

# **EXAMS AND ASSESSMENTS MANUAL**

for

MBA Batch 2021-2023

MBA Batch 2022-2024



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**CONTENTS**

I. Exams Office ..... 3

    1. Exams and Evaluation..... 3

    2. Declaration of Results..... 3

    3. Records Maintenance..... 3

II. GUIDELINES FOR AWARD OF MBA DEGREE..... 4

    1. ATTENDANCE REQUIREMENTS..... 4

    3. GRADE POINT AVERAGE..... 7

        i. Term Grade Point Average (TGPA) ..... 7

        ii. Cumulative Grade Point Average (CGPA) ..... 8

    4. GRADUATION REQUIREMENTS ..... 8

        i. Promotion to Next Term ..... 8

        ii. Promotion to Second Year..... 8

        iii. Award of Degree ..... 8

        iv. Implications ..... 8

    5. OPPORTUNITIES FOR IMPROVEMENT OF GRADES ..... 9

        i. Improvement Exams ..... 9

        ii. Academic Probation: ..... 9

    6. CERTIFICATES AND TRANSCRIPTS ..... 10

III. COURSE EVALUATIONS FOR SPECIFIC COMPONENTS..... 11

IV. GUIDELINES FOR DISCIPLINARY ACTION ..... 15

    1. MISCONDUCT ..... 15

        i. Minor misconduct ..... 15

        ii. Major misconduct ..... 15

        iii. Penalties for minor misconduct ..... 15

        iv. Penalties for major misconduct ..... 15

    2. DISCIPLINARY PROCEDURE ..... 16

        i. Minor Misconduct ..... 16

        ii. Major Misconduct..... 16

        iii. Grievance Redressal ..... 16

## **I. Exams Office**

The Exams office is responsible for:

### **1. Exams and Evaluation**

- 1) Timely conduct of exams and assessments
- 2) Maintain confidentiality of question papers/other assessment tools
- 3) Supervise the smooth conduct of exams and minimize malpractices during exams
- 4) Ensure all malpractices are reported to the Disciplinary Committee for necessary action

### **2. Declaration of Results**

- 5) Review grades term-wise and declare the results of students
- 6) Verify student performance against promotion and graduation policies
- 7) Declare students eligible (or ineligible) for promotion and graduation.
- 8) Declare students who will be placed on Academic probation

### **3. Records Maintenance**

- 9) Maintaining evaluation papers and answer sheets
- 10) Maintaining student performance records
- 11) Verification and Authentication of student details (current students and alumni) to be shared with external parties

## II. GUIDELINES FOR AWARD OF MBA DEGREE

### 1. ATTENDANCE REQUIREMENTS

Krea University aims to continuously evaluate the student's performance during the course along with an end-of-term evaluation. As the pedagogy of all courses will involve student participation in the class, attendance is mandatory. A minimum of 80% classroom attendance is mandatory for a student to become eligible for attending the end-term exam.

1. The Table-1 below lists the contingencies related to attendance during the Term (excluding the examinations) and the implications thereof:

Table-1: Attendance requirements

Attendance %	Supporting documents	Reviewed by	Outcome of Review	Category	Approving authority for checking eligibility	Eligibility to write end-term exams
≥ 75	None		Not applicable	A1	Not applicable	Eligible
Less than 75% but equal to or higher than 65%	Request Letter with documents	OAA	Recommended	A2	EAO	Eligible
		OAA	Rejected (or request letter)	A3	EAO	Eligible grade level drop
< 65%		OAA		B1	COE	Not Eligible

If the reason provided in the request letter is any one of the following and the student has provided necessary supporting documents, 10% absence may be condoned such that the presence is equal to or more than 65% of total classes held:

- Illness (attached medical certificate)
- Hospitalization of parent or guardian/spouse
- Bereavement of parent/guardian/sibling/spouse

The Dean may recommend exceptional cases for consideration under humanitarian grounds for approval by COE.

