

Post Graduate Diploma in Management (PGDM) Two Years Full-Time Program

**Approved by All India Council for Technical Education
(AICTE),
Ministry of Education, Government of India**

**Accredited by NBA,
Granted Equivalence to MBA by AIU**

Examination Manual Academic Year 2024-26



GL Bajaj Institute of Management & Research
Plot No. 2, Knowledge Park III, Greater Noida – 201306
Email: director@glbimr.org | **Website:** www.glbimr.ac.in

EXAMINATION MANUAL

Assessment Method

Assessment and Evaluation Framework under Outcome Based Education (OBE)

The Institute adheres to the principles of Outcome Based Education (OBE) and has effectively integrated all OBE-related parameters into its evaluation and assessment processes. This ensures the systematic measurement of the attainment of both Course Outcomes (COs) and Program Outcomes (POs).

A continuous evaluation system is followed across all courses to monitor and enhance student learning outcomes. Each course is assessed out of a total of 100 marks. The evaluation structure comprises of two mandatory examinations:

- **Mid Term Examination** – 20 Marks
- **End Term Examination** – 40 Marks

The remaining **40 marks** are allocated to faculty-driven internal assessment components, as detailed in the respective course's Teaching-Learning Evaluation Plan (TLEP). These components may include, but are not limited to:

- Team Presentations
- Role Plays
- Case Study Analysis
- Group Discussions
- Class Participation
- Assignments
- Quizzes
- Mini/Field Projects

To successfully pass the course, students must meet the passing criteria in both the End Term Examination (carrying a weightage of 40 marks) and the Internal Evaluation, which includes the Mid Term Examination (carrying a weightage of 60 marks), independently. A minimum of 50% marks in the Internal Evaluation is required to qualify. This comprehensive and structured approach ensures alignment with OBE standards and supports the continuous improvement of the academic and professional competencies of students.

General guidelines for the Progressive Assessment / Mid-Term Examinations

2. Progressive Examination Guidelines

- **Notification of Progressive Examination Schedule** The schedule for Progressive Examinations, as outlined in the respective Teaching-Learning Evaluation Plan (TLEP), shall be communicated by the course faculty members during class sessions.
- **Attendance Requirement** Students must maintain a minimum of 85% attendance in each course to be eligible to appear for any examination, including Progressive and End-Term assessment.

2.2 General guidelines for the End-Term Examinations

End-Term Examination Guidelines

- **Duration and Pattern** The End-Term Examinations are of **two hours' duration**. The standard question pattern for these examinations is available on the Institute's official website for student reference.
- **Course-Aligned Assessment** Students will be assessed based on the prescribed course examinations outlined in the **approved course structure** for the respective term.

- **Conduct and Oversight** The End-Term Examinations shall be **conducted by the Controller of Examinations** and will be subject to validation and approval by the **Examination Committee**, ensuring adherence to academic standards and integrity.
- **Examination Schedule** The schedule for the End-Term Examinations shall be **notified at least 10 days** prior to the commencement date by the Controller of Examinations.
- **Attendance and Admit Card** To be eligible to appear in the End-Term Examination, students must maintain a **minimum of 85% attendance** in each course during the trimester. Admit cards, issued by the Examination Department, will contain the **subject code and course title**. Students are responsible for verifying the accuracy of the details on the admit card and must report any discrepancies immediately to the Examination Department.
- **Mandatory Possession of Admit Card** Students must **carry a valid admit card** to appear for each course examination. Entry to the examination hall will not be permitted without a valid admit card.

Admit Card for Examination

1. Admit Card Policy for End-Term Examinations

Students are required to **obtain their admit cards** from the **Examination Cell** prior to the commencement of the End-Term Examinations. Admit cards will **only be issued to students who have cleared all dues and paid their full fees**.

Students **will not be permitted to appear** in the End-Term Examinations without a valid admit card under any circumstances.

