



Loyola
Institute of
Business
Administration
(LIBA)

A Jesuit Business School

EXAMINATION RULES & REGULATIONS (2021-2024)

CONTROLLER OF EXAMINATION OFFICE

LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION (LIBA)

LOYOLA COLLEGE CAMPUS, CHENNAI - 600034.

(FOR PRIVATE CIRCULATION ONLY)



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1. INTRODUCTION

This document provides an overview of the examination rules and guidelines for students at LIBA. It is essential for all students to familiarize themselves with these rules to ensure a fair and transparent examination process.

The objective of the examination rules is to maintain academic integrity, assess students' understanding of the course and provide a standardized evaluation process. The Controller of Examination office will publish a comprehensive examination schedule at the beginning of each academic term. The schedule will include the dates and times of all examinations. It is the responsibility of students to review the schedule and make necessary arrangements to attend their exams.

To be eligible to sit for an examination, students must fulfil the following requirements:

- Minimum attendance as per the LIBA students' manual
- Completion of all required assignments, projects, and assessments as deemed necessary
- Compliance with any specific eligibility criteria set by the course instructor may take various formats, including but not limited to:
 - Multiple-choice questions
 - Short-answer questions
 - Essay questions
 - Practical assessments
 - Oral examinations
 - Group projects / Presentations

The actual format of examinations will be communicated by the course instructors in the course outline.

2. GENERAL RULES

To maintain a fair and standardized examination environment, students are expected to adhere to the following general rules and guidelines:

- Arrive at the examination venue on time and bring a valid student ID card for identification purposes.
- Bring only the necessary writing materials and permitted resources specified by the course instructor.
- Maintain proper decorum and avoid any form of cheating, plagiarism, or misconduct.
- Follow the instructions provided by the invigilators throughout the examination.

- Maintain silence during the examination and refrain from any form of communication with fellow students.
- Seek clarification from the invigilators if there are any questions or concerns during the examination.

3. EXAMINATION RESULTS

The Dean's office will communicate examination results to the candidates. The grading criteria and scale will be as per the LIBA student manual of policies document, and students will be issued grade sheets by the Dean's office.

4. EXAMINATION REVIEW AND APPEALS

Students have the right to request a review of their examination results if they believe an error or injustice has occurred. The review process and any associated deadlines will be communicated by the Dean's office / CoE. Students

should follow the designated procedure for submitting an appeal and provide valid justifications for their request.

5. ACADEMIC INTEGRITY

LIBA upholds strict standards of academic integrity and expects all students to maintain honesty, integrity, and ethical conduct during examinations. Any form of cheating, plagiarism, or misconduct will be subject to disciplinary action, which may include but is not limited to grade penalties, academic probation, or expulsion.

6. TIMING OF EXAMINATIONS

- The students are required to be present outside the examination hall at least 15 minutes before the start of the examination. Students will only be allowed to enter the examination hall 10 minutes prior to commencing the

examination.

- The students **will not be allowed** to appear in the examination, if they reach the examination centre after 15 minutes from the start of minor examination and 30 minutes from start of major examinations.
- No student is allowed to leave the hall 30 minutes after the start of the examination.
- Students are not permitted to leave the examination hall during the last 10 minutes.

7. IDENTITY CHECK

- Students will not be allowed into the examination hall without presenting an appropriate photo identity card, issued by the Institute.
- Invigilators are responsible to ensure full compliance with such requirement.

- If, a student forgets his / her Institute Identity Card, the driving license / other photo identity card will be accepted in place subject to verification by the concerned teacher / examination coordinator / Area Chair concerned.

8. BREAKS DURING THE EXAMINATION

- Breaks for visits to restroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the particular occasion are followed.
- If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and Area chairs may make suitable arrangement made for proper medical attention.

- No student shall re-enter the examination hall after leaving it unless he / she was under approved supervision during the full period of absence.

9. QUESTION PAPERS

- The invigilator will distribute the question paper & answer sheets to the students. No other paper that shall be used by the student. An examination written on any other paper will be considered invalid.
- Students are not allowed to read the question paper until granted permission by the invigilator.
- During an ongoing examination, students are not allowed to take the answer sheet outside the examination hall. After the examination, the student should personally submit his / her examination answer sheet to the invigilator.

