

# Examination Manual



(स्थापना/ Established in 1956)  
बेहतर भविष्य के लिए क्षमता निर्माण  
Capacity Building for a Better Future

**International Institute for Population Sciences**

*Deemed to be University*

**Mumbai – 400088**

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## **Mission and Vision of the Institute**

### **Mission Statement**

"The Institute will strive to be a centre of excellence on all population and relevant issues through high-quality education, teaching and research. This will be achieved by (a) creating competent professionals, (b) generating and disseminating scientific knowledge and evidence, (c) collaboration and exchange of knowledge, and (d) advocacy and awareness.

### **Vision Statement**

"To position IIPS as a premier teaching and research institution in population sciences responsive to emerging national and global needs based on values of inclusion, sensitivity and rights protection."

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## **1. Objective and scope of the examination manual**

The conduct of examinations, declaration of results and award of degrees are the important activities of the Institute. The Examination Cell of the Institute is the backbone of the examination system. It conducts the examinations with utmost care, fairness and objectivity to maintain the Institute's public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be well delineated for clarity and smooth conduct of the examination. This Manual is an effort in that direction. It defines the roles and responsibilities of the people involved, protocols and procedures to be followed, and various steps that have to be taken at all the levels associated with the conduct of the examinations of the Institute.

For making the examination process simple and convenient, it is necessary that all the stakeholders of the system should know the examination procedures in detail including students, teaching and non-teaching staff of the Institute. Measures to curb unfair means and malpractices have also been listed along with the penalty and punishments. All the Forms/Proforma for use in the examination process/system and documentation have been drawn out in standardised formats.

## **2. About the Institute**

The International Institute for Population Sciences (IIPS), Mumbai, formerly known as the Demographic Training and Research Centre (DTRC) till 1970, was established in July 1956 under the joint sponsorship of Sir Dorabji Tata Trust, the Government of India and the United Nations. It served as a regional centre for Training and Research in Population Studies for the ESCAP region. The Institute was re-designated to its present title in 1985 to facilitate the expansion of its academic activities. It was declared as a 'Deemed University' on August 19, 1985 under Section 3 of the UGC Act, 1956 by the Ministry of Human Resource Development, Government of India. The recognition has facilitated the award of recognized degrees by the Institute itself and paved the way for further expansion of the Institute as an academic institution. In 2006, the Institute celebrated its Golden Jubilee.

IIPS holds a unique position among all the regional population centres started by the United Nations. It was the first such centre to be started in India, and it served a much larger population than any of the other regional centres. Even today, IIPS is the only recognized Deemed University of its kind in the world completely devoted to teaching and research on population related areas. The Institute is under the administrative control of the Ministry of Health and Family Welfare, Government of India.

The Institute is the hub of population and health related teaching and research in India, playing a vital role for planning and development of the country. During the past years, students from different countries of Asia and the Pacific region, Africa and North America have been trained at the Institute. The alumni are occupying prestigious positions at national and international organisations, universities and colleges and non-governmental reputed organisations. Besides teaching and research activities, the Institute also provides consultancy to the Government and Non-Governmental organizations and other academic institutions.

There are seven Academic Departments in the Institute. The Institute offers Post-Graduate, Doctoral, and Post-Doctoral courses and also one Post graduate programme through distance mode. After completing the course, students of all programmes are well prepared for: (i) admission to higher degree programmes in the best universities of the world; (ii) a good career in teaching & research; (iii) multi-disciplinary professional career; or (iv) independent

consultant and specialist in health and development sectors. The faculty members and the supporting staff belong to diverse interdisciplinary background with specialisation in some core areas of population sciences, trained in India or abroad.

### **3. Academic programmes offered by the Institute**

The Institute offers the following academic programmes on regular mode: M.A./M.Sc. in Population Studies (two-year), M.Sc. in Biostatistics and Demography (two-year), Master of Population Studies (MPS) (one-year), and Ph.D. in Population Studies and Biostatistics and Demography. Institute also offers a Post Graduate Programme in Population Studies through Distance Mode. Besides these, Institute also offers Diploma in Health Promotion Education (DHPE) and Post Graduate Diploma in Community Health Care (PGDCHC) through the National Institute of Public Health Training & Research, Mumbai. The Institute also conducts short-term courses from time-to-time for various international and national organizations on population and health issues.

*Master of Arts/ Master of Science in Population Studies (M.A./M.Sc.): two years*

The M.A./M.Sc. Programme is designed to provide a higher level of understanding of population sciences including an in-depth knowledge of the linkages between population and various dimensions of socio-economic development and health

*Master of Science (M.Sc.) in Biostatistics and Demography: two years*

The two years (full-time) Master degree course is designed to provide high level of understanding in Bio-statistics and Demography including an in-depth knowledge of the linkages between statistics and various socio-economic, health and environmental factors. This course provides foundation to graduate students and prepare them to apply the concept of bio-statistics in various aspects related to population.

*Master of Arts in Population Studies (MA) in distance mode: two to four years*

The M.A. programme in Population Studies from the Centre for Distance and Online Education (CDOE), IIPS provides students with a cutting-edge, multidisciplinary education that will prepare them to be leaders in the field of population, health and development. The curriculum focuses on the foundations of population and its related issues, and provides the students with expertise in research and data analysis.

*Master of Population Studies (MPS): one year*

The one years (full-time) Master degree course is designed to provide high level of understanding of population sciences including an in-depth knowledge of the linkages between population and various socio-economic, health and environmental factors. This course provides foundation to Post-Graduate students in population studies/demographic issues and provides a comprehensive idea to conduct future research in various aspects related to population

*Doctor of Philosophy (Ph.D.): four to six years*

IIPS offers the following Ph.D. programmes: (i) Ph.D. in Population Studies, (ii) Ph.D. in Biostatistics & Demography, (iii) Part-time Ph.D. in Population Studies, and (iv) Part-time Ph.D. in Biostatistics & Demography.

The Institute offers the Part-time Ph.D. programme to the candidates with Master's degree and at least five years of work experience after Master's Degree in the field of Population Studies / Demography / Public Health in academic institutions / central and state governments / research and development organizations, who are unable to pursue the doctoral programme in full-time mode. The Pre-Ph.D. coursework (eight months duration) shall be compulsory for the candidates admitted to the Ph.D. programme under part-time mode.

*Post-Doctoral Fellowship (PDF): one year*

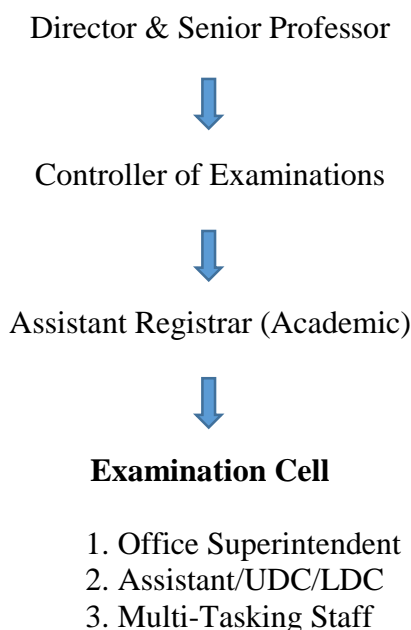
The Institute offers the Post-Doctoral Fellowship (PDF) to the candidates with Ph.D. degree in Population Studies or subjects related to Population, Health Sciences, Gender Studies, Development Studies and Social Sciences.

Course Structure of all the courses is given in Annexure-I.

#### **4. Choice Based Credit System (CBCS)**

As per the UGC guidelines, IIPS has introduced CBCS with foundational, elective and core papers. To enhance flexibility, Institute allows choice of electives and credit gathering from outside the programme. Elective courses are offered across the programmes. Students are free to obtain credit from allied subjects across the programmes.

#### **5. Organogram of the Office of the Controller of Examinations**



#### **6. Roles and responsibilities**

*Academic Council of the Institute*

The Academic Council is the principal academic body of the Institute responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examination and tests, and award of degrees. It also exercises such other powers and perform such other duties as may be prescribed or conferred upon it by the “Memorandum of Association, Rules and Regulations & Bye-Laws” of the Institute.

Academic Council, in addition to all other powers and duties vested in it, have the following powers and duties: (a) to exercise general supervision and provide guidance over the academic work of the institute to give direction regarding methods of instruction, evaluation, and improvements in academic standards; (b) to prescribe courses of study leading to degrees and diplomas of the institute; (c) to provide guidelines for the conduct of examinations; (d) to maintain proper standards of the examinations; (e) to approve the results of all the semester-end examinations of all the academic programmes offered by the Institute, including the results of the award of the PhD degree; (f) to declare the eligible students for the award of the degrees and diplomas in the forthcoming convocation of the Institute; (g) to declare the awards and medals for the eligible candidates; and (h) to frame rules covering the admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc. The various powers and functions of the Academic Council of the Institute are provided in bye-laws (<https://iipsindia.ac.in/content/bye-laws>)

#### *Director & Senior Professor*

The Director & Senior Professor is the Chief Executive Officer of the Institute and overall head of the academic and non-academic activities of the Institute. He/She is appointed by the Ministry of Health & Family Welfare, Govt. of India. The Controller of Examinations directly reports to the Director & Senior Professor. The powers and functions of the Director are given in the Bye-Laws of the Institute (<https://iipsindia.ac.in/content/bye-laws>)

#### *Controller of Examinations*

The Controller of Examinations (CoE) shall be appointed by the Director & Senior Professor of the Institute from among the senior faculty members of the Institute. CoE shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the competent authority. The Controller of Examination shall directly report to the Vice Chancellor and would function under his guidance. He/She ensures a smooth functioning of the continuous internal assessment and semester-end examinations. The Office of the CoE has all the required facilities such as computer facilities, Strong Room, question paper printing room, and adequate staff. CoE follows a very clear, well-planned calendar which schedules the semester examination, preparation of question papers, conduct of examinations, evaluation of answer scripts, declaration of results, issuing of consolidated grade sheet/transcripts and degree certificates.

#### *Roles and responsibilities of the CoE*

- (a) To prepare and update the standards and protocols for all the continuous internal assessment and semester-end examinations of the Institute.
- (b) To issue examinations schedule and circular for setting question papers.
- (c) To finalize the attendance of the students in Standing Attendance Review Committee for the eligibility of students for sitting in the semester end examinations.
- (d) To implement the rules related to standards of examinations and evaluation made by the Academic Council of the Institute from time to time.
- (e) To arrange for the timely publication of results of all the examinations.
- (f) To postpone or cancel examinations, in part or in whole, in the event of unavoidable circumstances.
- (g) To initiate disciplinary action against any person or a group of persons alleged to have committed malpractices/unfair means in examinations.
- (h) To maintain the confidentiality in the process of question paper setting, evaluation, conducting the examinations and declaration of results.



- (i) To arrange Central Evaluation of the answer scripts for the examinations.
- (j) To coordinate the preparation of results from teachers, course coordinators, Examination Cell, Director & Sr. Professor and Ministry of Health & Family Welfare, Govt. of India for the preparation of final grades and awards.
- (k) To place the final examination results for the award of degrees, diplomas and awards to the Academic Council of the Institute for its approval.
- (l) To announce the examinations results approved by the Academic Council.
- (m) To prepare the Degree Certificates, Transcripts, Cumulative Grade sheet, Medals for the convocation ceremony of the Institute.
- (n) To inform the Academic Council of the Institute to update the latest rules and regulations of the regulatory bodies such as University Grant Commission and Ministry of Education, Govt. of India for maintenance of the standards in awarding degrees and diplomas.
- (o) To updates the Examinations Manual from time to time as per the recommendations of the Statutory Bodies of the Institute.