## EXAMS AND ASSESSMENTS MANUAL

2. Table-2 below lists the contingencies related to attendance during the Term (excluding the examinations) and the implications thereof:

Table-2: Absence during end term evaluation:

Present/ Absent during End Term Exam	Category	Eligibility for Supplementary Exam	Final grade
Present	A1, A2	NA	
	A3,	NA	The final grade will incorporate a grade level drop as per the previous table
Absent	A1, A2	To take the supplementary exam.	I grade till the supplementary exam results are declared.
	A3	To take the supplementary exam.	I grade till the supplementary exam results are declared. The final grade will incorporate a grade level drop (as per table-1)
	B1	Not eligible	R Grade. To repeat the course when the course is offered next

When a student in A1, A2, or A3 category does not appear in a supplementary exam, the I grade will be retained till the candidate appears in the end-term exam when the course is offered next. A person in the B1 category will have to repeat the course whenever it is offered again.

The faculty member may offer an online end-term exam in exceptional cases, when a student is eligible to appear for end term evaluation. This is subject to the discretion of the faculty member, followed by the recommendation of the program chair and/or the Dean of the school and approval of the COE. The exams office will ensure proctoring/ online invigilation of such exams. The scheduling and conduct of such exams will be done by the EAO, depending on the availability of invigilators and infrastructure for online proctoring.

### 3. SUPPLEMENTARY EXAMINATION

A student who is eligible to write the exam but absent for end-term evaluation will be permitted to appear for the supplementary exam. The dates for the supplementary exams will be announced by the EAO. If the student is absent during the supplementary exam will be given an F grade for the course. In exceptional cases, supplementary exams will be conducted for midterm exams. There is no provision for reconducting quizzes and such other components.

**4. SPECIAL ASSISTANCE**

A student requiring special support must write to Exams Office within one week of registering for the program (or beginning the term, in case of short-term support). The Exams office will review the documentary support and in consultation with respective offices of the University will strive to support the student in exams and evaluations.

In case of students who need support due to sudden onset of illnesses /worsening conditions, the student (or family member or guardian or a caregiver) must write to EAO, at least one day, before the start of the examination with supporting documents and seek approval, to be considered for any extension of time and /or any other support. It is the discretion of COE to consider such other cases who need special assistance and is unable to intimate the exams office in advance.

### 3. GRADE POINT AVERAGE

The students are expected to register for courses at the beginning of every term. The course outline for each course will prescribe the course evaluation pattern. The students are encouraged to discuss with faculty members to understand the evaluation components of each course. Each component will be evaluated for every student. The total marks attained by students registered for a course will be normalized for awarding grades.

- a) Communication of performance in individual components of the course would be carried out by the faculty members directly.
- b) The students are requested to ensure that they receive all the components of evaluation including end term evaluation and seek any clarification from the course instructor.
- c) The final grades of all the courses will be uploaded to Academic Information System by the EAO

Table 1 : Grade point

Sno	Grade	Grade Point
1	A+	4.33
2	A	4.00
3	A-	3.67
4	B+	3.33
5	B	3.00
6	B-	2.67
7	C+	2.33
8	C	2.00
9	C-	1.67
10	D+	1.33
11	D	1.00
12	D-	0.67
13	F	0

#### i. Term Grade Point Average (TGPA)

TGPA, for a term, is the weighted average of the grade points obtained in the courses registered for, in a particular term (weights being the respective course credits).

**ii. Cumulative Grade Point Average (CGPA)**

CGPA is the weighted average of the grade points obtained in the courses registered for, till the specified term (weights being the respective course credits). The final CGPA awarded will range from 0 to 4.33. TGPA and CGPA will be calculated up to the second decimal place

The conversion of the CGPA into percentage is as follows:

$$(\text{CGPA obtained by the student} / 4.33) * 100$$

**4. GRADUATION REQUIREMENTS**

**i. Promotion to Next Term**

A student will be eligible to attend the consequent term, if they have an attendance of at least 65% in every course, he/she had registered in the previous term and does not have more than 2 Fs.

**ii. Promotion to Second Year**

A student would be eligible for promotion to the second year if s/he satisfies the following criteria:

1. CGPA of at least 2.00 at the end of the first year [Term 1, 2 and 3]
2. Does not have more than two Fs

**iii. Award of Degree**

A student will be considered for the award of a “Master of Business Administration” degree if s/he completes the minimum requirement of 105 credits (including summer internship). Further, the following criteria apply:

1. Does not have any F grade
2. Second-year CGPA requirement: 2.00 in the second year (Term 4, 5 and 6) courses
3. Overall CGPA requirement: 2.20 in all courses of the first and second year for the credits taken over two years (Term 1 to 6 and summer internship).

