INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE

EXAMINATION BRANCH

An Orientation Session

on

Examinations Pattern

for

First year students

01

Overview

Vision, Mission and the people behind your examinations

Vision & Mission

V VISION

To establish a transparent, efficient, and student-centric examination system that upholds academic integrity and promotes continuous academic excellence.

M MISSION

- Ensure timely, fair conduct of exams aligned with academic calendars
- Implement secure, accurate, technology-enabled evaluation and results
- Maintain confidentiality and integrity in all exam-related activities
- Support students with reliable services and prompt grievance redressal
- Continuously improve through innovation, automation and quality standards

OBJECTIVE

To design, implement and monitor a robust examination framework that ensures fairness, transparency and efficiency by leveraging technology — fostering academic integrity and supporting student success for continuous academic excellence.

Examination Committee

Sri K. Raghu Veer
Principal

Dr. D. Thirumala Rao
Dean (Academic)

Dr. G. Santoshi
Dean (Student Affairs)

Dr. C. R. L. Kalyani
Controller of Examinations

Smt. C. Deepa
Addl. Controller of Examinations

Sri K. Ravi Kiran
Coordinator

Sri K. Prasanth Kumar
Member

Sri K. Rajeshwar
Member

Sri Kyasa Praveen Kumar
Member

02

The Examination Branch & CBCS

How the branch is structured, and how your semesters are graded

Establishment & Role of the Examination Branch

With the conferment of Autonomous status in 2025, IIMC established a dedicated Examination Branch to ensure efficient, transparent, and independent conduct of all assessment-related activities.

1 Question Papers

Designing papers for every course

2 Scheduling

Planning exam dates & timetables

3 Coordination

Working closely with departments

4 Evaluation

Assessing answer scripts fairly

5 Results

Publishing results on schedule

6 Records

Issuing grade sheets & maintaining records

Governance & Compliance

The Examination Branch functions under the supervision of the Controller of Examinations (CoE), supported by:

- **Additional Controller of Examinations**
- **Coordinator**
- **Administrative Staff**
- **Technical Personnel**

Guiding principles

- Strict adherence to academic regulations
- Confidentiality maintained at every stage
- Digital tools used for streamlined operations
- Aligned with UGC guidelines for autonomous institutions

Choice Based Credit System (CBCS)

All Undergraduate programmes follow the semester pattern for both teaching and evaluation. Each academic year is divided into two semesters:

ODD SEMESTER

July – November

EVEN SEMESTER

December – April

Every subject is evaluated through:

2

Mid-Semester Examinations (MSE)

Held during the semester

1

Semester-End Examination (SEE)

Ratio of 30 : 70 with MSE

03

Grading & Assessment Structure

How your marks convert to grades — MSE, SEE and CIA in detail

Grades & Grade Points

Marks	Qualitative Meaning	Grade	Grade Point
>= 90 to 100	Outstanding	O	10
>= 75 to <90	Excellent	A+	9
>= 60 to <75	Very Good	A	8
>= 55 to <60	Good	B+	7
>= 50 to <55	Above Average	B	6
>= 45 to <50	Average	C	5
>= 40 to <45	Pass	D	4
< 40	Fail (Re-appear)	F(RA)	0

Overall Division of Marks

Every subject's total 100 marks are split between two components:

S.No.	Category	Marks
1	Mid Semester Examinations (MSE)	30
2	Semester End Examinations (SEE)	70
	Total	**100**



MSE — Mid Semester Examinations

30 marks · composed of:

S.No.	Category	Marks
1	Attendance	5
2	Seminar	5
3	Written Exam	20
	Total	**30**

Question Paper Pattern · Duration: 1 hour

Sec.	Type	Total Qs	To Attempt	Marks
A	Short Questions	4	2	2x5=10
B	Long Answer	2	1	1x10=10
			Total	**20**

CIA — Seminar (Theory Papers) breakdown

Category	Marks
Topic Selection	1
Presentation	2
Communication skills	2
Total	**5**

Attendance & Seminar marks are recorded as part of Continuous Internal Assessment (CIA), together with the written test, to form the 30-mark MSE score.

Division of Marks by Paper Type

Practical Examinations

Category	Marks
Record	5
Written & Execution	10
Viva-Voce	5
Total	**20**

Theory cum Practical Papers

Category	Marks
MSE	30
SEE	50
Practical Exam	20
Total	**100**

Theory Papers Only

Category	Marks
MSE (Attendance + Seminar + Written 20)	30
SEE	70
Total	**100**

Every course you take falls into one of these three paper types — check your syllabus to see which applies to each subject you are studying this semester.