The Controller of Examinations shall exercise such other powers and performs such other duties as may be prescribed or assigned to him/her, from time to time, by the Academic Council and the Director & Sr. Professor of the Institute.

#### *Assistant Registrar (Academic)*

Roles and responsibilities of Assistant Registrar (Academic) are given under:

- (a) To supervise the administration of the academic activities of the Institute such as admissions for the new academic year, Computer Based Test (CBT) for admissions to the academic programmes, assisting admission committee in implementation of reservation policy.
- (b) To prepare academic schedule in coordination with the programme coordinators.
- (c) To verify the certificates and relevant documents of the newly enrolled students at the time of admission.
- (d) To issue degree verification certificates for the passed-out students.
- (e) To administer all the fellowship related matters of the students of all programmes.
- (f) To implement decisions taken by the various authorities of the Institute in connection with administration of the Academic matters.

#### *Office Superintendent (Exam Cell)*

All the activities of the Examination Cell such as preparation of examination schedule, invigilation duty, circular for question paper setting, conducting semester-end examination, arrangement of central evaluation, viva voce, dissertation presentation schedule, preparation of the results, preparing grade sheets & degree certificates etc., shall be carried out under the supervision of the Controller of Examinations.

#### *Examination Cell*

The following work shall be attended by the Examination Cell under the supervision of CoE and Office Superintendent of Exam Cell:

- (a) To prepare and circulate the approved Examination Schedule
- (b) To prepare and issue the notice related to question paper setting and follow up.
- (c) To allot Examination Halls for theory and practical examinations.

- (d) To generate and issue of examination Hall Tickets to all the eligible students appearing for semester examinations.
- (e) To prepare the list of eligible students and display it on the notice boards and notify them online.
- (f) To finalise the seating arrangement of the students in the Examination Hall.
- (g) To assist in the finalization and printing of the question papers received from the faculty members.
- (h) To follow the confidential protocols related to handling of the question papers, evaluation and 'Strong Room'.
- (i) To assist the CoE to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- (j) To prepare and circulate Term Paper/Dissertation presentation scheduled among the students in coordination with programme coordinators.
- (k) To distribute blank grade sheets for internal components of the examinations for continuous assessment of the students and collect the grades in a sealed envelope from the Faculty, Guide and Evaluation Committee members.
- (l) To make arrangement for conducting examination, invigilation duty and collection of answer scripts (including soft copies of the answers from the computer lab based practical examination) in sealed envelopes.
- (m) To make necessary confidential arrangement for central evaluation of the answer scripts.
- (n) To assist in the coordination and preparation of results from teachers, programme coordinators, CoE and Director & Sr. Professor for the preparation final grades and awards.
- (o) To assist the CoE in placing the final examination results for the award of degrees, diplomas and awards to the Academic Council of the Institute for its approval.
- (p) To assist the CoE in preparing the Degree Certificates, Transcripts, Cumulative Mark-sheets, Medals for the convocation ceremony of the Institute.
- (q) To assist in the preparation of the degree certificates after the approval of the results by the Academic Council.
- (r) To assist in the preparation of the grade sheets, transcripts, degree certificates, provisional certificates and duplicate certificates (if necessary)
- (s) Preservation and disposal of the hard copies of the answer scripts for a minimum period two years after the announcement of results in the convocation.
- (t) To maintain all the necessary dossiers/documents/files pertaining to the Examination Cell for future reference.

## **7. Academic calendar for all the courses**

- (a) An academic calendar for the whole year shall be prepared well in advance (in the month of May every year or immediately after the convocation or whichever is earlier) by the Course Co-ordinators separately for each course offered by the Institute to keep the students, faculty, staff and parents reminded about key dates throughout the academic year. The main aim of the Academic Calendar is to connect and communicate with all students in the institution's various courses and batches. Faculty and Academic Section/Examination Cell shall frequently utilize Academic Calendars as a communication tool to plan their academic and examination related works.
- (b) Academic Calendar shall contain the following: semester-wise time table for the courses offered during the semester (core, optional, foundational and value-added courses); dates for three internal continuous assessments; dates for semester-end examinations, central evaluation, submission of dissertation, viva-voce, date of convocation, internship

duration for the first-year students; summer vacation for first year students; names of the teachers teaching the courses; and holidays.

## 8. Types of examinations conducted

The following examinations are conducted by the Examination Cell:

- (a) Continuous Internal Assessment\*
- (b) Semester-End Examinations
- (c) Term paper/dissertation presentations and evaluation.
- (d) Viva-Voce Examinations

*Assessment Procedures:* A student admitted to the Institute shall have to appear in all continuous internal assessments that would be conducted during the semester in order to become eligible to sit for the semester-end examination. Ordinarily, any student admitted to the Institute who has duly applied for permission to sit in his/her semester-end examination shall be treated as eligible to sit for the examination subject to the conditions that the student concerned has (a) paid the prescribed fee, and (b) has, on aggregate, attended at least 75% of the total lectures delivered during the entire tenure of the semester he/she is enrolled in.

## 9. Continuous internal assessment

- (a) Continuous internal assessment system shall spread through the duration of the course and shall be done by the faculty members teaching the subject. For each of the core and elective papers, continuous internal assessment shall be conducted.
- (b) Three internal assessment shall be conducted for four and three credit papers and two internal assessment shall be conducted for two credit papers.
- (c) For four and three credit papers, two best out of three internal assessment shall be considered for internal grades. For two credit papers, both the internal assessment shall be considered for internal grades.
- (d) Individual faculty member shall have the flexibility to design the continuous evaluation components in a manner to give a balanced assessment of students' capabilities across knowledge, skills and attitude dimensions based on variety of assessment tools.
- (e) The faculty members who teach the subject holds the complete right to evaluate the students based on the criteria decided by him/her in advance. The faculty shall make sure that the continuous evaluation shall be equally distributed over a semester in terms of conduct of continuous evaluation.
- (f) The teachers shall inform the mode of internal components to the students and Examination Cell accordingly.
- (g) The weightage for internal assessment for each paper varies depending upon the nature of the paper. The weightage shall vary from a range of 20% to 80%. The course structure given in the **Annexure I** provides the weightage assigned to the individual papers.
- (h) For each course, 80% are lecture hours and 20% are internal components hours.
- (i) Internal assessment components shall be given by individual teacher for 10 or more lectures hours in a given course. Conducting the internal assessment is the responsibility of the teachers and should be completed within the allotted numbers of lecture hours for the course.

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\* Written Test; Open Book Test; Written Home Assignment; Individual Thematic Presentation; Thematic Group Presentation; Group Discussion; Surprise Test; MCQ Test; Case Study; Situation Analysis (group activity or individual activity); Field Visit; Small Group Project & Internal Viva-Voce; Role Play / Story Telling; Literature Review / Book Review; Model Development/Simulation Exercises (Group Activity or Individual Activity); In-depth Viva; Quiz; etc.

- (j) The faculty shall share the outcome of each continuous evaluation component with the students, soon after the evaluation and guide the students for their betterment.
- (k) It is the duty of the subject faculty to declare the continuous evaluation grade to the students. Teachers should disclose the grade of the first internal assessment to the students before the second internal assessment, the grade of the second internal assessment should be disclosed to the students before the third internal assessment, and the grade of the third internal assessment should be disclosed to the students before the semester-end examination.
- (l) Teachers shall submit the grades of the third/final internal assessment in the prescribed format to the Examination Cell at least one week before the semester-end examination begins.
- (m) Appearing in all three continuous internal assessment in each paper is compulsory for the students, failing which he/she will not be eligible to write semester-end examination of that paper.
- (n) For any student who could not take any of the internal continuous assessment due to health and family emergency/distress situation, the concerned teachers shall allow the student to complete all the three internal components, evaluate them and submit the grades at least one week before the semester-end examination.

Credits	Internal Assessment*			Duration of semester-end Examination
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
4 credit paper	✓	✓	✓	3.00 hours
3 credit paper	✓	✓	✓	2.30 hours
2 credit paper	✓	✓		2.00 hours
* Written Test; Open Book Test; Written Home Assignment; Individual Thematic Presentation; Thematic Group Presentation; Group Discussion; Surprise Test; MCQ Test; Case Study; Situation Analysis (group activity or individual activity); Field Visit; Small Group Project & Internal Viva-Voce; Role Play / Story Telling; Literature Review / Book Review; Model Development/Simulation Exercises (Group Activity or Individual Activity); In-depth Viva; Quiz; etc.				
<b>Note:</b> Please see the Annexure I for (a) the weightage given for each paper for internal assessment and (b) the duration of semester-end examination for each paper.				

## 10. Semester-end examinations

- (a) *Guidelines to the faculty for setting question papers:* (i) the semester-end evaluation shall cover the entire syllabus prescribed for the subject, (ii) questions shall assess knowledge, application of knowledge, and the ability to synthesize knowledge; (iii) the faculty shall ensure that questions covering all units and all skills are set; (iv) questions shall be of three categories of difficulty level – low difficulty, average difficulty and high difficulty; (v) to maintain the uniformity and bring standardization, all the faculty teaching a subject in a semester shall prepare in consultation with each other two sets of question paper; (vi) the question paper shall be based on the approved syllabus in the approved subject structure; and (vii) the duration of written examination for the core/optional papers shall depend on the weightage allotted for semester-end examination
- (b) *Quality of the question paper:* (i) some key words that should guide the setting of the question paper are ‘analyse’, ‘apply’, ‘critically evaluate’, ‘argue’, ‘discuss’, ‘validate’, ‘justify’, ‘show’, ‘decide’, ‘explain’; (ii) at least a few questions in each question paper should ensure that the ability to apply the theoretical concepts are tested; (iii) questions must elicit answers that are not reproduced by memorised learning but test the ability to analyse/critically evaluate/to apply an innovative and original approach; and (iv) attempts must be made to make the question paper innovative, interesting, and challenging, so that the students are forced to think and apply their knowledge.

- (c) *Coverage of syllabus:* (i) The faculty who is setting the question paper shall ensure that all the important topics in the syllabus are broadly covered; (ii) topics covered in the continuous internal evaluation should not be excluded for the final semester-end examination question paper; (iii) they should not be repeated verbatim (only thematic repetition is permitted); and (iv) the topics indicated for self-study or class presentations may also be reflected in the question paper.
- (d) *Level of complexity of questions:* (i) The question paper should consist of questions of all levels of complexity (average, difficult & very difficult). At the postgraduate level, questions of low level of complexity should not be included in the final examination. (ii) The faculty teaching a subject year after year, should take due care that the questions are not repeated. If certain topics are very important and are included every year, the way the question is asked must be varied; and (iii) Providing too many options dilutes the level of complexity and encourages students to omit several topics / chapters from the syllabus. Therefore, this should be avoided.
- (e) *Duties of the officials entrusted with the examination work:* (i) no faculty shall supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents thereof to any person or give publicity to therein any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf; (ii) no staff who is entrusted with the work of typing or printing or otherwise producing copies of any question paper set for the purpose of any examination or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him; and (iii) no person who is entrusted with the custody, or is otherwise in possession of any question paper set for the purpose of any examination shall supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession of the work to him/her.
- (f) *Instructions to the Invigilators of semester-end examination:* (i) the duty days, hours, timings, classroom allocations etc. shall be communicated well in advance to the Invigilators; (ii) the Invigilators shall be supplied with the following materials: attendance sheets, question papers, answer books, supplements, threads, graph paper, case study papers as per the requirement of the subject question paper; (iii) the students' bags must be kept separately in a specified corner of the room or outside as specified by the Examination Cell; (iv) the Invigilator is required to do the following tasks during the invigilation at the beginning of the examination – identifying candidates, taking attendance (signature on attendance sheet) during first 20 minutes of exam, distributing the question papers, checking the accuracy of the information written by the candidates on the answer sheets, checking the ID card of students, filling the Invigilator report in case of any unfair practice noticed by him/her for necessary action; (v) the Invigilators are supposed to maintain the classroom discipline and decorum through supervising the candidates; (vi) once the exam gets over, the Invigilators shall collect and count the answer books, check the collected answer books physically with the attendance sheet and hand over the answer books, left out answer books, supplements, attendance sheets and unused stationery to Examination Cell.