**iv. Implications**

**a) Implications of not meeting the criteria at the end of first year**

- If a student does not meet one of the criteria mentioned above after attending a re-examination, s/he will be required to go on Academic Probation.
- If a student does not meet both the criteria mentioned above after taking a re-examination, s/he will have to discontinue the program.



**b) Implications of not meeting the criteria at the end of the second year**

*If a student does not meet one of the criteria mentioned above after attending a re-examination, s/he can reregister for courses along with the next batch.*

- A student wishing to reregister must seek permission from Program Chair.
- All terms and conditions, including the fee payable, will be intimated to the student by OAA
- On reregistration the student will follow all rules of course requirements, including attendance and other evaluation components.
- The maximum time limit for completion of an MBA is 4 contiguous academic years.

*If a student does not meet both criteria within the specified time, s/he will have to discontinue the program.*

**5. OPPORTUNITIES FOR IMPROVEMENT OF GRADES**

**i. Improvement Exams**

**Eligibility**

Any student who has obtained an F grade in a course is eligible to appear for an improvement exam.

Any student who has a CGPA below graduation requirements [CGPA of less than 2 at the end of the first year and 2.20 at the end of the second year] is also eligible to appear for improvement exams in courses where the grade is below C-

The maximum grade that will be awarded at the end of evaluation in an improvement exam is a C- grade.

A student can write improvement exams in a maximum of four courses in an academic year.

A student can write an improvement exam only once in any course. If the student fails in the improvement exam, s/he must attend the course whenever it is offered next.

The student must register with the Exams office in the prescribed format on or before the improvement exam registration date along with a fee of INR 2000/ course.

The dates for the improvement exam will be announced by EAO.

**ii. Academic Probation:**

- a) In the Academic Probation, students take fewer core courses each Term, repeat courses where they have received an F grade, and get two years to complete the core course requirement
- b) The students on Academic probation can take electives only on completion of all core course requirements.
- c) The latest grade obtained by Academic Probation students will be considered final and there is no option to choose better of the grades
- d) The fee structure for tuition, living and any other fees prevalent at that time will be applicable

**6. CERTIFICATES AND TRANSCRIPTS**

1. The Provisional certificate and a copy of the transcript of marks will be issued 90 days after the completion of all requirements needed for graduation.
2. The Provisional Certificate will be issued only to those students who have completed all requirements for graduation, have submitted their UG degree certificates, and have cleared all fee dues to the University.
3. The degree certificate and Transcript will be presented at the convocation to those students who have completed all requirements for graduation, have submitted their UG degree certificates, have cleared all fee dues to the University, and are present in person to receive the degree certificate.
4. Degree Certificates and transcripts will be dispatched within two weeks of the Convocation to the students who could not attend the convocation in person.
5. Any student seeking mark sheets or transcripts or any other certificate relating to graduation requirements for applying to higher education and /or for employment is requested to write to the Exams office for the same. Upon receipt of the request, the EAO will share the procedures for issuance of the certificate including fees payable.

### **III. COURSE EVALUATIONS FOR SPECIFIC COMPONENTS**

#### **1. SUMMER INTERNSHIPS**

All students are required to complete a summer internship [3 credits course] in an organization for 8-10 weeks during the break between the first and second year [tentatively April and May].

##### **i. Submission of Summer Internship Report to EAO**

- a) Submission of an interim progress report before the deadline as given by the Placement Office. A copy of the same should be submitted to the Exams and Assessment Office (EAO)
- b) The final Summer Internship Report should be submitted in the prescribed format, as per the timelines with a copy to the Exams and Assessment Office (EAO). This is different from the report submitted to the Organization which would be as per the company's format and requirements.
- c) If a project (same topic, same company) is undertaken by more than one student, s/he is required to make separate reports and presentations. In the report/presentation, students should mention the names of other students who were part of the project.
- d) Submission of summer internship completion certificate along with duly filled-in evaluation form from the company. This should also be submitted to EAO.

##### **ii. Evaluation of Summer Internships**

Overall performance of the student in the summer internship shall be evaluated as described below:

- a) A Confidential evaluation by the organization where the student has done his/her summer internship will have a weightage of 40%.
- b) Students will be asked to make a presentation on the work carried out by him/her during the summer internship to an Internal Evaluation panel of not less than 2 members. The presentation will carry a weightage of 40%.
- c) The panel will also evaluate the final report submitted to the school. The report will carry a weightage of 20%.
- d) The scheduling of the internal evaluation will be done in coordination with the Placement office and OAA.
- e) The consolidation of marks and grading will be done jointly by the Program Committee and Chairperson of Placement. They shall carry out the normalization of marks awarded by the different panels. They will jointly submit the grades to the EAO.
- f) The final grades will be announced only by the EAO.