SEE Question Paper Pattern — Theory Streams

Commerce, Business Administration, English & Languages · Duration: 3 hrs

Sec.	Type of Questions	Total Qs	To Attempt	Marks
A	Short Questions	8	5	5x4=20
B	Long Answer Questions	10	5	5x10=50
			Total	**70**

Note: In Section B, internal choice will be given Unit-wise in the Question Paper.

Mathematics · Duration: 3 hrs

Sec.	Type of Questions	Total Qs	To Attempt	Marks
A	Short Questions	10	6	6x3=18
B	Long Answer Questions	8	4	4x13=52
			Total	**70**

GRADING

SEE Question Paper Pattern — Practical Streams

B.Com. (Computer Applications & Business Analytics) — Theory cum Practical · Duration: 2½ hrs

Sec.	Type of Questions	Total Qs	To Attempt	Marks
A	Short Questions	8	5	5x2=10
B	Long Answer Questions	10	5	5x8=40
			Total	**50**

B.Sc. (Statistics & Data Science) — Theory cum Practical · Duration: 2½ hrs

Sec.	Type of Questions	Total Qs	To Attempt	Marks
A	Short Questions	10	6	6x3=18
B	Long Answer Questions	8	4	4x8=32
			Total	**50**

Division of Marks — Theory cum Practical Programmes

B.Com. (Comp. Appl. & Business Analytics)

Category	Marks
MSE — Attendance	5
MSE — Seminar	5
MSE — Written Exam	20
Semester End Exam (SEE)	50
Practical — Record	5
Practical — Written & Execution	10
Practical — Viva-Voce	5
Total	**100**

B.Sc. (Statistics & Data Science)

Category	Marks
MSE — Attendance	5
MSE — Seminar	5
MSE — Written Exam	20
Semester End Exam (SEE)	50
Practical — Record	5
Practical — Written & Execution	10
Practical — Viva-Voce	5
Total	**100**

04

Eligibility, Attendance & Programmes

Minimum criteria, attendance rules, and the programmes on offer

Minimum Qualifying Criteria & Attendance

40% Minimum pass mark for UG students, in both Mid Semester Examinations and Semester End Examinations, for every subject.

Attendance requirement: 75%

Every student must maintain 75% attendance to appear for CIA, MSE and SEE.
10% condonation is available for special cases:

1. **Medical grounds**
2. **Representing the Institution / State / National / International in Sports, Games, NCC, NSS or other sponsored activity**
3. **Prior written permission from the Principal is required in all above cases**
4. **Maternity leave of 6 weeks for girl students**

Note: The decision of the Principal shall be final in all matters concerning attendance.

Marks Allotted for Attendance

Attendance Percentage	Marks Allotted
75 and above	5
71 – 74	4
65 – 70	3
Below 65	Exam Application will not be issued

Programmes Offered

CGPA Courses

- B.Com. (Hons.)
- B.Com. (Computer Applications)
- B.Com. (Business Analytics)
- B.B.A.
- B.Sc. (Mathematics, Statistics & Data Science)

Non-CGPA Certificate Courses

SWAYAM / NPTEL Massive Open Online Certificate Courses, offered by the Ministry of Education, Government of India.

College-offered certificate courses

Basics of Artificial Intelligence

Calculation of Credit Points, SGPA & CGPA

C	**Credit Points**	Credit Points = No. of Credits secured × Grade Point obtained in the paper
S	**SGPA**	Semester Grade Point Average = Σ(Grade Point × Credits) ÷ Σ(Credits)
C	**CGPA**	Cumulative Grade Point Average = Σ(SGPA × Credits) ÷ Σ(Total Credits)

SGPA is computed only if the student passes all theory & practical papers with a minimum of 'D' grade. An 'F' grade in any paper means that paper is not considered for SGPA.

05

Exam Administration

Application forms, fees, timetables, hall tickets & special provisions

Examination Application & Fee Payment

1

Notification

The Controller of Examinations (COE) issues a notification calling for Examination Application forms from eligible candidates, as per regulations in force.

2

Eligibility Check

Application forms are issued only to students who have paid both the Examination fee and the College fee.

3

Fee Payment

Students pay the prescribed Semester End Examination fee at the Office, after submitting the duly filled Examination form.

Timetable & Hall Tickets

TIMETABLE

MSE Timetable

Displayed well ahead of time on the information kiosk / notice boards / websites.

SEE Timetable (Regular / Supplementary)

Detailed schedule for Theory & Practicals displayed well ahead of time via the same channels.

HALL TICKETS

- Collection is the student's responsibility.
- College fee dues must be cleared to obtain the Hall Ticket.
- In case of any discrepancy or ineligibility, an issued Hall Ticket may be cancelled or dishonoured.