## **11. Question paper submission**

- (a) Question paper shall be set by the faculty members who taught the course during the semester.
- (b) Faculty members shall maintain utmost confidentiality while setting and compiling the question papers in their office.
- (c) Question papers shall be submitted personally by the faculty members to the Examination Cell/Controller of Examinations at least two weeks (15 days) before the commencement of the semester-end examination.
- (d) No faculty member shall submit the question paper via email or through a third party to Examination Cell. Question papers shall be handed over personally in the Examination Cell by one of the teachers who taught the course. The question papers submitted via email by the teachers will not be accepted by the Examination Cell.
- (e) The question paper will be received in two set i.e., A and B of which Director & Sr. Professor/CoE will select any set between A and B without opening the sealed envelopes.
- (f) The CoE or a faculty member(s) authorised by the Director & Sr. Professor shall do the proof reading of the selected set of questions before the printing of the final question papers. The printout of the question papers shall be done in the Strong Room of the Examination Cell.
- (g) All the activities related to question papers (typing, printing, sealing) shall be carried out inside the Strong Room. No one other than the designated Examination Cell officials shall be allowed inside the Strong Room.

## **12. Printing of question papers**

- (a) CoE and Office Superintendent of Examination Cell shall make necessary arrangements to get the question papers printed.
- (b) The Office Superintendent of Examination Cell or a senior staff member authorized by him/her shall personally take delivery of question papers after checking the question paper packets against the indents.
- (c) The Office Superintendent of Examination Cell shall be responsible for the safe custody of question papers. He/she shall take special care that the keys of the box and the Strong Room containing question papers are always kept in his/her personal custody and no one else possesses duplicate keys of the same.
- (d) At the time of delivery of question papers, he/she shall check that all the question paper packets are sealed and are intact. He/she shall further check whether the required number of question papers in all the subjects and for the number of candidates taking examination are attached and supplied.
- (e) The Office Superintendents of Examination Cell or a senior staff member authorized by him/her shall personally take delivery of question papers after checking the question paper packets against the indents.

## **13. Examination Schedule**

- (a) The scheduling of all type of examinations (continuous internal assessment, semester-end examinations, term-paper/dissertation presentations, viva-voce examinations etc.) shall be prepared by the Course Coordinators in the beginning of the Academic Year and it should be part of the Academic Calendar of the year.
- (b) The date-wise time-table of the semester-end examinations shall be displayed on the Notice Boards of Examination Cell, Class Rooms, Library and Hostel in advance at least 15 days before to the commencement of the semester-end examinations.

- (c) The time-table of the semester-end examinations shall be communicated to all the stakeholders involved/related to the conduct of examination (students, teachers, invigilators, staff, administration, estate management, etc.) and also posted on the Institute website 15 days before the commencement of the examinations.

#### **14. Instructions to the students for semester-end examination**

- (a) Students are required to be present at the examination room 15 minutes before the commencement of the actual examination.
- (b) In any circumstance, no student shall be allowed for the exam after 30 minutes of the commencement of the examination.
- (c) Students should carry only writing material, ID Card and Hall Ticket inside the examination hall.
- (d) Mobile phones, any other electronic device, eating materials or beverages are strictly prohibited inside the examination hall.
- (e) Students not carrying and displaying the ID Card to the Invigilator, shall be not be allowed to appear for the examination,
- (f) Candidates are forbidden from taking any material inside the examination hall, that can be used for malpractice at the time of examination.
- (g) Students are not allowed to go to out of the examination hall once the examination starts, and are allowed to submit back the answer sheet only after 30 minutes from the start of the examination. Once the answer sheet submitted to the Invigilator, it shall not be given back to the student in any case.
- (h) Students are not allowed to go for nature's call within one hour of commencement of examination.
- (i) Students are not allowed to exchange any material such as pens, calculator, rubber, scale and pencil in the examination hall.
- (j) Student should obey the instructions given by the Faculty, Invigilators and CoE.
- (k) Any student if found engaged in act of copying (includes copying from a paper chit or other students' answer sheet, or from electronic device, or even talking to someone else for any reason while the examination is in progress) will be dealt as per the rules for Unfair Means.
- (l) Students are strictly not allowed to write his/her name anywhere in the answer book.
- (m) Only the information required to be written on the answer sheet and in the columns provided shall be written.
- (n) Students are required to maintain absolute silence in the examination hall.
- (o) Students are requested to see the Notice Board at their place of examination regularly for changes, if any.
- (p) No request for any special concession such as a change in time or any day fixed for the examination on any ground shall be granted.
- (q) In no case the exam will be re-conducted.
- (r) Students shall attempt only the required number of questions in semester-end examinations. If a student attempted more than the required number of questions, only the best required number of answers shall be evaluated for grading.

#### **15. Rules for appointment of scribe for visually/physically disabled students**

Provision is made for the appointment of scribe to assist disabled candidate to take written examinations. The following are the rules to be considered for sanctioning the assistance of a scribe:

- (a) Scribe shall be allowed in the case of candidates who are visually impaired and those who cannot make use of his/her own hand to write the examination due to permanent disability.
- (b) Persons with temporary disability due to accident or sudden illness shall not be considered as disabled (physically challenged). Only the disability of permanent nature shall be considered for extending the facility of scribe.
- (c) A candidate seeking the assistance of a scribe shall send his/her application to the CoE at least 15 days before the actual commencement of the theory examination.
- (d) The CoE shall satisfy himself/herself before accepting/approving the application that the candidate is really disabled and needs the assistance of a scribe. On being satisfied about the need for a scribe, the CoE shall propose a panel of three names who could be appointed as a scribe to the Examination Cell.
- (e) Examination Cell shall invite one of the scribes depending upon the availability of him/her. The scribe shall not have a lower qualification than the student, provided that the scribe should not have the qualification pertaining to the examination which the student is writing.
- (f) The Examination Cell shall arrange for a suitable room for the disabled candidate and appoint an Invigilator to that room.
- (g) In case where scribe has been duly sanctioned, the candidate may be allowed an extra time, subject to a maximum of 20 minutes per hour of the examination as scheduled.

## **16. Unfair means in examinations**

No student shall use unfair means or indulge in disorderly conduct at or in connection with examinations (here “student” means an examinee giving an examination). Examination means any examination, continuous assessment, written test, semester-end examination, practical examination, which are considered as part of assessment/evaluation by the faculty/Institute as a part of evaluation.

*Unfair means shall include the following:*

- (a) During examination time, having in possession or access to: (i) any paper, book, note, chit or any other unauthorized material which has relevance to the syllabus of the examination paper concerned; (ii) mobile phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying; (iii) anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned; (iv) anything written, or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned; and (v) anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
- (b) Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
- (c) Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
- (d) Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- (e) Impersonating any candidate or getting impersonated by any person for taking the examination.
- (f) Nothing in this section shall preclude students from taking any assistance from books or materials in case of an open book examination permitted by the Institute or the concerned teacher of the course.



### *Unfair means case handling process*

- (a) As soon as a case of unfair means is noticed by the Invigilator or any person connected with the conduct of the examination, he/she shall: (a) prevent the candidate/s involved in the case from writing the examination further; (d) prevent the candidate from removing, displacing, tampering with, spoiling, destroying the material/s involved in and relevant to the commission of the act of unfair means; (c) collect the material used for unfair means/malpractice by the candidate; (d) shall file the Unfair Means Report Form (**Annexure II**) with the statements of the candidate/s involved in the case which shall be read to the candidate/s and signed by the candidate/s; (e) in the case of a candidate refusing to give a statement in respect of the alleged commitment of the act of unfair means, the Invigilator shall record in the Unfair Means Report Form that the candidate has refused to give a statement and that shall be signed by the CoE, and (f) file a report of unfair means to the CoE.
- (b) If the CoE is of the opinion that the smooth and proper conduct of the examination will not be affected by allowing a candidate against whom a case of unfair means/malpractice has been booked, then the candidate may be allowed to continue to sit for the examination of the paper as well as subsequent papers.
- (c) If CoE decides not to permit a candidate booked for unfair means/malpractice to continue to sit for the examination of the session or for the examination of the session as well as the subsequent sessions, then he shall mention it in the Unfair Means Report Form (**Annexure II**) clearly stating the reason for the decision.
- (d) The CoE shall present all the materials relevant to the unfair means, including the Invigilator's report, the statements recorded, the list of the materials records, and other relevant things in front of Unfair Means Enquiry Committee (UMEC).
- (e) To be fair for the natural justice, UMEC shall seek the explanation from the student indulged in unfair means, either in writing or in-person or both, before deciding about the quantum of punishment.
- (f) The answer script of a candidate booked for unfair means case shall be kept in a separate sealed cover marked "Unfair Means Case". Such answer scripts shall be evaluated, but the publication of the result pertaining to the candidate shall be considered, depending on the decision on the case, after the disposal of the case by UMEC.
- (g) The composition of the UMEC shall be: Director & Senior Professor, Controller of Examination, Concerned Programme Coordinators, teachers of the concerned paper, Assistant Registrar (Academic), and Office Superintendent of the Exam Cell

### *Norms of punishment for unfair means*

The following norms for punishment are laid down for unfair means:

- (a) If the candidate is found having in his *possession of any material* relevant to the syllabus of the examination paper concerned but has not copied from or used it, the punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F Grade (Fail) in that paper with all the consequences to follow. However, if the material found in possession of the candidate is of insignificant nature, the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination by paying re-examination fees.
- (b) If a candidate is *found to have copied* from or used the material caught, the punishment will be the cancellation of the present paper examination and he/she shall be awarded F Grade (Fail) in that paper of that semester with all the consequences to follow.
- (c) If the candidate is *found talking* to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the

- Invigilator, his examination in that paper may be cancelled and F Grade (Fail) will be awarded in that paper with all the consequences to follow.
- (d) If the candidate is *found reading* or possess some material relevant to the syllabus of the paper in corridor, urinal, etc. during the examination hours, his/her examination in that particular paper shall be cancelled.
  - (e) If the candidate is *found giving or receiving assistance* in answering the question paper to or from any other candidate in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and F Grade (Fail) will be awarded in that paper with all the consequences to follow.
  - (f) If the *behaviour of the candidate on being caught is unsatisfactory* or the candidate uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offense as deemed fit by the UMEC.
  - (g) The decision regarding punishment in relation to the unfair means shall be the sole discretion of UMEC. The punishment may vary i.e., may be stricter than the above-mentioned norms, depending on the severity of the act.

*Malpractice or lapse committed by any teacher or any other person connected with the conduct of examination*

Director & Senior Professor shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the Institute.

### **17. Plagiarism in assignment, term paper and dissertation**

Plagiarism is using, without acknowledgement, someone else's ideas or work. Good academic practice is the process of completing one's own academic work independently and honestly, using the appropriate academic style and with all sources fully acknowledged. Masters' students of the Institute must desist from indulging in plagiarism while submitting their assignments, term paper and dissertation to the teachers (plagiarism rules for PhD dissertation are followed separately by the Institute). If any plagiarism is noticed in the assignments, term paper and dissertation submitted by the masters' students, concerned teachers shall ask the students to resubmit the assignments, term paper and dissertation without plagiarism. Repeated instances of plagiarism by any student shall invite penalty from the teachers.