## **2. AUDIT COURSES**

A student can audit up to two courses (maximum of 6 credits) in the second year. A student who chooses to audit a course should abide by all the rules that are applicable to any other students registered for that course, including attendance requirements and evaluation components of the course. The grades will appear in the transcript as PASS (Up to 'D') or FAIL ('F'). These grades will not be included in the calculation of CGPA of the student.

## **3. COURSE OF INDEPENDENT STUDY (CIS)**

CIS is a 3-credit course and can be taken up as an elective course in one or two contiguous terms (Term 4, 5, or 6).

Eligibility: Should have a GPA of 3.33 (equivalent to a "B+" grade average) and above, in all core and elective courses in the area, that a student wishes to pursue his/her course of independent study. Choice/interest. The approved form should be submitted to the OAA one month before the commencement of the term. The OAA will submit a list of approved courses of independent studies along with student list to EAO at the start of the term.

### **Evaluation Of CIS**

- a) Credits and grades obtained in CIS will be counted for required credits and CGPA calculation
- b) The evaluation committee must consist of not less than two faculty members (one guide and one examiner from the area of research done by the student).
- c) Each student is required to make a presentation to the CIS Evaluation Committee during and end of his/ her CIS work for a particular Term. The interim presentation will be evaluated for 25% of the total marks and the final presentation will carry 25% of the marks. The report will be evaluated for 50% of the total marks. When more than one student carries out a study, they will submit individual reports and will be evaluated independently.
- d) If the duration of CIS extends beyond a term, the student MUST submit an interim report in addition to the interim presentation. The interim report (25%) and interim presentation (25%) credits will be submitted to EAO. The committee will complete the interim evaluation and send the interim grade within three weeks of completion of the term. However, it will not be used to calculate the TGPA. The final report (25%) and final presentation (25%) credits will be submitted to EAO. The committee will complete the evaluation and send the final grade along with the final CIS report within three weeks of the completion of the term. The course credit and the final grade will be considered for the calculation of TGPA at the end of the second term of the CIS.

## **4. INDUSTRY PROJECT (IP)**

IP is a 3-credit course and can be taken up across two contiguous terms. The OAA will inform the list of Industry projects approved along with student details, and internal and external guide details to EAO before the beginning of the term.

Credits and grades obtained in IP will be counted for required credits and CGPA calculation after the end of two terms.

## **Evaluation Of IP**

Overall performance of the student in the summer internship shall be evaluated as described below:

- a) Confidential evaluation by the organization to which the student is attached (40% weightage) using a format provided by OAA directly to the guide / superior in the organization.
- b) Students will be asked to make a presentation on the work carried out by him/her during the internship to a panel of not less than 2 members. The presentation will carry a weightage of 30%. The same panel will also evaluate the final report submitted to the school. The report will carry a weightage of 30%.
- c) If a project (same topic, same company) is undertaken by more than one student, s/he is required to make separate reports and presentations. In the report/presentation, students should mention the names of other students who were part of the project.
- d) If the duration of the project extends beyond a term, the student MUST submit an interim report and an interim presentation to the school. The interim report (15%) and interim presentation (15%) credits will be submitted to EAO. However, it will not be used to calculate the TGPA.
- e) The final report (evaluated for 15%) and final presentation (evaluated for 15%) and the marks from the organization (40% of total marks) will be submitted to EAO. The committee will complete the evaluation and send the final grade along with the final CIS report within three weeks of completion of the term. The course credit and the final grade will be considered for the calculation of TGPA at the end of the second term of the CIS.
- f) The scheduling of the internal evaluation will be done by the EAO in coordination with OAA.
- g) The consolidation of marks and grading will be done jointly by the MBA Committee and Chairperson of Placement. They shall ensure the normalization of marks awarded by the different panels. They will jointly submit the grades to the EAO.
- h) The grades will be announced only by the EAO.

## **5. WORKSHOPS**

### **i. Preparatory Workshops**

Preparatory workshops conducted before the beginning of the program will be evaluated before and after the end of the workshops. The results of the evaluation will be shared with students. These workshops will not be included in the calculation of GPA.