2. Duplicate Admit Card for Examination

In the event that a student **loses or forgets the admit card**, a **duplicate admit card** may be issued upon payment of a **fee of Rs. 500/-** to the **Accounts Department**. After payment, the student must present the receipt to the **Controller of Examinations** to obtain the duplicate admit card.

Reappear

Supplementary and Improvement Examination Policy

1. Supplementary Examinations

Students who secure **less than a 'D' grade (i.e., an 'F' grade)** in any course are required to **reappear for the examination** in that course by paying the **prescribed examination fee**.

- All Supplementary Examinations will be evaluated **out of 40 marks**.
- Students are permitted a **maximum of three attempts** to clear a course through Supplementary Examinations.
- Failure to clear the course by the **third attempt** will result in the student being marked as **"Failed"** and **ineligible for the award of the PGDM diploma**.
- Students debarred due to **insufficient attendance** will also be treated as failed and may reappear in the respective examination as per the supplementary schedule.

2. Re-examination Fee Structure - The applicable charges for various examination-related activities are as follows:

Description	Fee (in INR)
1st Supplementary Examination	₹1000/- per paper
2nd Supplementary Examination	₹1000/- per paper
3rd Supplementary Examination	₹1000/- per paper
Summer Internship (Late Submission)	₹1000/-
Dissertation (Late Submission)	₹1000/-

Description	Fee (in INR)
Revaluation of Answer Sheet	₹1000/- per subject
Improvement Examination	₹1000/- per subject

3. Improvement Examinations

Students who have secured **less than 5.00 TGPA** in the End-Term Examination are eligible to appear for **Improvement Examinations** in one or more subjects. The prescribed fee for each subject is **₹1000/-**.

Schedule of Supplementary & Improvement Examinations

Students who are **debarred, absent, have failed**, or wish to **improve their performance** in any subject are required to appear/reappear in the **Supplementary and Improvement Examinations** as per the **schedule notified in the subsequent Academic Session**.

It is the responsibility of the student to stay informed about the announced schedule and fulfill all necessary formalities, including fee payment and registration, within the stipulated time frame.

The Grading System and Policy

GLBIMR has adopted a 10-point **relative grading system** starting from Batch 2021-2023 onwards, with details as under:

All component-wise evaluation is done in marks to award grades in a course. The combined marks of different components viz. Internal Assessment (I.A.), Mid-Term Examinations (M.T.E.), End-Term Examination (E.T.E.), out of 100, are reduced to the relative grades based upon their relative performance in their class. Total Marks so obtained would be converted to relative grades at the end of the Trimester, as per the guidelines given below:

Students will be awarded grades based on marks scored on a 10 - point scale as under:

- Grades (O, A⁺, A): 15% of the total number of students.
- Grades (B⁺, B, C⁺): 70% of the total number of students.
- Grades (C, D): 15% of the total number of students.

Students scoring less than 30% of the highest score should be awarded, F Grade.

- The performance of the students is evaluated in terms of two indices: i.e., Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA).
- TGPA is the Grade Point Average calculated based on Grade Points secured in all the term courses. TGPA will be calculated for all six terms.

TGPA

$$= \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the term}}{\text{Sum of no. of credits in the courses in the term}}$$

CGPA is calculated based on grade points secured in all the completed terms. It is the average G.P.A. of all completed terms. CGPA is calculated once after the 1st year and then after the completion of 2nd year. The final CGPA will reflect the student's cumulative performance in both years.