### **18. Appointment of examiners, invigilators and conduct of examination**

- (a) The question papers shall be set and assessed by the teacher who taught the course. If the course is taught by more than one teacher, the question paper shall be set jointly and assessment of the sections / questions shall be done jointly by the respective teachers.
- (b) CoE shall be the Chief Conductor for all the examinations. Whenever substitute arrangement is required, it shall be done only by prior permission of the Director & Senior Professor.
- (c) At the time of examination, the CoE shall ensure the following: sufficient availability of stationery required for the conduct of examinations; packets of question papers reach the examination halls intact and duly sealed; and question papers are opened by the Invigilators in front of the students.
- (d) Invigilator shall ensure that the students are not resorting to unfair means/malpractices and in case of such incidences occur, he/she shall immediately report the cases of unfair means to the CoE along with his/her report.

- (e) Immediately after the examination is over, the answer books should be dispatched to the Examination Cell.
- (f) Upon the completion of the evaluation of answer books, the examiners shall submit the grade sheet/assessment report, as provided in the credit system and as per the instructions/formats received.
- (g) As soon as the assessment reports are received in the Examination Cell, they should be processed immediately for preparation of result. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in the examination calendar/ academic calendar of the Institute and the result along with the grade sheet shall be distributed to the concerned students.

#### **19. Pre-activity of the of the Examination Cell for semester-end examination**

- (a) Ascertaining the number of candidates (day-wise & session-wise) sitting/applied for the examination on the basis of the date-wise examination schedule.
- (b) Ascertaining the number of Exam Halls required on the basis of the number of candidates, and seating capacity of the halls available.
- (c) Issuing the order of appointment of invigilators and communicating the same to the invigilators by the CoE.
- (d) Preparing the date-wise Attendance Sheets of candidates writing in each of the Examination Hall separately for each programme and semester.
- (e) Updating the Answer-Booklets Stock Register at the Examination Cell after each session of examination.
- (f) Preparation of hall-wise number of Answer-Booklets.
- (g) Preparation of Seating Charts for each Exam Hall and displaying the same in the respective halls.
- (h) Ascertaining the receipt of sufficient quantum of question papers in the sealed envelopes.
- (i) Arranging and safe-keeping the sealed envelopes of the question papers (in date-wise, hall-wise and paper-wise order) inside a sealed almirah/safe/locker in Strong Room.
- (j) Keeping a copy of the time table of examinations inside sealed almirah/safe with the envelopes of the question papers to follow the dates systematically.
- (k) Computer-generated hall tickets shall be provided to the students at least 15 days before the commencement of examinations.

#### **20. Obligation to perform the examination work**

- (a) With respect to conduct of examination, both the teaching and non-teaching employees in the service of the Institute shall abide by the instructions or orders issued by the Institute.
- (b) Every teacher of the Institute shall carry out the work relating to examination assigned to him/her by the Institute.
- (c) The subject teachers shall be available in the Institute during the examination of the papers taught by them to remove the doubts/confusion of the students, if any in question papers. In case of non-availability of the subject teachers on the examination day due to official activities outside the Institute, the concerned teachers shall make sure that they are available over phone to the officials of the Examination Cell to allay the doubts/confusion of the students in question paper.
- (d) Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparations of Grade Sheets, and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.

## **21. Rule for applying for examination and payment of examination fees**

- (a) No candidate shall be admitted to any semester examination unless (a) he/she fulfils the attendance rules of the institute, (b) he/she has filled in examination form along with prescribed examination fees, and (c) it is certified by the CoE.
- (b) Candidates appearing for an examination shall have to pay the full fees prescribed for the examination.
- (c) Examination Cell shall carefully verify whether the prescribed fee for the examination including the fee for supplying the marks card has been paid by the candidates.
- (d) The rates of examination fee for various examinations and for different semesters/papers shall be as fixed by the statutory authorities of the Institute from time to time.
- (e) All the fees related to examination and certificates (transcripts, grade card, degree certificate, etc.) shall be informed to the students and also published in the admission bulletins and website of the Institute.

## **22. Sickness/incapacity to appear in the examination**

Inability to take an examination due to illness means that the student is suffering from health impairments that significantly reduce his/her performance in examination. In such situation, the student must provide supporting evidence for illness to the Examination Cell. The evidence must be provided in the form of a medical certificate/doctor's advice, which confirms that the candidate is unable to take the examination due to illness on the date(s) of examination.

## **23. Conduct of Examinations**

- (a) Examination Cell staff shall go to the Examination Hall allotted to them at least 15 minutes before the commencement of the examination with relevant examination materials.
- (b) Invigilators shall report to duty at least 15 minutes before the time specified for commencement of an examination
- (c) Invigilator shall ensure that no other materials are kept on the table of the Invigilator other than the ones required for the conduct of the examination for the day.
- (d) Before allowing the students inside the Examination Hall, the Invigilator shall ensure that there are no paper/book/notes/manuscripts/photocopies/electronic gadgets/other materials kept in any of the desks/tables in the Examination Hall.
- (e) The students shall be admitted into the Examination Hall 15 minutes before the commencement of the examination. The Invigilators shall announce to the students to leave the electronic gadgets/item, mobile phones, books, papers and other reference materials, bags, etc., outside the Examination Hall.
- (f) The Invigilator should read out the warning note: "You should follow the instructions printed on the Hall Ticket and on the first page of the answer-booklet. You should search your pockets, desks and tables and handover to the Invigilator any paper/book/notes/manuscripts/photocopies/electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand".
- (g) Invigilator shall ensure that any undesired materials brought by the candidates are left outside the room at his/her own risk.
- (h) The Invigilators should warn the candidates that the possession of mobile phones, digital equipment and other electronic gadgets (except a simple wrist watch), are not permitted inside the Examination Hall. The candidates shall be advised to keep such material outside the examination hall at his/her own risk.

- (i) The Invigilator shall ensure that candidates are seated before the commencement of the examination. No student shall be allowed to enter the Examination Hall after the first 30 minutes of commencement of the examination for whatever the reason.
- (j) The Invigilator shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the Examination Hall and are not to be placed on the vacant seat.
- (k) The Invigilator shall distribute the question papers to the candidates seated in the Examination Hall only at the actual time of the commencement of the examination.
- (l) The Invigilator shall affix his/her signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on Admit Card / Hall Ticket and also ensuring that the candidate has written the correct register number, programme, subject of examination, date of examination, etc in relevant fields of the first page of the Answer Booklet. He/she shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
- (m) The invigilator shall mark the absentees only after the first 30 minutes of commencement of the examination.
- (n) A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.
- (o) No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- (p) Extra time of 20 minutes per every hour of the examination shall be granted only to the PWD students.
- (q) The Invigilator should NOT allow any candidate to leave Examination Hall for any purpose within the first half an hour of the commencement of the examination.
- (r) The Invigilator shall alert the students about the time remaining for the examination.
- (s) The Invigilator shall ensure that during the examination there shall be no communication among the candidates in the Examination Hall.
- (t) The Invigilator shall not allow the students to use any of the unfair means in the Examination Hall.
- (u) If the Invigilator notices that any student is indulging in any of the unfair means/malpractices (copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/geometry box/scale), he/she shall immediately take in his/her possession the candidate's Answer Booklet, question paper, and the materials which he/she has used or intended to use for copying and immediately report his/her observation on the Invigilators report provided along with the answer booklets and other material.
- (v) The Invigilator shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates. He/she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the answer-booklets receiving staff of Examination Cell.
- (w) CoE, Assistant Registrar (Academic) and OS (Examination Cell) will frequently visit the Examination Hall without disturbing the students writing the examination to ensure the smooth functioning of the examination and logistic arrangements in the Examination Halls.

#### **24. Conduct of viva-voce**

- (a) The Institute shall conduct the viva-voce at the end of second and fourth semesters for MA/MSc and MBD students and at the end of first and second semesters for MPS students.

- (b) To conduct the viva-voce, the Director & Sr. Professor shall constitute a committee comprising of one external examiner and three/four internal examiners. The three/four internal examiners shall comprise of one senior professor (Chairperson), one/two faculty members and one programme co-ordinator.
- (c) The committee shall independently evaluate the performance of the students in the viva-voce and assign their grades. To arrive the final viva-voce grade, the average of the evaluation of the committee members shall be taken.
- (d) For final Term Paper/Dissertation, the weightage shall be as follows: Presentation and Defence 25%, Content Evaluation 50%, and Guide's Grade 25%.

## **25. Central Evaluation**

- (a) Central evaluation of the semester-end examinations is conducted within the premises of the Institute for the smooth and timely evaluation of the answer sheets and timely publication of the results of the semester-end examination.
- (b) Central evaluation shall be started immediately after the completion of the semester-end examinations and completed within 10/15 working days after the completion of semester-end examination.
- (c) All the faculty evaluators shall make themselves available during the central evaluation and complete the task within the stipulated time to avoid the delay in publishing the results as per UGC norms.

### *Instructions to paper evaluators*

- (a) Only red ink pens shall be used for the evaluation of answer sheets.
- (b) The grades for every question and subsection of a question shall be written in the frontpage table of the answer-script in the space/table provided for writing grades.
- (c) Evaluators must write the grades for subsections and not just the total of marks allotted to the question at the front page of the answer-script in the space/table provided for writing grades.
- (d) Where necessary the evaluators may tick the answers without any comments.
- (e) Grades for extra question written/solved shall be properly pointed out at the relevant page where the answer for extra question is written/solved.
- (f) Total grade shall be arrived only for the answers of the required number of question, not for the extra answers written/solved. Evaluators shall write in the front page about the non-inclusion of the grade for the extra question. In such a situation, the best answers may be considered for arriving the total grade.
- (g) It is mandatory for the evaluators to take the correct total of grades, write his/her name and sign on the front page of the answer sheet.
- (h) The evaluator after completion of his/her assessment shall sign on the packet.
- (i) The evaluator should take second bundle of answer books for assessment only after assessing the first bundle.
- (j) In no case the examiners shall take the answer sheets along with them, outside the Central Evaluation Room, unless otherwise permitted to do so.
- (k) Every evaluator shall be required to sign the Attendance Register each day.
- (l) In case the examiner detects use of unfair means while assessing the answer books, he/she should report and submit the concerned answer books to the CoE with his/her remarks.

## **26. Moderation committee for grades**

- (a) Moderation of grades ensures consistency of evaluation for all the students As and when required, the Director & Senior Professor shall appoint a Moderation Committee for

Grades to ensure the fairness in the distribution of final letter grades awarded to the students. The composition of the Moderation Committee shall be as follows: Director & Senior Professor (Chairman), two/three senior professors (members), and Controller of Examination (Member Secretary).

- (b) The functions of the moderation committee for grades shall be as follows: (a) review and analyze the results of examinations before declaration; (b) check the spread of grades in each course for both continuous and term-end assessments in the context of normal distribution of average grade points; (c) review the valuation in the courses and recommend for moderation, if necessary; (d) decide the common grace marks for the moderation of results, if in a particular course number of failures are much more; (e) address the issues with the low spread of grades in a course or big gap between the grades and advise on re-computation of grades or change of spread; (f) suggest the corrective steps for future examinations, if the average CGPA are not falling within the predefined/expected range; and (g) review all the complaints regarding examinations and award of marks or grades and prepare and submit the report to the Director.

### **27. Award of medals**

- (a) The Institute annually awards the medals for the best dissertation/term-paper separately for MA-MSc, MBD, MPS and PhD programmes.
- (b) The medals are awarded based on the independent assessment of the dissertation/term-paper by the external experts committee constituted by the Director and Sr. Professor of the Institute.
- (c) The composition of such committees is composed of three external experts who shall evaluate the dissertation/term-paper and submit their recommendation in a sealed cover to the CoE.