- Unused a blank answer sheet shall be handed-in to the invigilator.
- Each answer sheet should contain details of the student's name, section and ID number legibly written.

10. OTHER MATERIALS

- Students should bring their own pencils, pens, erasers, rulers, calculators, and any other tools required for the examination.
- The invigilator will decide where the student's handbags, cases, outdoor clothes, GSM, etc shall be placed.
- Students are responsible for the safe keeping of all personal belongings they bring to the examination hall.
The Institute takes no responsibility for the loss or damage of such belongings.

- Pencil cases, mobile phones (GSM), dictionaries, electronic dictionaries, written or electronic media, electronic devices, or any other materials are not permitted / allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties. Exchange of pens, pencils, calculators, study material, etc. is not permitted.
- Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he / she has the discretion to replace the calculator and a report on the matter to the Controller of Examination.

- The students are not allowed to bring any eatable item inside the examination hall.

11. DISTURBANCE

- During the examination period, there must be no communications among students or between a student and an outsider via any means, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to rest room/s.
- No student shall leave his / her assigned seat without the permission of the invigilator.
- It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.

12. MISCELLANEOUS

- The students must ensure before they leave the examination hall that they have signed the attendance sheet.
- The Students (Persons With Disability / other medical problems) will be provided Scribe in the examinations only subject to prior permission from the Dean (Academics). The documentary proof along-with recommendations of concerned AREA CHAIR will be required. All such cases will be dealt as per academic rules at the discretion of DEAN (Academics).

**UNFAIR MEANS IN OR IN RELATION TO
EXAMINATION - PREVENTION, PUNISHMENT
AND PROCEDURE CONCERNING THEREOF**

These rules may be called "Rules relating to Prevention, Punishment and Procedure concerning Cases of Use of Unfair Means in or in relation to Examinations" and be abbreviated as "Regulations relating to Unfair Means Cases".

Use of unfair means is considered a very serious offence. The cases of cheating shall be referred to the Unfair Means Committee and the Committee shall investigate the matter and recommend necessary action(s) to Dean-Academics & Director.

IN THESE REGULATIONS:

- "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular term and wherever the context so permits, every student on the rolls of Institute.
- "UMC Committee" shall mean the Unfair Means Committee to deal with the cases of alleged use of unfair means and misconduct in or in relation to the 'Examination'.
- "Disqualification" shall mean disqualification from appearing in any examination of the Institute.
- "Examination" shall mean an examination conducted by the Institute and shall include an examination so conducted though subsequently cancelled.
- "Dean (Academics)", "Assistant Dean (Attendance & Discipline)", Area Chair of corresponding academic

department of Loyola Institute of Business Administration, Chennai.

- "Institute" shall mean the Loyola Institute of Business Administration.
- Cancellation of Term (trimester) shall be taken to extend from commencement of the examination in which the candidate is detected to have terminated one day before commencement of the next term examination.

The Dean (Academics), shall call upon the candidate alleged to have employed unfair means in the examination to appear before the UMC to represent his / her case personally at his / her own expense on the date fixed for appearance before the said Committee. If in-spite of service of notice, the candidate fails to do so, he / she will be proceeded against ex-parte.

Soon after the detection, the invigilator shall require the candidate to make a statement explaining his / her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the invigilator.

While reporting a case of use of unfair means in the examination, the invigilator shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate refuses to do so, this should be reported to the UMC Committee in writing.

IMPLEMENTATION OF UMC RULES:

- The rules will be effective for both theory and practical examinations. Implementation of the rules will be based on the level of offences mentioned in the Annexure.

- Level 1 to be implemented by the invigilator.
- Decisions on Levels 2 to 5 can only be taken by convening the Unfair Means Committee.
- The Invigilator / Area Chair concerned will submit a detailed report along-with documentary / other proof (if any) to the UMC Committee regarding unfair means used by any student during the examination.
- The recommendations will be made by the UMC Committee to Dean(Academics) regarding punishments to be implemented related to Level 2-5.
- Controller of Examination / Dean (Academics) is to be informed immediately regarding use of unfair means in the examinations. Dean (Academics) is to then convene the meeting of UMC.

