

EXAMINATION POLICY AND PROCESS

Examination / Assessment and Grading

Semester-wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Semester Examination. Internal Assessment includes class tests, home assignments based on live problems, and course projects either in a group or individually. The modes of evaluation and distribution of weightage for each of the assessments are given in the syllabus manual of the program. Normally weightage of the Internal Assessment and End Semester Examination is 40 and 60 percent respectively.

Mode of Assessment/Evaluation

Mode of Evaluation for Theory Course: -

The various modes of assessment used for rating learners' performance in a theory course include

1. Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 40 percent and will be evaluated by the faculty as per his/her Teaching Learning Plan submitted at the beginning of the academic year.
2. The end semester examination will be held at the end of the Semester planned by the Institute and the relative weightage for this would be 60 percent. It is normally 3 hours in duration and will cover the full syllabus of the course. The end-semester examination is mandatory. The grade for theory courses can be awarded only after successful completion of both the Internal Assessment and End Semester Examination of the respective course.

Mode of Evaluation of Projects

If the performance of a student is to be evaluated through Project work for any course since for a subject like "Creativity & Innovation" the Internal Examination OR End Term Examination (written) may not be a suitable method of evaluation, then the project evaluation to be done as per the following guidelines keeping the ratio of Internal and End Term Examination intact to 40 and 60 respectively.



The learner (individual / Group) is to be given a Project – (Problem or a situation) for which he needs to prepare the solution. This Project is to be graded, at the end of the respective semester. The projects are supervised or guided and need regular interaction (at least once a week) with the mentor/guide. Project group has to submit a project report and defend it in front of a panel of examiners. A panel of examiners for Project evaluation will be appointed by the Head of the Department/Institute. The project report will not be accepted if students fail to complete the project successfully and submit it on or before the deadline given for the project submission. The grade for the Project can be awarded only after the successful completion of Term Work and Oral Presentation/viva voce as per the schedule.

For example, if a faculty wants to evaluate the learners' performance through a project for 100 marks. He can devise the marks allocation as 40 marks for "the conceptual understanding of the Topic, Introduction, and methodology he wishes to adopt and 60 marks for the actual data collected, usage of methodology he thought of, preparation and presentation of the report with conclusions and presentation to the panelists.

Another example is the subject, "Developing Teams and Effective Leadership." These skills should be learned by doing (experiential learning) rather than by learning theory and writing examinations. Therefore, an institute offering this subject may evolve a suitable method of evaluation and break it into internal and end-semester evaluations.

Grading of Performance

Letter Grade and Grade Point Allocation

The Revised Credit and Grading System will be effective from the academic year 2016-2017 for the Faculty of Management of the University of Mumbai. In every Course, based on the combined performance in all assessments, in a particular Semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for MMS program are given below:

A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/ her should be AB and corresponding grade point is zero. He/ She should reappear for the said evaluation/examination in due course.



Range of percentage of Marks	Letter Grade	Grade Point	Performance	SGPA/CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	

SGPA/ CGPA Calculation

Semester Grade Point Average (SGPA)

The performance of a learner in a semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the learner during the Semester. For example, if a learner passes five courses (Theory/Projects etc.) in a semester with credits C1, C2, C3, C4, and C5, and learners grade points in these courses are G1, G2, G3, G4, and G5 respectively, then learners' SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal places. The SGPA for any semester will take into consideration the "F or AB" grade awarded in that semester. For example, if a learner has failed in course 4, the SGPA will then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 * \text{ZERO} + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$



Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a learner from the time s/he entered the University of Mumbai is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of SGPA. The CGPA therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPA is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPA will reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA will only reflect the new grade and not the fail grades earned earlier.

Example: Up to semester r a learner has registered for n courses, among which s/he has "F" grade in i^{th} course. The semester grade report at the end of semester r therefore will contain a CGPA calculated as:

$$CGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_i \text{ * ZERO} + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

Even if a learner has **failed** in a course **more than once**, the course will figure **only once** in the **numerator** as well as the **denominator**. At the end of semester $r+1$ s/he has appeared for examination for k number of courses including the i^{th} **backlog course** and has cleared all the courses including the **backlog course**, the CGPI at the end of this semester is calculated as,

$$CGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_i \text{ * } G_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

There will also be a final CGPA calculated which considers all the credits earned by the learner specified for a particular program.