### **28. Declaration of results**

- (a) After completion of the Central Evaluation, the following process shall be followed by the Examination Cell: (i) collecting the checked grade sheets for all the subjects; (ii) computerized entries of grades as per batch wise roll number of students; (iii) getting the approval for the results from the competent authorities; (iv) entering the grades into transcript; (v) printing the transcripts and segregating them batch-wise; (vi) announcing the results, and (vii) issuing transfer-cum-migration certificate etc.,
- (b) This entire process shall be completed within 30 working days from the last date of the Central Evaluation for semester I, II & III.
- (c) Grade sheets shall be given to the students within 20 working days from the date of declaration of result for semester I, II & III.
- (d) In case of Semester-IV for MA/MSc and MBD students and Semester-II for MPS students, the results should be declared within 30 days from the last date of the viva-voce examination.

### **29. Award of letter grades and grade points**

All evaluation of the courses shall be done on Grade basis. The internal grades awarded to the students are combined with the grades of their semester-end examination. As recommended by UGC for higher educational institutions, Institute follows the 10-point grading system for the students. The letter grades and grade points followed at the IIPS are given in Annexure I.

### **30. Annual convocation**

The annual convocation in the Institute is conducted in the month of May every year. As per the recommendation of the Academic Council, the degrees, diplomas, awards and medals are conferred upon the eligible candidates in the annual convocation of the Institute.

### **31. Eligibility to progress to next semester**

A student has to pass at least two papers in each semester to be eligible to progress to the next semester, failing which, he/she will not be allowed to progress to the next semester. Such students will be allowed to write their backlog papers, only in the subsequent semester-end examination conducted by the Institute.

For those students who have failed to progress to the next semester, their fellowship will be stopped immediately after the declaration of the results. Only after passing the required number of papers in the subsequent semester-end examination conducted by the Institute, such students will be allowed to continue for the next semester and draw their fellowship.

Those students who have failed to progress to the next semester and re-join the programme after passing the required number of papers to continue the programme, they will be paid fellowship only for the course duration of four semesters. In any case, the fellowship will be not paid for the semester which they have failed to progress.

### **32. Withholding and cancellation of results**

- (a) The CoE may withhold the result of any student who by an act of omission or commission might be found to be guilty of either contravening the provisions of the various rules of examination manual or for any other cause which in the opinion of the CoE might warrant such an action.
- (b) The CoE shall have the power to quash the result of a candidate after it has been declared if: (i) he/she is disqualified for using unfair means in the examinations; (ii) a mistake is found in his result/total; and (iii) he is found ineligible to appear in the examination.
- (c) The CoE with the approval of the Director & Senior Professor, may cancel an examination if he/she is satisfied that the sanctity of examination has been violated or there is a leakage of question paper(s) or there has been gross irregularity which warrants such a step.
- (d) The Academic Council may, in the case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.

### **33. Amendment of results**

In any case where it is found that the result of an examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the matter shall be reported to the CoE, who, with the approval of Director & Senior Professor, to amend such result in such a manner as shall be in accordance with the factual position and to make such declaration as may be considered necessary in that behalf.

#### *Amendments of results due to errors*

- (a) Error means (i) Error in computer/data entry, printing or programming and the like; (ii) Clerical error, manual or machine, in totalling or entering on Excel Sheet; (iii) Error due to negligence or oversight of examiner or any other person connected with evaluation and result preparation.



- (b) In any case if it is found that the result of any examination has been affected by errors, the CoE and Course Coordinators with the approval of Director & Senior Professor shall amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, provided the errors are reported/detected within 6 months from the date of declaration of results. If any errors detected thereafter shall be placed before the Committee appointed by the Director & Senior Professor.

### **34. Loss of answer book**

- (a) A candidate whose answer-book is lost after it has been received in the Examination Cell, it can be remedied by allowing the candidate to re-appear in the examination on a date to be fixed by the CoE.
- (b) However, if the answer book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in the paper. If, however, the candidate does not want re-examination, his/her previous result may stand unchanged. No re-examinations fee shall be charged for a candidate who opts for re-examination under this clause.
- (c) If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of CoE is final, subject to approval by the Director and Senior Professor.

### **35. Review, revaluation and performance improvement**

To make the examination system transparent, Institute provides review, revaluation and performance improvement facilities to the students.

#### *Review*

In review system, students shall be permitted to see their answer books only in the papers in which he/she failed by making an application to Examination Cell within five days of declaration of results.

- (a) Students can see their answer books only in the papers in which he/she failed.
- (b) Students should apply for the review, within five working days of the declaration of the results.
- (c) In review, totalling errors and unassessed questions, if any can be rectified.
- (d) There are no fees charged for the review application.

#### *Revaluation*

- (a) Any student can apply for revaluation of his/her evaluated answer books, if he/she is not satisfied with the marks awarded. The prescribed application form for revaluation of answer book can be obtained from the Exam Cell, by paying the required fees.
- (b) A student can apply for revaluation of one paper per semester of his/her own choice within 5 Days after declaration of the semester end examination results.
- (c) An examinee may independently apply for revaluation in the prescribed form and in the manner prescribed, within a period of 5 days from the declaration of results of the semester results.
- (d) After the expiry of 5 days, the revaluation forms will not be made available to the students.
- (e) Application for revaluation will not be accepted at any cost after the last date stipulated.

- (f) A student can submit the form of revaluation of his/her own answer sheets only, with the payment of Non-Refundable Fees for Revaluation of Rs. 500 by (DD/Cheque/Online money transfer) within 5 days after declaration of results.
- (g) Revaluation facility shall be permitted for theory papers only.
- (h) The revaluation of shall not be permitted in respect of the marks awarded to the scripts of practical examinations, tests, assignments, term paper, dissertation, internal assessments, viva-voce, filed-work, internship and oral examination.
- (i) Revaluation of theory papers shall be done by two examiners other than original examiner.
- (j) If the average marks obtained in revaluation by two examiners are less than or equal to 20% of the marks secured by the candidate earlier, the average shall be taken for recasting the results.
- (k) If the average of marks obtained in revaluation by two examiners is more than 20% of marks secured by candidate earlier, then shall be revaluated by the third examiner. The average of all three examiners shall be taken for recasting the results.
- (l) The result of the revaluation of a candidate's answer book shall be binding on him/her and that he/she shall accept the revised marks as final.
- (m) If a candidate, whose answer book has been reassessed, becomes eligible for any prize or any other award, the same shall be granted to him/her and the award previously made shall be cancelled.
- (n) Result of revaluation should be declared within 30 days after the last date given for the application of revaluation.

### *Performance Improvement*

A student shall be given a chance to improve his/her performance in the papers offered by him/her in each semester.

- (a) A student shall be offered an opportunity to improve performance if he/she has secured minimum passing marks, but less than A Grade in an individual paper only.
- (b) Performance improvement facility shall be permitted for theory papers only.
- (c) The performance improvement shall not be permitted in respect of the marks awarded to the scripts of practical examinations, tests, assignments, term paper, dissertation, internal assessments, viva-voce, filed-work, internship and oral examination.
- (d) The candidate who wants to appear for performance improvement his/her performance will be treated as fresh attempt.
- (e) In performance improvement examination, student shall get only one chance to appear for improvement in the immediate succeeding semester.
- (f) A student shall be allowed to apply for performance improvement of one paper in each semester in Semester I, II & III for MA-MSc. & MBD students and Semester I for MPS Students, wherein the candidate would have to appear for the examination in the semester when the same paper is offered in next academic year.
- (g) When a student chooses to improve his/her performance in any paper, he/she will be required to surrender the marks earlier obtained by him/her in the semester-end examination of that paper. Thus, only the marks obtained by him/her in the improvement examination for the paper shall be considered for the award of the degree, even if his/her earlier marks in the paper are higher than the marks obtained by him/her in the improvement examination. The marks obtained by him/her in the internal assessment for the paper shall, however, remain unchanged.
- (h) If a student appears for the improvement examination in a paper but fails in that improvement examination, he/she will not be allowed to appear again for improvement and he/she will be treated as failed.

- (i) After registering for improvement examination in a paper, if a student remains absent at the time of the improvement examination of that paper for any reason, his/her earlier marks will be retained; however, he/she shall not be eligible for another attempt at improvement in that paper.
- (j) Improvement facility shall be for theory papers only, and not for practical examination / term paper / dissertation / internal assessment and in viva-voce / oral examination.

### **36. Guidelines for no-dues certificate**

- (a) Filling up of No-Dues certificate in time is mandatory at the end of last semester. Students shall get the No-Dues Form through Academic Department.
- (b) In extreme cases if any student is not able to complete the No-Dues Certificate process, the student shall later will have to visit each department separately for clearance.
- (c) No-Dues formalities shall be completed within five days of completion of viva voce for the last semester.
- (d) The student who has not completed No-Dues Certificate formality shall not be allowed for the convocation.

### **37. Forfeiture due to non-completion of the course in due time**

- (a) The two years master degree students shall complete the degree within 4 years from the date of enrolment.
- (b) The MPS students shall complete the degree within 2 years from the date of enrolment.
- (c) The two-year master degree students shall forfeit the chance, if not completed the degree within 4 years from the date of enrolment. The MPS students shall forfeit the chance, if not completed the degree within two years from the date of enrolment.
- (d) Fees shall not be returned to the student in any case if the student does not complete the degree.

### **38. Procedure to apply for duplicate grade sheet and degree certificate**

- (a) *Grade Sheet:* The applicant is required to furnish the following details along with the application in the prescribed form: (i) Copies of grade sheets for which the student requires duplicate grade sheets (if available); (ii) In case, a student is not in a position to furnish the copy of grade sheet, he/she should furnish the correct Student Enrolment Number, Name of the Programme, month and year of appearance of semester for which the duplicate grade sheets required; (iii) Receipt of fee paid to the Institute for duplicate grade sheet; and (iv) First Information Report (FIR)/Police Complaint in case of theft or loss of the documents as mentioned above.
- (b) *Degree certificate:* The duplicate degree certificate is issued only if the original degree certificate is really stolen, lost, burned and destroyed due to unforeseen events. The following procedure is to be adopted by the candidate for getting a duplicate degree: (i) Write an application addressed to Controller of Examinations mentioning the loss of your degree and reference of above documents; (ii) Attach a photocopy copy of the original degree conferred on you by the Institute; (iii) Attach a copy of an FIR (First Information Report)/Police Complaint lodged by the candidate for the same to the nearest Police Station where the degree certificate was lost; and (iv) All the above documents in original along with the application should be submitted to CoE.

### **39. Documents verification steps for employment**

The verification of education process is an important part of a quality pre-employment background check. Document verification process involves the following: (i) education verification companies should send hard copy or mail request to Examination Cell for background verification; (ii) a stipulated charge per candidate shall be paid for education verification; (iii) education verification shall be done by Assistant Registrar, Academic and following information will be verified (name of student, roll number, programme name, mark sheets, and degree certificate); and (iv) education verification results are returned/mailed within 10 working days. The link for education verification process is [https://iipsindia.ac.in/sites/default/files/Degree\\_Verification.pdf](https://iipsindia.ac.in/sites/default/files/Degree_Verification.pdf)

### **40. Discard policy of examination-related documents**

- (a) For every batch of students, office copies of all notifications, official memorandum, correspondences and other communications shall be preserved for a period of two years after the convocation.
- (b) Documents and other materials in support of awarding internal assessment, practical records, assignments, presentations, spiralbound these, etc., shall be preserved for at least two years.
- (c) The 'evaluated answer sheets' shall be preserved for a period of three years after the announcement of the results and no complaints whatsoever about the grade awarded to subjects relating to these scripts be entertained beyond such period.
- (d) A separate, secured, fire-proof 'record room' shall be designated and maintained in Examination Cell for record keeping.
- (e) Hard copies of all other records of the students who have obtained their degrees three years earlier may be disposed on the advice of the Committee consisting of the following officials of the Institute: Director and Senior Professor, Controller of Examinations, Chief Administrative Officer-cum-Registrar, Assistant Registrar (Academic), Assistant Registrar (Administration) and Office Superintendent of Examination Cell.