ADMINISTRATION

Scribe & Extension of Time for Physically Challenged Candidates

Where a student requests a scribe or additional time due to medical conditions or disabilities, the Controller of Examinations may grant such accommodations upon verifying medical documentation. The scribe's eligibility is subject to the Principal's approval.

Examination	Qualification of Writer (Scribe)
B.Com.	12th standard, other than Commerce stream of study
B.Sc.	12th standard, other than Science stream of study
B.B.A.	12th standard, other than Arts & Commerce stream of study
M.Com.	Graduate, other than Commerce stream of study

06

Results & Post-Exam Processes

From evaluation to revaluation, re-exams and promotion

Conduct of Practicals & Declaration of Results

P

Practical Examinations are conducted after the completion of every semester.

R

Declaration of Results

Once evaluation is complete, marks are carefully tabulated after scrutiny, and results are declared with the Principal's approval.

45

The entire process will not exceed 45 days from the last date of the examination.

Revaluation Process

1 Apply within 10 days

Students must apply for revaluation within 10 days of the declaration of results, paying the prescribed fee.

2 Submit documents

Application form must be submitted with the fee receipt and a photocopy of the marks memo.

3 Result within 30 days

Revaluation results are declared within 30 days from the last date of submission of the application.

4 New marks memo

Students who improve their marks receive a new marks memo in exchange for the old one.

Re-Examinations, Supplementary & Instant Exams

1

Re-Exam for Absentees

In principle there is no re-examination. Under extraordinary circumstances (accident, death in the family, grave illness), the Principal / Dean must be informed immediately in writing with proof. If permitted, the Coordinator conducts it before the next Semester Examinations (for MSE).

2

Supplementary Exams

Students who fail any SEE paper must write the Supplementary Exam for that paper. Available only during Even Semesters, after registering and paying the fee.

3

Instant Exams

Conducted immediately after declaration of results, for students who failed VI Semester (final semester) papers — only during the current year.

Promotion Rules

Semester	Requirements for Promotion
I	Admission
II	Regular study in Sem I; registration & fee paid for SEE
III	Regular study in Sem II; backlogs in Sem I & II ≤ 50% of papers; registration & fee for SEE
IV	Regular study in Sem III; registration & fee for SEE
V	Pass in Sem I & II (Theory & Practical); regular study in Sem IV; backlogs in Sem I-IV ≤ 50%; registration & fee for SEE
VI	Regular study in Sem V; registration & fee for SEE

Note: If Examination Fee for Semester I is not paid, the student is not promoted to Semester II.
If fees are paid but the student does not appear for all exams, they are still promoted to Semester II.

Photocopies of Answer Scripts & Withholding of Results

Photocopy of Answer Scripts

Rs.1000 *per paper*

- Fill the prescribed proforma, attested by the Principal, with the fee, Hall Ticket and copy of the Memo / Internet Memo.
- The photocopy is sent by post within two weeks of the last date of submission.

Withholding of Results

- If a student's conduct is found indisciplined, the result may be withheld, and the student will not be promoted to the next semester.
- The award or issue of the degree may also be withheld in such cases.

07

Certificates & Documents

Grade reports, provisional certificates, degree award and more

Grade Reports, Provisional Certificate & Degree

1

Memorandum of Marks

Semester-wise Grade Reports issued to registered students at the end of each semester.

2

Provisional Certificate

Issued after successful course completion, with the University Controller's approval and signature.

3

Award of Degree

The final Degree is awarded by Osmania University; the college name is mentioned alongside the University’s name.

Migration, Consolidated Memo, TC & Duplicate Memo

1 Migration Certificate

Issued by the Parent University for students admitted elsewhere (other than Osmania University), on payment of the prescribed fee.

2 Consolidated Memo

Cumulative Grade Reports issued to all students who clear every paper, on payment of the prescribed fee, at course completion.

3 Transfer Certificate (T.C.)

Collected from the office after submitting a No Dues Certificate, available at the office counter.

4 Duplicate Semester Memo

Issued on producing an untraceable certificate from the police with a challan, after producing a letter approved Principal.

Unclaimed Documents & Completion of Degree

Unclaimed Documents

Semester Marks Memo, Provisional Certificate, or Consolidated Marks Memo not collected within three months of issue are archived. They can later be obtained from the Controller of Examinations' office by application and payment of the requisite fee, along with the Hall Ticket or photo ID proof.

Completion of Degree — Timeline

3 yrs — Standard duration

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2 yrs — For backlogs, under old syllabus

A student has a total of 3 + 2 years to complete the UG degree — failing which, re-admission to the UG programme is required.

THANK YOU

For queries regarding examinations, please contact the Office of the Controller of Examinations.