CGPA (I year)

$$= \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the first year}}{\text{sum of no. of credits in the courses in the first year}}$$

$$\text{CGPA (II year)} = \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the second year}}{\text{sum of no. of credits in the courses in the second year}}$$

$$\text{CGPA (I \& II year)} = \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the two years}}{\text{sum of no. of credits in the courses in the two years}}$$

The 10 points grading scale with its corresponding grade points and qualitative meanings is depicted in the table given as under:

Grading Chart with Qualitative Meaning

Grade	Qualitative Meaning	Grade Point
O	Outstanding	10
A ⁺	Excellent	9
A	Very Good	8
B ⁺	Good	7
B	Above Average	6
C ⁺	Average	5
C	Satisfactory	4
D	Borderline	3
F	Fail	0

Minimum Academic Requirements

To maintain academic standing and qualify for the award of the PGDM diploma, students must fulfill the following minimum academic requirements:

- Students must secure a **minimum Term Grade Point Average (TGPA) of 4.00** at the end of each **Trimester**, and a **Cumulative Grade Point Average (CGPA) of 5.00** on a 10-point scale at the end of the **Final Year**.
 - Failure to meet these benchmarks will require the student to **appear for Improvement Examinations** in the relevant courses.
- In cases where a student receives an **‘F’ grade** or is **absent** in any examination, he/she will be allowed to **reappear** in that course through the **Supplementary Examination** by paying the **prescribed fee**.
- A student shall be **eligible for the award of the diploma** with a **maximum of three ‘F’ grades (i.e., failure in up to 3 subjects)**, provided the **overall CGPA is not less than 5.00**.

Grace Marks Policy

A student may be awarded a **maximum of 10 grace marks per academic year**, applicable to **only one course**, in cases where the **aggregate marks** (sum of term-end and continuous evaluation) fall **just below the passing threshold**.

- Grace marks are granted **solely for the purpose of enabling a student to pass** in that particular course.
- The student must **formally apply** to the **Examination Department** to be considered for grace marks.
- Approval of grace marks is subject to the **discretion and verification** of the Examination Committee.

Procedure for Conducting Fair Examination

Examinations shall be conducted in a **fair, transparent, and orderly manner** to uphold the integrity of the assessment process. The use of **unfair means** during examinations is **strictly prohibited**.

1. Definition of Unfair Means (U.F.M.)

Unfair means include, but are not limited to, the following behaviors during the examination:

- Talking or communicating with other students
- Consulting unauthorized materials
- Copying from another student or any source
- Receiving or transmitting information by any means

Invigilators are authorized to conduct **random checks** to detect and prevent the possession or use of unauthorized materials.

2. Handling of Unfair Means Cases

All suspected cases of unfair means shall be referred to the **Unfair Means Inquiry Committee**. The committee will:

- Investigate the reported incidents thoroughly
- Submit its findings and recommendations to the **Examination Committee**

The Examination Committee will review the case and recommend appropriate penalties. The **final decision** rests with the **Director** of the Institute.

All reports and recommendations will be routed through the **Controller of Examinations** to the **Director's office** for further action.

3. Procedure for Handling Unfair Means (U.F.M.) case

The Unfair Means Inquiry Committee shall follow the procedure outlined below to ensure a fair and transparent inquiry:

1. The **Controller of Examinations** shall notify the examinee in writing, detailing the alleged act of unfair means and shall serve a **show-cause notice** requiring the examinee to explain why the charges should not be upheld and why the prescribed punishment should not be imposed.
2. The examinee may appear before the Inquiry Committee at the scheduled **date, time, and venue**, submitting a **written reply or explanation** in response to the show-cause notice. Only the examinee shall personally present his/her case before the Committee.
3. Any **documents or evidence** intended to substantiate the charges shall be presented to the examinee by the Inquiry Committee during the hearing. The evidence will be recorded in the **presence of the examinee**.
4. The examinee shall be granted a **reasonable opportunity for defense**, including an oral hearing. The Inquiry Committee will carefully consider the examinee's response before making its final recommendations to the Examination Committee.
5. The Inquiry Committee shall conduct the proceedings in accordance with the **principles of natural justice**, ensuring fairness and impartiality throughout the process.

6. If the examinee fails to appear before the Committee on the scheduled date without valid reason, the Committee may proceed to decide the case **in absentia** based on the available evidence, and the decision shall be binding.
7. Upon completion of the inquiry, the Committee shall submit a **detailed report** along with its **recommendations regarding the penalty or otherwise** to the Examination Committee for further action.

