
2. Font Size **12** and type **Times New Roman** only
3. Please mentioned page no. on each page of question paper
4. Set papers format in such a way that wastage of paper while printing is avoided.

Annexure No.3: Final Marks Evaluation Sheet



Trimester End Final Marks Evaluation Sheet

[illegible]

Note:

Request not to change the current format of columns of the above report.

Abbreviations:

AICTE	All India Council for Technical Education
APH	Approval Process Handbook
BOE	Board of Examination
EO	Examination Officer
CAP	Central Assessment Process
CoE	Controller of Examinations
Lexicon Management Institute	Lexicon Management Institute of Leadership and Excellence
PGDM	Post Graduate Diploma in Management
PRN	Permanent Registration Number
Tri	Trimester
SIP	Summer Internship Project
SKSET	Sukhdev and Kamal Sharma's Educational Trust