### **41. Number of attempts in each paper**

A student shall be eligible for a maximum three attempts for each paper to clear the semester-end examination, i.e., the main examination, and second and third time as re-examination of backlog papers. Under any circumstances the student shall not be eligible to sit in the semester-end examination in a paper more than three times. Students shall appear for backlog papers in the next immediate/subsequent semester.

### **42. Number of years to complete the programme**

- (a) All the two-year master degree students shall be required to complete the programme within a maximum period of four years from the date of admission.
- (b) All the MPS degree students shall be required to complete the programme within a maximum period of two years from the date of admission.
- (c) All the master's students of Online and Distance Learning Mode students shall be required to complete the programme within a maximum period of four years from the date of admission.
- (d) Failure to register for the required number of compulsory and optional papers during the specified time will automatically lead to termination of the student's tenure in the programme at the end of four years from the date of admission.

### **43. Temporary withdrawal from programme attendance**

A student may be permitted, to withdraw from the programme for a semester or longer for reasons of ill health or family distress or other valid reasons. A student may be permitted to discontinue (temporary withdrawal) from the programme only for a maximum continuous period of two semesters or the aggregate of individual discontinuation not exceeding two semesters.

### **44. Instructions to be printed in the answer-booklet**

- (a) Fill in all the relevant details on the answer book legibly. Strike out the items which are not applicable.
- (b) Students are strictly not allowed to write his/her name anywhere in the answer book.
- (c) Use only blue ball point pen for writing.
- (d) Do not write on the back side of cover page.
- (e) A student must possess the ID Card and Hall Ticket issued by the Institute to enter the examination hall.
- (f) Write the question numbers legibly for answers on the left margin of the answer book.
- (g) Write the answers on both sides of the answer book.
- (h) Additional sheet, if used should be tied with this answer book.
- (i) Please use separate answer book for different sections, if instructed on the question paper.
- (j) No student is allowed to enter examination hall after 30 minutes of the commencement of the examination.
- (k) No student is allowed to submit the answer book before 30 minutes of the commencement of the examination.
- (l) Students are not allowed to go for nature's call within the first one hour of the commencement of the examination.
- (m) During the examination, no candidate is allowed to leave the Examination Hall for any reason (including nature's call) without obtaining the prior permission of the Invigilator.
- (n) Students are not allowed to take any material inside the examination hall that can be used for malpractice at the time of examination.
- (o) No student is allowed to talk in the examination hall to any other student. Clarifications should be sought (if required) only from the Invigilator.
- (p) Mobile phones, electronic devices, eating materials or beverages are strictly prohibited inside the examination hall.
- (q) Calculators are not permitted inside the examination hall unless it is specified in the question paper.
- (r) Students are not allowed to exchange any material such as pens, calculator, rubber, scale and pencil in the examination hall.
- (s) If any student is found engaged in an act of unfair means/copying, he/she will be dealt as per the rules for unfair means in examination.
- (t) Spending more than the normal required time for nature's call will not be permitted and warrant explanation under the rules for unfair means in examination.
- (u) Students shall answer only the required number of questions in examinations.
- (v) Once the answer sheet is submitted to the Invigilator, it shall not be given back to the student in any case.

### **45. Rules for evaluation of Ph.D. dissertation and viva-voce**

In addition to the above rules given in this manual, the rules for the Ph.D. programme (pre-Ph.D. course work examination, concept note, proposal presentation, synopsis presentation,

evaluation of Ph.D. dissertation, viva-voce examination and award of degree) approved by the Academic Council of the Institute are given separately [https://iipsindia.ac.in/sites/default/files/PHD\\_RULES\\_AND\\_REGULATIONS\\_01-09-2021.pdf](https://iipsindia.ac.in/sites/default/files/PHD_RULES_AND_REGULATIONS_01-09-2021.pdf) .

#### **46. Attendance rule**

1. **Attendance Record:** Teachers shall record daily attendance of all the students in every class and in every paper and submit the attendance record of the students at the end of the semester. The teachers shall carry the attendance register with them to the class for marking the attendance and should not leave the register in the custody of students. In case of more than one teacher teaching a paper, the register shall be passed on to another teacher when one completes his/her portion. The attendance record shall be shown to the students at any time during the semester to monitor their attendance levels.
2. **Attendance:** Attendance of at least 75% of the lectures delivered in each semester is required, failing which the student shall not be allowed to appear for the semester-end examination. [https://www.iipsindia.ac.in/sites/default/files/AttendanceRulesofRegularCourses\\_0.pdf](https://www.iipsindia.ac.in/sites/default/files/AttendanceRulesofRegularCourses_0.pdf)
3. **Relaxation of Attendance:** Absence on medical grounds and family distress shall be offset against the 25% concession in attendance already granted. However, if absence on medical grounds exceeds 25%, the student may submit a Medical Certificate and other relevant documents and request for condonation of shortfall in attendance on medical/family distress grounds. A Standing Attendance Review Committee (SARC) constituted by the Director shall examine such absence on a case-to-case basis to determine the eligibility. SARC may consider further relaxation in attendance up to 50% in exceptional cases, only under medical/family distress grounds.
4. The percentage of attendance of the students shall be prepared paper/course-wise and submitted to the SARC within three days after the completion of classes for the semester. The attendance record of the students reviewed and approved by the SARC shall be displayed on the Notice Board within five days after the completion of classes for the semester.
5. Students invited for presenting a paper in a conference/seminar/workshop/symposium may submit an application to the Director with relevant documents through the Course Co-ordinator, seeking leave of absence. Such applications shall contain an invitation letter from the organiser of the conference / seminar/workshop/symposia and the full paper. If approved, such absence shall be treated as “on duty” and the student concerned shall be granted attendance during the period of absence. Such absence shall not be more than five lectures per paper per semester.
6. A student representing IIPS in extra-curricular or co-curricular activities conducted outside IIPS at inter-college/university/state/national levels may submit an application to the Director, through the Course Coordinator, seeking leave of absence. If approved, such absence shall be treated as “on duty” and the student concerned shall be granted attendance during the period of absence. However, absence on account of such co-curricular or extra-curricular activities should be supported by documentary evidence issued by the appropriate authority.
7. Students who are inducted as members of the core organizing teams/committees for organization of institutional events such as Seminars/Workshops/Placements/Cultural

Events, etc. shall be eligible for relaxation in the requirement of attendance up to a maximum of five lectures per paper per semester. However, the list of such students shall be duly certified by first by the Faculty Coordinator for such institutional events, and thereafter by the Course Coordinator.

8. **Appeal:** A student who has any grievance about the attendance record may represent to the Director, in writing, within three days from the date of display of the eligibility list approved by the SARC. The Director shall verify the accuracy of attendance records and shall dispose of the complaint within a period of three days. The decision of the Director in such cases shall be final and binding upon the student.
9. **Re-registration:** A student who had a shortfall of attendance not approved by SARC and not condoned by the Director shall re-register for appearing in the examination in the subsequent academic year. He/she shall pay one full semester-fee and re-examination fee to be considered for re-registration. Such re-registered candidates shall be eligible to sit for the examination conducted during the same semester of re-registration. Attendance of 75% is not compulsory in the classes for such re-registered students. Hostel accommodation for such re-registered students may be considered by the Hostel Warden at students' concessional rate, subject to availability of rooms.
10. **Applicability:** The above attendance rules shall be applicable to all the regular teaching programmes of IIPS, viz., M.A./M.Sc. in Population Studies, M. Sc. in Biostatistics and Demography, Master of Population Studies (MPS), and Pre-Ph.D. Course Work in Population Studies and Biostatistics and Demography.

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# Annexure I

## Master of Population Studies (MPS)

Code	TITLE	Type	Credits	Hours	No. of Internal Exams	Weightage (%)	
						Internal Exam	Semester Exam
<b>Semester I</b>							
MPS F1	Basic Statistical Methods for Population Studies	F	NC	45	3	50	50
MPS F2	Social Science Concepts	F	NC	45	3	50	50
MPS C1	Demography and History of Population	C	2	30	2	40	60
MPS C2	Age-sex structure, Quality of Data & Population Dynamics	C	2	30	2	40	60
MPS C3	Nuptiality	C	2	30	2	40	60
MPS C4	Fertility	C	3	45	3	40	60
MPS C5	Mortality, Morbidity and Public Health	C	3	45	3	40	60
MPS C6	Research Methodology	C	3	45	3	50	50
MPS C7	Population Ageing and Health Transition	C	3	45	3	40	60
MPS E1	E1.1: Healthcare Systems and Policies E1.2: Biostatistics and Epidemiology	E	3	45	3	40	60
MPS E2	E2.1: Concepts and Measures of Global Health E2.2: Operations Research in Reproductive Health	E	3	45	3	40	60
VV-I	Viva-Voce Examination I	V	2	30			
<b>Semester credits</b>			<b>26</b>	<b>390</b>			
<b>Semester II</b>							
MPS C8	Migration and Urbanization	C	3	45	3	40	60
MPS C9	Population, Development and Environment	C	3	45	3	40	60
MPS C10	Gender Equity and Reproductive Health	C	3	45	3	40	60
MPS C11	Population Policies and Programme Evaluation	C	3	45	3	40	60
MPS C12	Statistical Methods and Computer Applications	C	2	30	2	50	50
MPS C13	Population Estimation and Projections	C	2	30	2	50	50
MPS C14	Demographic Estimation Techniques and Models	C	2	30	2	50	50
MPS E3	E3.1: Urbanization, Space and Planning E3.2: Occupational Health E3.3: Monitoring and Evaluation in Population & Health	E	3	45	3	40	60
MPS E4	E4.1: Health Economics and Financing E4.2: Spatial Demography and Application of GIS E4.3: Large-scale Sample Surveys	E	3	45	3	40	60
MPS C15	Term paper	T	4	60			
VV-II	Viva-Voce Examination II		2	30			
<b>Semester credits</b>			<b>30</b>	<b>450</b>			
<b>Grand Total</b>			<b>56</b>	<b>840</b>			

### Notes:

Course type: F – Foundation course; C – Core course; E – Elective course; V – Viva voce; T – Term Paper.

NC: Non-credited foundation courses are not counted for calculating the final grade.

Core papers: Must for all students and cannot be changed.

Elective papers: One elective paper should be opted from a pair.

**Internal Examination:** Teachers are given the flexibility to decide mode of mode of internal examination from the following list: Written Test; Open Book Test; Written Home Assignment; Individual Thematic Presentation; Thematic Group Presentation; Group Discussion; Surprise Test; MCQ Test; Case Study; Situation Analysis (group activity or individual activity); Field Visit; Small Group Project & Internal Viva-Voce; Role Play / Story Telling; Literature Review / Book Review; Model Development/Simulation Exercises (Group Activity or Individual Activity); In-depth Viva; Quiz; etc.





**Term Paper:** Weightage for evaluation of term paper: Guide: 0.25; Presentation & Defence 0.25; and Content: 0.50.

**Evaluation of Term Paper:** The Director & Senior Professor appoints an evaluation committee for term paper consisting of three members from among the faculty of IIPS. First, the committee members independently assess the 'oral presentation and defence' of the student and submit their grade to the Controller of Examinations. Second, the committee members independently evaluate the content of the 'final term paper' submitted by the student and submit their grades to the Controller of Examinations. The average of the evaluation is considered for the final grade of the term paper.

