

Four Assignment submission & Four Examination Cycle

(Applicable for PG & Diploma students appearing in Online mode of Examination only)

**Not applicable for students appearing in Offline Mode of Examination*

NGA-SCE Examination evaluation mechanism has two components namely;

1. Assignment (30% weightage)
2. Term End Examination (70% weightage)

For being declared as 'Pass' in a subject, appearance in both the above components is mandatory. Student is required to obtain 50% marks on the aggregate of marks obtained in the assignment and term end examination taken together.

Pls. Note: In the above two components there is neither individual passing criteria nor there is individual component cut-off marks. Aggregate 50% passing is the criteria i.e. aggregate of assignment marks and term end marks must be 50 marks or more out of 100 marks in each subject.

Regular Term End Examination (June / Dec.) (Scheduled Exam Date Time Table)

The student enrolling in each semester has to necessarily complete a study period of at least six months in a semester to be eligible for the Term End Examination i.e. student enrolling in (**January Batch**) will be eligible to appear for the first term end examination only in **June & not for April, Re-Sit examination** and student enrolling in (**July Batch**) will be eligible to appear for the first term end examination only in **December & not for September, Re-Sit examination**.

Re-Sit Term End Examination (April/ September) (Flexi Exam Schedule: Date & Time Slot)

In addition to the (Scheduled) June/December Term End Examinations, Re-Sit examination will be conducted after declaration of results of the Jun/Dec. exams specifically only for **Post Graduate and Diploma students appearing in online mode of examination based on the eligibility criteria**.

NGA-SCE introduces four Assignment submission cycles along with four Term End Examination cycles (Dec. / April / June / Sept.)

Students of NGA-SCE were initially allowed to submit assignment for each subject only during the two regular scheduled (June / Dec.) term end exam cycles. In case if a student failed in the Jun/Dec. examination of any subject/s or if a student had not submitted assignment for a particular subject/s (i.e. Assignment not submitted case) there was no scope for these students to resubmit assignment for April/Sept. Re-Sit exam and appear for the April/Sept. Re-Sit Term End Examination.

It has now been decided that with effect from April 2016 Re-Sit Term End Examination onwards, students who have failed or who had not submitted the assignment for any subject/s of previous semester/s in Jun/Dec term end exam would be allowed to submit the assignment on or before the last date announced for that respective term end/re-sit exam cycle. As per the examination policy, student is required to submit the assignment of applicable subject/s on or before the last date announced for that respective exam cycle which is before the commencement of exam registration window. Late submission request/reason given by the student will not be considered.

Eligibility for Re-submission of Assignment & Re-Sit/Regular Term End Examination:

- a. Students who had submitted assignment/s in Jun/Dec exam cycle and failed to pass the examination of a subject (i.e. Total marks obtained were less than 50 out of 100) would be eligible to either re-submit the assignment or appear for the term end exam or both resubmit assignment as well as appear for the term end exam of the failed subject.
- b. Students who had submitted the Jun/Dec. assignment/s and could not register for the June/Dec. term end examination of that subject/s are eligible for resubmission of assignment (if desired) and appear for the Re-Sit or regular Term end examination.
- c. Students who had submitted the assignment, registered for Jun/Dec. term end exam but remained absent for term end examination are eligible for resubmission of assignment (if desired) and appear for the Re-Sit or regular Term end examination.
- d. Students who had completed six months in a semester and who had not submitted assignments of few subjects of the earlier semester and who now are opting to submit assignments for previous

semester subjects are now eligible for submission of assignment and also eligible to register & appear for the Re-Sit or regular scheduled Term End Exams.

Pls. Note:

- (a) For every exam cycle (June / Sept. / Dec. / April), a fresh set of Assignment Questions would be uploaded on the student portal. Student is expected to download the applicable subject assignment question paper & submit the assignment on or before the last date announced by NGA-SCE for that respective exam cycle only then the student would be able to register and appear for the respective examination.***
- (b) Student cannot appear directly for Re-Sit Exams (April/Sept) under any circumstances.***
- (c) Student has to clear the program (all subjects, all semesters) before the completion of program validity.***
- (d) No examination is conducted for improvement of marks of the subject already passed (50/100).***
- (e) Four assignment submission cycles & Four Term End exam cycles & all above exam options/rules are not applicable for students appearing in Offline Mode of Examination.***

The above scenarios are explained in the form of an example:

Student enrolled in Post Graduate /Diploma program in July 2015 (Sem-I):

For each subject, student is required to:

- a. Download the Assignment Questions applicable for Dec. 2015 exam cycle when the assignment window opens.
- b. Carefully read and understand the guidelines for preparation of assignment and only then prepare & submit the assignment online via the assignment module through student portal on or before the last date announced by NGA-SCE as ***assignment submission is a pre-requisite for registering and appearing for the term end examination.***
- c. Register Online for the Term End Exam when the exam registration window opens for the respective exam cycle (allowed to register only for subject/s where the assignment is submitted)
- d. Download Hall Ticket – 7 days prior to term end examination
- e. Appear for the Term End Examination of registered subject/s.