Illustration of Computation of SGPA and CGPA

Computation of SGPA and CGPA

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \sum (Ci \times Gi) / \sum Ci$$

where Ci is the number of credits of the i th course and

Gi is the grade point scored by the student in the i th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$\text{CGPA} = \sum (Ci \times Si) / \sum Ci$$

where Si is the SGPA of the i th semester and

Ci is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. A Successful learner who has passed all the courses of each semester i.e. Semester I, Semester II, Semester III, and Semester IV shall be awarded grades as shown in the table given below:

Grade Table: Grade Allocation under 10-point grading scale in CBSGS

Range of percentage of Marks	Letter Grade	Grade Point	Performance	SGPA/CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	



Example to illustrate the computation of SGPA and CGPA

Semester I

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub – 1	95	O	10	4	40	SGPA = 108/16 = 6.75
Sub – 2	59	C	5	4	20	
Sub – 3	59	C	5	4	20	
Sub – 4	68	B+	7	4	28	
Credits Earned				16	108	
Remarks:					Grade: B+	Range 65-69.99

Semester II

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub – 1	60	B	6	4	24	SGPA = 120/16 = 7.50
Sub – 2	65	B+	7	4	28	
Sub – 3	66	B+	7	4	28	
Sub – 4	80	O	10	4	40	
Credits Earned				16	120	
Remarks: Successful					Grade: B+	Range 65-69.99

Semester III

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub – 1	62	B	6	4	24	SGPA = 128/16 = 8.00
Sub – 2	68	B+	7	4	28	
Sub – 3	85	O	10	4	40	
Sub – 4	78	A+	9	4	36	
Credits Earned				16	128	
Remarks: Successful					Grade: B+	Range 70-74.99



Semester IV

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub – 1	89	O	10	4	40	SGPA = $196/12$ = 8.00
Sub – 2	63	B	6	4	24	
Sub – 3	72	A	8	4	32	
Credits Earned				12	96	
Remarks: Successful					Grade: B+	Range 70-74.99

Calculation of CGPA

Semester	SGPA (Si)	Credits (Ci)	Si*Ci	CGPA	SGPA
I	6.75	16	108	CGPA = $452/60$ = 7.53	Grade: A Range 70-74.99
II	7.5	16	120		
III	8	16	128		
IV	8	12	96		
Total Credits Earned		60	452		

Heads of Passing

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. E.g. 40 marks (IA), 60 marks (ESE), Passing standard will be 50% in each individual, i.e. 20 marks in (IA) and 30 marks in ESE.

Promotion of Learner and Award of Grades

A learner will be declared **PASS** and be eligible for a **Grade** in the M.M.S. course (**Post Graduate Program**) if a learner secures at least **50% marks separately in each head of passing** as mentioned above.

Report Card will contain only Grades and no numerical marks.



At the end of each Semester the Grade card which states the performance of the learner in that Semester, is prepared and issued to the learner. The Grade Card will contain the courses undertaken by the learner, credits of each course, Grades obtained by the learner, and SGPA / CGPA in the format given by the University.

Carry Forward Marks

In case of a learner who does not fulfill the criteria mentioned in section 3.4 and fails in the **Internal Assessment** and/or **End Semester Examination** in one or more courses:

- A learner who **PASSES** in the **Internal Assessment** but **FAILS** in the **End Semester Examination** of the course shall reappear for the **End Semester Examination** of that course. However, his/her marks on the **Internal Assessment** shall be **carried over** and he/she shall be entitled to a grade obtained by him/her on passing.
- A learner who **PASSES** the **End Semester Examination** but **FAILS** in the **Internal Assessment** of the course shall **reappear** for the **Internal Assessment** of that course. However, his/her marks on the **End Semester Examination** shall be **carried over** and he/she shall be entitled to a grade obtained by him/her on passing.