- The UMC Committee shall constitute: -

Assistant Dean (Attendance & Discipline) - Chairperson

Area Chair (Concerned) - Member

Controller of Examination - Member

Invigilator (Concerned) - Member

- The punishment for Level-5 will be recommended to Dean-Academics and Director.
- The recommendations of the Unfair Means Committee are to be put up before the Director, for the final decision.
- In case, not covered in the Levels 1 to 5, the UMC Committee may decide suitable punishment to the student on case-to-case basis.
- The decision of the Director in imposing penalty for the offence committed by the candidate shall be final and binding on him / her.

LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY

| Levels | Offences | Punishments | Authority |
|----------------|--|---|-------------|
| Level-1 | Whispering / Talking | Strict oral warning and Change of Seats | Invigilator |
| | Glancing / Looking / Staring | | |
| | Responding to other whispers and assisting others in seeing own answer sheet | | |
| | Found in possession of unauthorized material not related with the subject / question paper | | |
| | Other offences of similar nature and Intensity | | |
| Level-2 | Getting / giving assistance by exchange of personal items like calculators, etc. | Removal from the examination Hall and mobile phone / device shall be confiscated. | |
| | Carrying mobile phone | | |

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| | or any other electronic device (even in off condition). | | |
| | Found in possession of unauthorized material related with the subject / question paper but does not match with answer written in answer sheet | Fail grade in subject of exam. | UMC Committee |
| | Repeating offences of Level-1 | | |
| | Other offences of similar nature and intensity | | |
| Level-3 | Writing on the desk before the start of the Exam | PGDM Students: Cancellation of subject exam ("F" Grade shall be given and debarred from appearing in the examinations of | |
| | Sitting contrary to seating plan, intentionally. | | |
| | Being caught talking while outside the | | |

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| | examination hall during the examination when allowed to go out e.g. visit to washroom, visit to academic section for issue of temporary ID card, etc. | that subject for two Terms.) | UMC Committee |
| | Repeat of offences of Level-2 | Other Students: Zero marks will be awarded in the particular subject examination, in which the student appeared. | |
| | Other offences of similar nature and intensity | Debarred from appearing in the examinations of that subject not less than two terms. | |
| Level-4 | Using pre-meditated chits containing helpful material. | PGDM Students: Cancellation of Term ("F" Grade shall be given in all subjects and debarred from | |
| | In addition to other charges, the student misbehaves with the | | |

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| exam staff or creates indiscipline | appearing in the examinations of that subject for two Terms) | UMC Committee |
| Found in possession of unauthorized material in bulk, e.g. book / huge cheating material, showing clear intention of copying | Other Students: Zero marks will be awarded in all the subject examinations, in which the student appeared / ap- pearing. Debarred from appearing in the examinations not less than two Terms. | |
| Found in possession of unauthorized material related with the subject / question paper and the answer written matching with answer sheet | | |
| Using mobile phone / other communication device to cheat. | | |
| Proxy sitting / run away from the examination hall by the person sitting proxy and for whom sitting proxy | | |

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| | (both) or getting oneself impersonation by someone in the examination or impersonating another candidate. | | |
| | Other offences of similar nature and Intensity | | |
| | Carrying helpful material written on hands / arms / other body parts / cloths | | |
| | Coming to the examination hall under the influence of alcoholic drink or drugs | | |
| | Exchanging question papers | | |
| Level-5 | Exchanging answer sheets during the examination. | | |
| | Writing each other roll | | |

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| numbers on own answer sheet | | |
| Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class). | Rustication / ex- pulsion from the | |
| Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination. | Institute / de- barred from appearing in the examination not less than for 06 | UMC Committee along-with Dean (SFW) |
| Cheating and being argumentative, rude, aggressive etc. with the Invigilator | terms and "F" grade shall be given in all subjects. | |
| When checked, whenever decided by the authorities | | |

Compliance: Failure to comply with the above rules will be considered as a breach of academic conduct and examination rules and appropriate disciplinary actions shall be taken.

VERIFIED

M. R. R.

CONTROLLER OF EXAMINATIONS

M. S. S.

DEAN-ACADEMICS

[Signature]

DIRECTOR