**Best Term Paper Award:** The Director & Sr. Professor appoints a committee consisting of three external experts for recommending the award of the best term paper. The term papers of top five ranks (based on the combined score of content, presentation and defence) are placed before the committee. The external members evaluate term paper and submit their recommendation in a sealed cover to the Controller of Examinations.

**Viva voce:** Director & Sr. Professor constitutes a committee comprising of one external examiner and three/four internal examiners for the viva-voce. The three/four internal examiners shall comprise of one senior professor (Chairperson), one/two faculty members and one programme co-ordinator. The committee members independently evaluate the performance of the students in the viva-voce and assign their grades. To arrive the final viva-voce grade, the average of the evaluation of the members is considered.

**Evaluation of Term Paper:** The Director & Senior Professor appoints an evaluation committee for <sup>TP</sup>dissertation consisting of three members from among the faculty of IIPS. First, the committee members independently assess the 'oral presentation and defence' of the student and submit their grade to the Controller of Examinations. Second, the committee members independently evaluate the content of the 'final dissertation' submitted by the student and submit their grades to the Controller of Examinations. To arrive the final term paper grade, the average of overall all grades of Guide, Presentation & Defence, and Content is considered.

**Best Term Paper:** The Director & Senior Professor appoints a committee consisting of three external experts for recommending the award of the best dissertation. The dissertations of top five ranks (based on the combined score of content, presentation and defence) are placed before the committee. The external members evaluate dissertations and submit their recommendation in a sealed cover to the Controller of Examinations.

**Viva voce:** Director & Sr. Professor constitutes a committee comprising of one external examiner and three/four internal examiners for the viva-voce. The three/four internal examiners shall comprise of one senior professor (Chairperson), one/two faculty members and one programme co-ordinator. The committee members independently evaluate the performance of the students in the viva-voce and assign their grades. To arrive the final viva-voce grade, the average of the evaluation of the members is considered.

### Grades Table

<u>GRADE TABLE FOR EVALUATION OF ANSWER SHEET</u>			<u>GRADE TABLE FOR SEMESTER GRADE CARD</u>		
The Grades, Grade Point and Descriptions are as given below			The Grades, Grade Point and Descriptions are as given below		
Final Grade	Grade Point	Grade Description	Final Grade	Grade Point	Grade Description
O Only	10	Outstanding	O Only	10	Outstanding
A Plus	9	Excellent	A Plus	9	Excellent
A Only	8	Very Good	A Only	8	Very Good
B Plus	7	Good	B Plus	7	Good
B Only	6	Above average	B Only	6	Above average
C Only	5	Average	C Only	5	Average
P Only	4	Pass	P Only	4	Pass
F3	3	Fail	F Only	0	Fail
F2	2	Fail	NA/Ab	0	Not Attempted / Absent
F1	1	Fail			
NA/Ab	0	Not Attempted / Absent			

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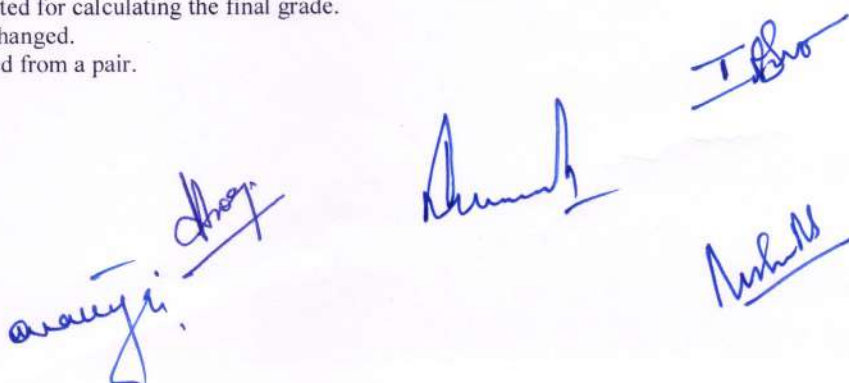


## Master of Arts/Science in Population Studies

Course No.	Course Name	Course Type	Credits	Hours	No. of Internal Exams	Weightage (%)	
						Internal Exam	Semester Exam
<b>SEMESTER-I</b>							
MSP F1	Social Science Concepts	F	NC	45	3	50	50
MSP C1	Basic Statistical Methods for Population Studies	C	4	60	3	40	60
MSP C2	Demography and History of Population	C	2	30	2	40	60
MSP C3	Age-sex Structure, Quality of Data and Population Dynamics	C	2	30	2	40	60
MSP C4	Nuptiality	C	2	30	2	40	60
MSP C5	Fertility	C	3	45	3	40	60
MSP E1	MSP E1.1: Healthcare System and Policies MSP E1.2: Biostatistics and Epidemiology MSP E1.3: Family Demography	E	3	45	3	40	60
<b>Semester Credits</b>			<b>16</b>	<b>285</b>			
<b>SEMESTER-II</b>							
MSP C6	Mortality, Morbidity and Public Health	C	4	60	3	40	60
MSP C7	Research Methodology I	C	2	30	2	40	60
MSP C8	Gender Equity and Reproductive Health	C	3	45	3	40	60
MSP C9	Migration and Urbanization	C	4	60	3	40	60
MSP C10	Statistical Methods and Computer Applications	C	2	30	2	50	50
MSP E2	MSP E2.1: Historical Demography MSP E2.2: Health Economics and Financing MSP E2.3: Urbanization, Space and Planning MSP E2.4: Gender, Health and Development	E	3	45	3	40	60
MSP V1	Viva-Voce-I	VI					
<b>Semester Credits</b>			<b>20</b>	<b>300</b>			
<b>SEMESTER-III</b>							
MSP C11	Application of Statistical Packages in Large Scale data	C	4	60	3	50	50
MSP C12	Population Estimations and Projections	C	2	30	2	50	50
MSP C13	Demographic Estimation Techniques and Models	C	2	30	2	50	50
MSP C14	Population, Development and Environment	C	4	60	3	40	60
MSP C15	Population Policies and Programme Evaluation	C	4	60	3	40	60
MSP C16	Research Methodology II	C	3	45	3	50	50
MSP E3	MSP E3.1: Concepts and Measures of Global Health MSP E3.2: Political Demography MSP E3.3: Population, Environment and Sustainable Development MSP E3.4: Occupational Health	E	3	45	3	40	60
<b>Semester Credits</b>			<b>22</b>	<b>330</b>			
<b>SEMESTER-IV</b>							
MSP C17	Spatial Demography and Application of GIS	C	4	60	3	50	50
MSP C18	Population Ageing and Health Transition	C	4	60	3	40	60
MSP E	MSP E4.1: Operations Research in Reproductive Health MSP E4.2: Monitoring and Evaluation in Population and Health MSP E4.3: Gender Theories in Demography and Development	E	3	45	3	40	60
MSP D	Dissertation	C	10				
MSP V2	Viva-Voce-II	C	2				
<b>Semester Credits</b>			<b>23</b>	<b>165</b>			
<b>TOTAL CREDITS</b>			<b>81</b>				

### Notes:

Course type: F – Foundation course; C – Core course; E – Elective course; V – Viva voce; D – Dissertation.  
 NC: Non-credited foundation courses are not counted for calculating the final grade.  
 Core papers: Must for all students and cannot be changed.  
 Elective papers: One elective paper should be opted from a pair.





**Internal Examination:** Teachers are given the flexibility to decide mode of mode of internal examination from the following list: Written Test; Open Book Test; Written Home Assignment; Individual Thematic Presentation; Thematic Group Presentation; Group Discussion; Surprise Test; MCQ Test; Case Study; Situation Analysis (group activity or individual activity); Field Visit; Small Group Project & Internal Viva-Voce; Role Play / Story Telling; Literature Review / Book Review; Model Development/Simulation Exercises (Group Activity or Individual Activity); In-depth Viva; Quiz; etc.

**Dissertation:** Weightage for evaluation of dissertation: Guide 0.25, Presentation & Defence 0.25; and Content 0.50.

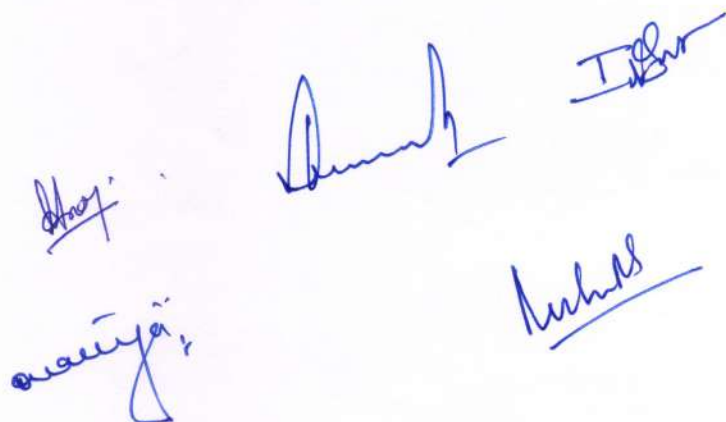
**Evaluation of Dissertation:** The Director & Senior Professor appoints an evaluation committee for dissertation consisting of three members from among the faculty of IIPS. First, the committee members independently assess the 'oral presentation and defence' of the student and submit their grade to the Controller of Examinations. Second, the committee members independently evaluate the content of the 'final dissertation' submitted by the student and submit their grades to the Controller of Examinations. To arrive the final dissertation grade, the average of overall all grades of Guide, Presentation & Defence, and Content is considered.

**Best Dissertation Award:** The Director & Senior Professor appoints a committee consisting of three external experts for recommending the award of the best dissertation. The dissertations of top five ranks (based on the combined score of content, presentation and defence) are placed before the committee. The external members evaluate dissertations and submit their recommendation in a sealed cover to the Controller of Examinations.

**Viva voce:** Director & Senior Professor constitutes a committee comprising of one external examiner and three/four internal examiners for the viva-voce. The three/four internal examiners shall comprise of one senior professor (Chairperson), one/two faculty members and one programme co-ordinator. The committee members independently evaluate the performance of the students in the viva-voce and assign their grades. To arrive the final viva-voce grade, the average of the evaluation of the members is considered.

### Grades Table

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A Only	8	Very Good	A Only	8	Very Good
B Plus	7	Good	B Plus	7	Good
B Only	6	Above average	B Only	6	Above average
C Only	5	Average	C Only	5	Average
P Only	4	Pass	P Only	4	Pass
F3	3	Fail	F Only	0	Fail
F2	2	Fail	NA/AB	0	Not Attempted / Absent
F1	1	Fail			
NA/AB	0	Not Attempted / Absent			


  
 The bottom right section of the page contains several handwritten signatures in blue ink. There are four distinct signatures, some of which appear to be initials or names written in a cursive style.