Re-examination of Internal Assessment and End Semester Examination

Re-examination for the **Internal Assessment** and **End Semester Examination** should be completed as per the schedule planned by the respective institutes, before the commencement of the next semester theory examination.

Example: A learner who is supposed to reappear for the **Internal Assessment or End Semester Examination** in the Semester-I course will appear for the re-examination before the commencement of the End Semester Examination of semester II. However, if a learner has to appear for the re-examination for a subject in semester II then the examination should be conducted and the result should be declared by the institute before the examination forms for semester III are sent to the University.

Re-examination of the Internal Assessment will be based on a single examination having the same marks as of original assessment. A learner who is supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be in the form of a course project/ assignment problems/tests/ tutorials etc. A learner will do the



submission of the assigned work in the predefined period. Records should be maintained properly for all the re-examinations as well as Internal Assessments.

Rules for Standard of Passing and Allowed to Keep Terms (ATKT)

1. Under the newly introduced credit-based grading system of the MMS program, a learner in order to pass has to obtain a minimum of 50% marks in aggregate consisting of a minimum of 50% marks in each set of the examinations separately i.e. internal examination and external examination, as per the standard of passing.
2. Learner(s), who do not obtain a minimum 50% marks in subject(s)/paper(s)/course(s) either in the internal assessment or in the external examination or both, shall be declared as "Fail" as per the standard of passing of examination.
3. A learner failing in not more than two subjects/papers/courses in the Semester I exam shall be allowed to keep terms in Semester II of the MMS program.
4. A learner, who has failed in more than two subjects/papers/courses in the Semester I exam, shall not be permitted to proceed to Semester II of his/her first-year MMS program. He/ She will, however, be eligible to reappear for the subjects in which he /she has failed in the first semester by re-registering himself/herself in the supplementary examination to be conducted by the institute.
5. A learner who has passed both the semester examinations conducted by the institute i.e.: Semester I and Semester II examinations shall be eligible for admission into Semester III of the MMS program.
6. A learner failing in not more than two subjects/papers/courses in the Semester III examination shall be allowed to keep terms in Semester IV of the MMS program.
7. A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of his/her second year MMS program. He/ She will, however, be eligible to reappear in the subjects in which he /she has failed in the third semester by re-registering himself/herself in the supplementary examination to be conducted by the institute/university or both.
8. A learner who has passed all of the semester examinations of MMS i.e. Semester I, Semester II, Semester III, and Semester IV examinations shall not be allowed to re-register himself/herself for improvement of his/her semester examination results.
9. A learner who has not appeared in the internal examinations conducted by the institute due to hospitalization shall as a special case be permitted to appear in those



subject(s)/course(s)/paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Principal/Director of the institute.

SEMESTER EXAMINATIONS

The MMS degree program under the new credit-based grading system shall be of two years' duration consisting of Four (04) Semesters. The semester examinations for the Master of Management Studies will be held at the end of every semester i.e. at the end of Semester I, Semester II, Semester III, and Semester IV. The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e. November/December), the Semester II examination will be held in the first half of the calendar year (April/May), the Semester III examination will be held in the Second half of the academic year (i.e. November/December), Semester IV examination will be held in the first half of the calendar year (April/May) respectively.

MID-TERM EXAMINATIONS

Faculty members conduct a mid-term examination in their respective subjects as an evaluation criterion. 20% weightage is assigned to this parameter in the internal examination to help gauge the academic grasp of students. Mid-term examinations are to be conducted in the middle of the semester when half of the syllabus is covered. Faculty members conduct mid-term examinations either in the form of MCQs, Pop quizzes, Descriptive Questions, Case studies, or a mixture of all and at the discretion of the faculty, one or more mid-term examinations can be conducted. This has to be conveyed to the students in advance.

Taking into consideration the above criteria, faculties are able to categorize bright (top 15%) and weak students (bottom 15%), and an Individual Development Plan is created for the same at an individual faculty and academic mentor level.

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Director
MET Institute of Management