4. Categorization of Cases

Unfair Means (U.F.M.) cases shall be categorized based on the nature and severity of the violation as follows:

- **Category A:** Cases where the paper or material found on the student is **irrelevant to the subject** of the examination currently being conducted.
- **Category B:** Cases where the student is found in possession of paper or material **irrelevant to the subject**, but the material **has not been used** in the answer sheet at the time of apprehension.
- **Category C:** Cases where the student is found in possession of paper or material that **has been used** in the answer sheet at the time of apprehension.
- **Category D:** If a student is found guilty of a **Category C offense for the second or subsequent time**, the offense shall be escalated and treated as a **Category D offense**.

Note: In instances involving the **exchange of answer sheets between students**, the confiscated answer sheets of all students involved shall be classified under **Category C** (or **Category D** if the offense is repeated subsequently). In other cases of U.F.M., classification under Categories A, B, C, or D will be determined based on the **gravity and circumstances** of each individual case.

5. Evaluation of Answer Sheets of U.F.M. cases

The original answer sheet confiscated by the invigilator or flying squad, along with the new answer sheet issued to the student, shall be evaluated by the concerned examiner.

Following categorization of the U.F.M. cases by the Proctorial Board, the evaluation and disposal of these answer sheets shall be as follows:

- **Category A:** The student shall be awarded the marks earned in the answer sheets, as the unfair means material is deemed irrelevant to the examination.
- **Categories B, C & D:** No credit shall be granted for the answer sheets. Appropriate disciplinary action will be taken in accordance with the penalties prescribed for each category.

Category-Wise Punishment

The penalties for Unfair Means (U.F.M.) cases shall be imposed as per the following category-wise guidelines:

- **Category A:** Students found guilty under this category shall receive a **written warning** advising them against indulging in such practices in the future.
- **Category B:** Students shall be required to **reappear in the concerned subject**. The Department will conduct the re-examination following the standard examination schedule.
- **Category C:** Students shall be assigned a **Permanent Fail Grade** in the subject on their mark sheet.
- **Category D:** Students shall be required to **reappear in all courses of the semester** and will carry a **Permanent Fail Grade** in those subjects where U.F.M. cases were established.

The punishment shall be formally communicated to the student by an authorized member of the **Proctorial Board**.

Right to Appeal

The concerned student may **appeal against the decision** of the Proctorial Board to the **Director**. The Director holds the **final authority** to determine the quantum of punishment and may:

- Allow the student to be heard **in person** before making a decision.
- Consider U.F.M. cases on appeal by the student, on reference from the Proctorial Board, or **suo-moto**.

Re-Checking and Grievance

Students may apply for **re-checking** within **seven days** from the date of result declaration for verification of the totaling of marks and to ensure that all attempted questions have been duly evaluated.

- A fee of **Rs. 100/- per subject** must be paid at the time of submitting the re-check application.
- The marks obtained after re-checking will be deemed **final and binding**.

Any discrepancies identified in the mark sheet must be reported **in writing** to the **Registrar** or the **Controller of Examinations Office** within **two working days** from the date of issue of the mark sheet.

Minimum Academic Requirement for Award of Diploma

A student shall be eligible for the award of the diploma upon fulfilling the following criteria:

- a. Securing a minimum **Cumulative Grade Point Average (CGPA) of 4.00** at the end of the first year, and a minimum **CGPA of 5.00** for the combined performance of the first and second years.
- b. Achieving a minimum grade of **‘D’ or higher** in each course, including the Summer Project and Dissertation.
- c. Having **no more than three ‘F’ grades (failures)** across all six terms combined.
- d. Obtaining a **No Objection Certificate (N.O.C.)** from both the **Registrar’s Office** and the **Controller of Examinations**

Supplementary/Improvement/ Examination Policy

If a student fails to score a minimum passing grade in End-Term Examinations, the following will be applied:

- Inability to take an examination due to unforeseen circumstances will lead to a temporary "Fail" Grade in such course(s). He/she will have to appear for Supplementary/ re-examination as mentioned below
- For examinations missed or failed in the first year, Re-Examination/ Supplementary Examination will be conducted in the next academic session.
- For examination missed or failed in the second year, Re-Examination will be conducted as per the schedule declared by the Controller of Examination.
- If the student cannot take the Supplementary/ re-examination or fails in it, he/she will be awarded a "Fail" grade in such course(s).
- These examinations must be taken by those students who have scored less than a D grade in any course of the previous terms to fulfill the minimum academic requirement.
- The students will have to pay the re-examination fees for each such course for which he/she has to take an examination as per the examination fee schedule given above in **Section-2.4.6**
- The student is allowed to appear in the Improvement Examinations to improve his/her grades if he/she has scored less than overall 5 CGPA at the end of the 2nd year.
- These examinations will be scheduled with the examinations of next year's batch of students.
- These students will have to pay the improvement fees as per the policy.
- A student can be given a maximum of 3 attempts for appearing in the supplementary/ Improvement examinations failing which he/she may be declared unfit for the diploma.
- Notwithstanding anything stated above, a student has to successfully pass in all the requirements of the programme within a period of four academic years starting from the academic year of his/her admission.

Award of Medals

Gold, Silver, and Bronze Medals, along with scholarships, shall be awarded to the **Top Three students** of the PGDM program based on their overall academic performance.

To be eligible for these awards, the student must:

- Have successfully completed all courses and academic requirements prescribed under the PGDM curriculum.
- Have no record of Supplementary/Improvement Examinations in any of the trimesters.

In addition, **Rank Certificates** shall be awarded to the **Top Ten students** who fulfill the same criteria mentioned above.

Note: No exceptions shall be made to this policy. **Personal or medical reasons** shall not be considered grounds for exemption under any circumstances.

Provisional Certificate

Students who have successfully passed all courses from Term I to Term VI are eligible to apply for the **Provisional Certificate**. To obtain the certificate, students must first secure a **No Objection Certificate (N.O.C.)** from the following departments:

- Registrar's Office
- Corporate Resource Centre (C.R.C.)
- Library
- I.T. Lab
- Hostel (if applicable)
- Examination Department

Upon submission of the required N.O.C.s and a formal request, the **Provisional Certificate** will be issued under the seal and signatures of the **Registrar** and the **Controller of Examinations**.

If requested, a **Provisional Statement of Marks** may also be issued, either term-wise or in aggregate, to students who meet the eligibility criteria.

Reprint of Mark Sheet / Diploma Certificate

- Students who require a reprint of their **Diploma Certificate** or **Mark Sheet** may obtain the same by submitting a **formal request along with a notarized undertaking**.
- A non-refundable fee of **Rs. 1,500/-** shall be charged for each reprinted document.
- All reprinted documents will be clearly marked with the word '**DUPLICATE**' to distinguish them from the originals.

Convocation for Conferring PGDM Diploma

Students who have successfully completed all academic and institutional requirements for the Post Graduate Diploma in Management (PGDM) shall be formally conferred the diploma at the Convocation Ceremony held by the Institute.

- The **Annual Convocation** for awarding the PGDM diploma shall be conducted at GLBIMR on a date approved by the Chairperson, upon recommendation from the Director.
- In exceptional circumstances, a **Special Convocation** may be organized on dates as determined by the Chairperson, based on the Director's recommendation.
- During the Annual Convocation, the **President of the Institute** shall present an official report summarizing the academic and institutional achievements of the year.
- The **Academic Council** shall prescribe and oversee the procedural conduct of the Convocation Ceremony.

Students who are unable to attend the Convocation may collect their diploma in person or authorize a representative to do so by submitting a **letter of authority**, following prior intimation to the Registrar's Office. Diplomas can be collected on any working day after the Convocation.