After the Declaration of Dec.2015 Result (Assignment plus Term End Exam)

- a. In case the student passes the subject (marks obtained 50/100), in such case, no examination will be conducted for improvement of marks in any of the passed subject/s for such a student.
- b. But in case the student fails in a particular subject (marks obtained: less than 50/100)

For example: Business Economics: Assignment: 10 marks & TEE: 30 marks

Total Marks = 40/100 (Status: Failed) as per the result of Dec. 2015 Examination

As per the revised examination policy w.e.f. April, 2016 examination, to pass (clear) the failed subject/s, the student now has the following options to choose from:

(a) Submit only the failed subject assignment & not appear for the term end exam

Or

(b) Register & appear for the failed subject/s Re-Sit or Term End Examination (the previous exam cycle assignment marks will be carry forwarded *in case there is no resubmission of assignment found in the respective exam cycle*)

Or

(c) Both re-submit the assignment of the failed subject/s and also register & appear for the Term End Examination of the failed subject/s

For Example:

Option: 1

If the student desires to **submit only assignment for the failed subject**, assignment questions for April 2016 Re-Sit or June, 2016 Regular term end exam cycle will be applicable & likewise the assignment has to be submitted on or before the last date announced by NGA-SCE for that respective exam cycle. The student may opt to either appear or not appear at the *term end examination of the failed subject/s*.

After declaration of result of April 2016 examination: Assignment marks now secured are 20. These assignment marks will be added to the Dec. 2015 Term End Exam & **Total = 50/100 (20 + 30: obtained in December examination) as per April 2016 Re-Sit Exam. (Status: Pass) *Best of examination assignment marks will be considered and these assignment marks will be added to the previous exam Term End marks***

Option: 2

For the failed subject student can choose to register and appear for the April 2016 Re-Sit or June, 2016 Term End Examination of the failed subject without resubmission of assignment. In such a scenario, previous exam assignment marks obtained will be considered for declaration of result.

If the student desires to carry forward the failed subject assignment marks, **he/she will have to register and appear for April 2016 Re-Sit or June 2016 regular term end examination** on or before the closure of exam registration window announced by NGA-SCE for that respectively exam cycle. *Student may choose either to resubmit the assignment or not submit for such failed subject/s.*

On declaration of April 2016 result: Term End Marks now secured are 40. The latest Term End Exam marks will be added to the Dec. 2015 assignment marks & now **total marks obtained = 50/100 (10 + 40) as per April 2016 Re-Sit (Status: Pass).** ***Previous exam assignment marks will be added to the Latest Term End examination marks***

Option: 3

A student can choose whether he/she wants to resubmit the assignment for **the subject** in which he/she has failed and also wants to register & appear for the April 2016 Re-Sit or June, 2016 Term End Examination.

If the student desires to **resubmit the assignment for a failed subject**, assignment questions for April 2016 Re-Sit or June, 2016 regular term end exam cycle will be applicable & likewise assignment has to be submitted on or before the last date announced by NGA-SCE for that respective exam cycle. Also **student will have to register and appear for April 2016 Re-Sit or June 2016 regular term end examination** on or before the closure of exam registration window announced by NGA-SCE for that respectively exam cycle.

On declaration of April 2016 result: Assignment marks now secured are 20 and Term End Marks secured are 40. **Total = 60/100 (20 + 40) as per April 2016 Re-Sit. (Status: Pass)** ***Best of assignment marks will be considered & added to the latest exam Term End marks***

Pls. Note:

Best of assignment marks and Latest of Term End Exam marks is the criteria based on which the Result will be declared.

Exam Fee Payment:

Exam Fee is not a part of program fee and is charged separately.

Term End Exam Fee: Rs.500/- per subject per attempt.

Assignment Re-submission: In each subject, no assignment submission fees will be charged for the first two assignment submission exam attempts. However, from the third assignment submission exam attempt Rs.500/- will be charged per subject per attempt.

Pls. Note:

Exam fees once paid will neither be refunded nor will be carry forwarded to next exam cycle in case the student cannot appear for the examination for reasons whatsoever.

Exam Calendar*

Admission	Exam Cycle	Assignment submission window opens	Assignment submission last date	Exam Registration Window Start Date	Exam Registration Window End Date	Hall Ticket Release (7 days before TEE)	Term End Examination	Result Declaration (Assignment + TEE)
	(April 2016) - Re-Sit Exams	06-Feb-16	10-Mar-16	12-Mar-16	23-Mar-16	25-Mar-16	April Online (Fri / Sat / Sun)	3 rd week of May-16
Jan - Jun	(June 2016) - Scheduled Exams	11-Mar-16	02-May-16	06-May-16	20-May-16	25-May-16	June Online (Fri / Sat / Sun)	4 th week of Jul-16
	(Sept. 2016) - Re-Sit Exams	30-May-16	10-Aug-16	12-Aug-16	23-Aug-16	25-Aug-16	Sept. Online (Fri / Sat / Sun)	3 rd week of Oct-16
Jul - Dec	(Dec. 2016) - Scheduled Exams	01-Sep-16	06-Nov-16	09-Nov-16	23-Nov-16	25-Nov-16	Dec. Online (Fri / Sat / Sun)	4 th week of Jan-17
	(April 2017) - Re-Sit Exams	30-Dec-16	10-Mar-17	12-Mar-17	23-Mar-17	25-Mar-17	April Online (Fri / Sat / Sun)	3 rd week of May-17

Pls. Note: *The above schedule dates are indicative may undergo change. Students need to regularly visit the Website / Student Portal to view all latest announcements to avoid missing out any important deadlines announced by NGA-SCE.