**ii. Workshops during the program**

Every student is expected to attend a minimum number of workshops as specified in the student handbook. These workshops will be conducted during the program. attendance requirements as any other course. The workshops will have attendance requirements as any other course and will have at least two components of the evaluation. The workshops will be evaluated as Pass or Fail. A Certificate will be issued at the time of Convocation indicating the workshops attended with Pass or Fail Grade.

**For all queries related to Exams and Assessment must be written to**  
**[gsb.examoffice@krea.edu.in](mailto:gsb.examoffice@krea.edu.in)**

## IV. GUIDELINES FOR DISCIPLINARY ACTION

The code of conduct applies to all activities and for the entire duration of the program. Academic dishonesty in any form will lead to severe penalties, including expulsion

- Copying from other students during assessments.
- Plagiarism is the use, or close imitation, of the language and thoughts of another author and the representation of them as one's own work. Plagiarism, whether it is detected in an assignment, class presentation, or exam, is treated as an act of misconduct.

### 1. MISCONDUCT

Please through the detailed policy document related to this, available on the shared Google Drive folder called KREA Policies. Listed below are some specific acts/instances of minor and major misconduct. The list is by no means exhaustive and would include acts that are not specifically listed below:

#### i. Minor misconduct

- Sharing calculators, pens, pencils, and/ or any other materials with another student, who is expected to carry all necessary types of equipment required for attending the exam.
- Failing to mark attendance during the evaluation
- Extension of bio breaks beyond 5 minutes up to 10 minutes
- Possession of a Mobile phone or any other banned device for the duration of any evaluation (inside and outside the exam venue)
- Providing false information regarding one's health conditions to seek concessions
- Any other violation as reported

#### ii. Major misconduct

- Copying in examinations, quizzes, assignments
- Plagiarism in any evaluation.
- Possession of notes /chits during any evaluation (inside and outside the exam venue)
- Habitual commission of acts of minor misconduct
- Any other violation as reported that indicate intent to copy

#### iii. Penalties for minor misconduct

1. Warning
2. Reduction in marks of up to 10% of the total marks of the evaluation component
3. And /or any other penalty that may be levied by the Disciplinary committee as deemed fit, including exclusion from positions of responsibility

#### iv. Penalties for major misconduct

1. Deducting marks for the specific evaluation component by giving zero marks for that component of the evaluation.
2. Awarding an F grade for the course

3. Exclusion from any position of responsibility with the University
4. Withdrawal from placement services
5. And /or any other penalty that may be levied by the Disciplinary committee as deemed fit including expulsion from the institution.

## **2. DISCIPLINARY PROCEDURE**

### **i. Minor Misconduct**

At the end of the examination, the invigilators will report all cases of minor misconduct along with the attendance record, to the Exams office. In addition, the invigilator will write the nature of the misconduct in the answer script of the student. The Exams office will verify the evidence and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the Program Office and Office of Academic Administration.

### **ii. Major Misconduct**

In case of plagiarism, the faculty will report the same to the Exams office with documentary evidence. The Exams office will verify the documentation and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the COE along with a copy of the complaint, and documentary evidence substantiating the decision. The decision will be informed to the Program Office and Office of Academic Administration by EAO.

In case of copying, the invigilator shall mark “FOUND COPYING”, and the Exams office will verify the documentation and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the COE along with a copy of the complaint, and documentary evidence substantiating the decision. The decision will be informed to the Program Office and the Office of Academic Administration by EAO.

The Exams office shall list all complaints of misconduct and present the same during the grade review meeting where the decision on the cases and the penalties will be discussed and finalized. The Exams office will communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the Program Office and Office of Academic Administration.

### **iii. Grievance Redressal**

In case of grievances, the student may write to the COE within one week of receipt of the mail providing details of the misconduct. The COE will verify the evidence and will take the final decision within 15 days of receipt of the request to review the decision. The decision of the COE is binding. The Exams office will communicate the final decision to the student with a copy to the faculty member, in whose exam the misconduct was reported, and to the Program Office and Office of Academic Administration.



## EXAMS AND ASSESSMENTS MANUAL

Notwithstanding anything contained in these regulations, all students shall be governed by the Code of conduct and procedures framed by the University. The students are expected to go through the detailed policy document available on the shared Google Drive folder called Krea Policies.