## Master of Science in Biostatistics & Demography

Course Code	Name of the Course	Course type	Credits	No. of hours	No. of Internals*	Weightage (%)	
						Internal Exam	Semester Exam
<b>Semester-I</b>							
MBD-F1	Basics of Human Biology	F	NC	45	3	50	50
MBD-F2	Social Science Concepts	F	NC	45	3	50	50
MBD-C1	Introduction to Demography and History of Population	C	3	45	3	40	60
MBD-C2	Basic Demographic Methods	C	3	45	3	40	60
MBD-C3	Methods in Biostatistics I	E	2	30	2	40	60
MBD-C4	Sample Survey Designs	E	2	30	2	40	60
MBD-E1	MBD E-1.1: Data Analysis with R and Python	E	3	45	3	50	50
	MBD E-1.2: Data Analysis with STATA			45	3	50	50
			<b>Total</b>	<b>13</b>			
<b>Semester-II</b>							
MBD-C5	Basic Concepts and Application of Epidemiology	F	3	45	3	40	60
MBD-C6	Infectious Disease Epidemiology	C	2	30	2	40	60
MBD-C7	Methods in Biostatistics II	C	2	30	2	40	60
MBD-C8	Healthcare Systems and Policies	C	2	30	2	40	60
MBD-C9	Demographic Theories and Nuptiality	C	2	30	2	40	60
MBD-C10	Advanced Sample Survey Designs and Related Concepts	C	2	30	2	40	60
MBD-E2	MBD E-2.1: Introduction to Longitudinal Data Analysis	E	3	45	3	50	50
	MBD E-2.2: Introduction to Spatial Statistics						
MBD-E3	MBD E-3.1: Systematic Review and Application of Meta-Analysis	E	2	30	2	50	50
	MBD E-3.2: Large-scale Sample Surveys						
MBD-V1	Viva-voce	V1					
			<b>Total</b>	<b>20</b>			
<b>Semester-III</b>							
MBD-F3	Introduction to Demographic Packages	F	NC	45	3	50	50
MBD-C11	Research Methods in Epidemiology and Biostatistics	C	4	45	3	40	60
MBD-C12	Advanced Demographic Methods	C	3	45	3	50	50
MBD-C13	Advanced Methods in Biostatistics	E	2	30	2	40	60
MBD-E4	MBD E-4.1: Concepts and Measures of Global Health	E	3	45	3	50	50
	MBD E-4.2: Big Data using Machine Learning						
	MBD E-4.3: Health Economics and Financing						
MBD-E5	MBD E-5.1: Population Ageing and Health Transition	E	3	45	3	40	60
	MBD E-5.2: Population, Environment and Sustainable Development						
	MBD E-5.3: Gender, Health and Development						
MBD-C14	Survival Analysis	C	3	45	3	50	50
			<b>Total</b>	<b>18</b>			
<b>Semester-IV</b>							
MBD-C15	Data Management and Analysis in SAS	C	3	45	3	50	50
MBD-C16	Demographic Models and Indirect Methods of Estimation	C	3	45	3	50	50
MBD-C17	Methods in Clinical Trials	C	3	45	3	40	60
MBD-E6	MBD E-6.1: Operations Research in Population and Health	E	3	45	3	50	50
	MBD E-6.2: Monitoring and Evaluation in Population and Health						
	MBD E-6.3: Urbanization, Space and Planning						
MBD-D	Dissertation	D <sup>s</sup>	10				
MBD-V2	Viva-voce	V2	2				
			<b>Total</b>	<b>24</b>			
			<b>Total Credits</b>	<b>75</b>			

### Notes:

Course type: F – Foundation course; C – Core course; E – Elective course; V – Viva voce; D – Dissertation.

NC: Non-credited foundation courses are not counted for calculating the final grade.

Core papers: Must for all students and cannot be changed.

Elective papers: One elective paper should be opted from a pair.

**Internal Examination:** Teachers are given the flexibility to decide mode of mode of internal examination from the following list: Written Test; Open Book Test; Written Home Assignment; Individual Thematic Presentation; Thematic Group Presentation; Group Discussion; Surprise Test; MCQ Test; Case Study; Situation Analysis (group activity or individual activity); Field Visit; Small Group Project & Internal Viva-Voce; Role Play / Story Telling; Literature Review / Book Review; Model Development/Simulation Exercises (Group Activity or Individual Activity); In-depth Viva; Quiz; etc.

*[Signature]*

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*[Signature]*  
24/07/23

*[Signature]*  
26/07/23



**Dissertation:** Weightage for evaluation of dissertation: Guide 0.25; Presentation & Defence 0.25; and Content 0.50.

**Evaluation of Dissertation:** The Director & Senior Professor appoints an evaluation committee for dissertation consisting of three members from among the faculty of IIPS. First, the committee members independently assess the 'oral presentation and defence' of the student and submit their grade to the Controller of Examinations. Second, the committee members independently evaluate the content of the 'final dissertation' submitted by the student and submit their grades to the Controller of Examinations. To arrive the final dissertation grade, the average of overall grades of Guide, Presentation & Defence, and Content is considered.

**Best Dissertation Award:** The Director & Senior Professor appoints a committee consisting of three external experts for recommending the award of the best dissertation. The dissertations of top five ranks (based on the combined score of content, presentation and defence) are placed before the committee. The external members evaluate dissertations and submit their recommendation in a sealed cover to the Controller of Examinations.

**Viva voce:** Director & Senior Professor constitutes a committee comprising of one external examiner and three/four internal examiners for the viva-voce. The three/four internal examiners shall comprise of one senior professor (Chairperson), one/two faculty members and one programme co-ordinator. The committee members independently evaluate the performance of the students in the viva-voce and assign their grades. To arrive the final viva-voce grade, the average of the evaluation of the members is considered.

**Grades Table**

<u>GRADE TABLE FOR EVALUATION OF ANSWER SHEET</u>			<u>GRADE TABLE FOR SEMESTER GRADE CARD</u>		
The Grades, Grade Point and Descriptions are as given below			The Grades, Grade Point and Descriptions are as given below		
Final Grade	Grade Point	Grade Description	Final Grade	Grade Point	Grade Description
O Only	10	Outstanding	O Only	10	Outstanding
A Plus	9	Excellent	A Plus	9	Excellent
A Only	8	Very Good	A Only	8	Very Good
B Plus	7	Good	B Plus	7	Good
B Only	6	Above average	B Only	6	Above average
C Only	5	Average	C Only	5	Average
P Only	4	Pass	P Only	4	Pass
F3	3	Fail	F Only	0	Fail
F2	2	Fail	NA/AB	0	Not Attempted / Absent
F1	1	Fail			
NA/AB	0	Not Attempted / Absent			




*Leangtalanda*  
*24/07/23*

*Abhishek*  
*26/07/23*



## Pre-Ph.D. Coursework *(Course Structure)*

Course No.	Course Name	Course Type	Credits	Hours	No. of Internal Exams	Weightage (%)	
						Internal Exam	Semester Exam
<b>SEMESTER-I</b>							
RM1	Research methodology Paper 1	C	4	60	3	60	40
RM2	Research methodology Paper 2	C	4	30	3	60	40
RP1	Preparation of a Review based Research Paper	C	2	30	-	-	-
Total Credit			10		-	-	-
<b>SEMESTER-II</b>							
O1	Optional Papers: Scholars may choose one out of the four papers A-Fertility and reproductive rights B-Public health and mortality C-Migration, urbanization and development D- Population, social welfare policies and development	C	4	60	3	60	40
RP2	Preparation of a Secondary data-based Research paper	C	2	-	-	-	-
CN	Preparation and presentation of Pre-Proposal (Concept Note) for PhD work	C	4	-	-	-	-
Total Credit			10				

**Internal Examination:** Teachers are given the flexibility to decide mode of mode of internal examination from the following list: Written Test; Open Book Test; Written Home Assignment; Individual Thematic Presentation; Thematic Group Presentation; Group Discussion; Surprise Test; MCQ Test; Case Study; Situation Analysis (group activity or individual activity); Field Visit; Small Group Project & Internal Viva-Voce; Role Play / Story Telling; Literature Review / Book Review; Model Development/Simulation Exercises (Group Activity or Individual Activity); In-depth Viva; Quiz; etc.

### Preparation of a Review based Research Paper (Credits 2)

Scholars should select a topic of their research interest. They may identify at least 15 published articles and review them critically to prepare the review based research paper for publication. Course Description/Explanation: Students will write review of selected papers published in peer reviewed journals to critically assess the quality in terms of data, methods, analysis, findings, presentations and conclusions. This work is designed to broaden students' perspectives and to provide them with an opportunity for the integration of course concepts. Emphasis will be placed on methods of interpretation, writing, and critical thinking related to topical issues. Student Learning Outcomes: Think critically about important issues, Problem-solve solutions to relevant problems, enhance communication skills and research/writing acumen. The purpose of this course is to assist students in preparing and completing their review based paper and publish it in a journal by end of second year. When preparing the review based paper, scholars may critically think through each task. Determine the problem/issue they are trying to solve. Develop a hypothesis and/or possible solution to the problem/issue. Brainstorm other possible solutions. Think about the pros and cons of the problem/issue. Gather information on the problem/issue that may support or contradict the existing position. Evaluate the facts objectively. Determine a reasonable conclusion based on all of the facts. Make sure the facts (and the reporting of the facts) are accurate. Scholars will be graded on how well they are able to perform these tasks by a committee of faculty. The committee members independently evaluate the performance of the students. To arrive the final grade, the average of the evaluation of the members is considered.

### Preparation of a Secondary data-based Research paper (Credits 2)

Scholars need to be familiar with available secondary data sets in demography and health domains. They need to select a topic of their research interest and identify one or two issues that can be probed using the secondary data. The selected questions/ issues can be related to their future PhD thesis work. Using the latest available data, scholars need to prepare a research paper for publication. This exercise will help them identify researchable themes, identifying latest data sets, analysing them, presenting and interpreting the analysis and findings, identifying the major outcomes and their policy implications. This exercise will enable them how to prepare/draft a research paper for publication and how best it can be presented within the limited space (usually most journals limit the length of their articles to about 6000 words, including tables and references). This exercise also familiarizes the scholars on what are the requirements for publishing a research paper in a peer reviewed journal. The paper will be evaluated by a faculty committee and necessary suggestions will be provided to the scholars for further improving the contents, arguments, and presentation of the paper to bring it to the publishable standard. Once it is ready, the scholars can identify a suitable journal and send it for the consideration of publication. The committee members independently evaluate the performance of the students. To arrive the final grade, the average of the evaluation of the members is considered.

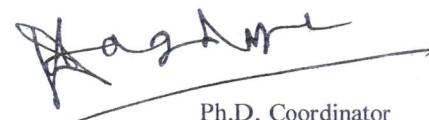


**Preparation and presentation of Pre-proposal (concept note)- (Credits 4 )**

This initial step provides a broad overview of their research interests, identifying gaps, questions, objectives, methodology, and data sources. A Faculty Committee reviews the Concept Note, offering recommendations to enhance its quality and utility. This committee assesses whether the proposed topic is suitable for a PhD study, considering its relevance and feasibility within the allocated research timeline. This feedback assists students in refining their research focus before creating the detailed PhD proposal. Subsequently, this comprehensive proposal undergoes a faculty-student seminar for broader discussion. Additionally, three external experts review the proposal and propose necessary adjustments. Scholars then revise the research proposal in collaboration with their supervisor and doctoral advisory committee members, incorporating input from the seminar and external experts. The final proposal is submitted to the Academic Section, ideally within a year of program enrollment. The committee members independently evaluate the performance of the students. To arrive the final grade, the average of the evaluation of the members is considered.

**Grades Table**

<b>GRADE TABLE FOR EVALUATION OF ANSWER SHEET</b>			<b>GRADE TABLE FOR SEMESTER GRADE CARD</b>		
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F1	1	Fail			
NA/AB	0	Not Attempted / Absent			

  
 Ph.D. Coordinator

Annexure II  
**International Institute for Population Sciences**  
(Deemed to be University)  
Govandi Station Road, Deonar, Mumbai 400 088

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**Invigilator Report on Malpractice**

Programme Name: Pre-Ph.D./MBD/MA-M.Sc/MPS

Semester I / II / III / IV

Name of the Paper: .....

Date & Time of the Paper: .....

Examination Centre : .....

While I was doing the invigilation duty, I detected case of Malpractice. I am noting below the detailed report of the case. (Name and Roll No. of the student is to be mentioned in the report.

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Name and Signature Invigilator

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**Statement of the Student**

I have read the above report. The facts mentioned in the report are true.

Name and Signature Student