



NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

**EXAMINATION MANUAL
(LONG TERM PROGRAMMES)**

**Amendment-III
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Submitted by:COE

Peer Review

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Scope:

To cover all the activities relating to the conduct of examinations including project presentations and viva-voce as per the examination cycle.

Responsibility:

The Controller of Examination (COE) is responsible for the conduct of examinations assisted by Examination Cell.

Schedule of Examinations:

The Regular Examinations for all Long Term Programmes are conducted in phases namely Term-I, Term-II, Term-III etc. as per schedule

The number of papers and duration of examination may vary as per programme / credit.

Similarly, all term examinations are conducted at the end of respective terms.

Examination Norms

The components for evaluation of a participant in a term of long-term programme i.e., PGDM (Financial Management), DPFM(PTC), DGAIA, FPM, and PGDM (Financial Markets) Full Time & weekend are as follows:-

I. Continuous Evaluation

II. Term Examination

I. Continuous Evaluation-

(i) PGDM (FM), DPFM (PTC)

The Continuous Evaluation enables the participants to know their status and make improvement in the weaker areas. This will carry 70% weight-age in each subject in a term and would be of 70 marks for full-credit papers and 35 marks for half-credit papers.

Credit	Components	Frequency per Trimester/ Per Subject	Distribution of Marks	Responsibility of Submission of marks
03	a) Attendance	N. A.	5	Course Director
	b) Assignments	02	20	Subject coordinator
	c) Surprise Test	02	17	
	d) Presentation	01	14	
	e) For activities assigned by the Director/ Faculty through CD PGDM(FM)	N.A.	14	Course Director
	70	Total		70
1 ½	a) Attendance	N. A.	5	Course Director
	b) Assignments	01	10	Subject coordinator
	c) Surprise Test	01	08	
	d) Presentation	01	05	
	e) For activities assigned by the Director/ Faculty through PGDM Cell	N.A.	07	Course Director
	35	Total		35

Surprise test shall be conducted by the Examination Cell. Subject coordinators are to be asked to submit the question papers for surprise test /end term exam on commencement of the respective term as per **Annexure- A**.



(ii) DGAIA:

The Continuous Evaluation enables the participants to know their status and make improvement in the weaker areas. This will carry 50% weight-age in each subject in a term and would be of 50 marks for full-credit papers and 25 marks for half-credit papers.

Credit Marks	Components	Freqency per Trimester	Component Marks	Responsibility of Submission of marks
03 50	a) Presentation on Term paper	01	10	Course Director
	b) Assessment by Subject Faculty	N.A.	10	Subject Coordinator
	c) Surprise Test	02	30	
	Total		50	
1 ½ 25	a) Presentation on Term paper	01	05	Course Director
	b) Assessment by Subject Faculty	N.A.	5	Subject Coordinator
	c) Surprise Test	01	15	
	Total		25	

Surprise test shall be conducted by the Examination Cell. Subject coordinators are to be asked to submit the question papers for surprise test /end term exam on commencement of the respective term as per **Annexure- A**.



(iii)

PGDM (Financial Markets) Full Time

Credit Marks	Components	Frequency per Trimester	Component Marks	Responsibility of Submission of marks
03	a) Assessment by Subject Faculty	N. A	10	Subject Coordinator
30	c) Surprise Test	02	20	
	Total		30	

Surprise test shall be conducted by the Examination cell. Subject coordinators are to be asked to submit the question papers for surprise test /end term exam on commencement of the respective term as per the format of letter placed at **Annexure- A**. The marks obtained corresponding to the component (b) the subject coordinator may submit to the COE directly at least one week before commencement of Term exam.

(iv) PGEP (Financial Markets) week-end

The participants may be judged on the basis of “**take home assignments**” and “**Class Participation**” by the Subject Coordinators. The weightage of CE would be 30 % i.e., 30 marks.

(v) Fellow Programme in Management (FPM)

The participants may be judged on the basis of “**take home assignments**” and “**Class test/ Class participation**” by the Subject Coordinators. The weightage of CE would be 30 % i.e., 30 marks.

II. Term Examination:**(i) PGDM (FM), DPFM (PTC)**

The Term Examination will carry 30% weight-age and would be of 30 marks for full-credit papers and 15 marks for half-credit papers. The format of question paper and guidelines for paper setter are placed at **Annexure- B & C**

(ii) DGAIA

The Term Examination will carry 50% weight-age and would be of 50 marks for full-credit papers and 25 marks for half-credit papers. The format of question paper and guidelines for paper setter is placed at

**Annexure –D & E****(iii) FPM**

The Term Examination will carry 70% weight-age and would be of 70 marks for full-credit papers and 35 marks for half-credit papers and part of FPM Course (CQT) examination marks of 3 papers are 75, 100 & 175.

iv) PGDM (Financial Markets) Full Time & PGEP (Financial Markets) Weekend

The Term Examination will carry 70% weight-age and would be of 70 marks.

III. Structure of Question Paper:**i) PGDM (FM), DPFM (PTC)**

Credits	Duration	Questions to attempt	Maximum Marks	Marks per question	Sets of Question Paper
Full Credit	1½ Hours	To attempt any 3 out of 5 questions	30	10 marks each	2
Half Credit	1 Hour	To attempt any 2 out of 4 questions	15	7.5 marks each	2

Faculty/Paper Setter will prepare two sets of Question papers as per the following guidelines

- The Full credit question paper covering whole syllabus may consist of 5 questions.
- The half credit question paper covering whole syllabus may consist of 4 questions.

ii) DGAIA

Credits	Duration	Questions to attempt	Maximum Marks	Marks per question	Sets of Question Paper
Full Credit	2 Hours	To Attempt any 4 questions out of 7 questions.	50	12.5 marks each	2
Half Credit	1 ½ Hour	To Attempt any 3 questions out of 5 questions.	25	8.33 marks each	2



Faculty/ paper setter will prepare two sets of question papers as per the following guidelines

- a. The Full credit question paper covering whole syllabus may consist of 7 questions.
- b. The half credit question paper covering whole syllabus may consist of 5 questions.

iii) FPM (Comprehensive Qualifying Test)

It consists of syllabus of 3 semesters. Based on this, 3 papers are designed having marks 75, 100 and 175 respectively under CQT and personal interview having 150 marks. (Objective and subjective questions both)

iv) PGDM (Financial Markets) Full time and PGEP (Financial Markets) weekend

The question paper will contain multi choice objective type questions with total 70 marks.

IV. Duration of Examination:

(i) PGDM (FM), DPFM (PTC)

The duration of full-credit and half-credit papers in Term Examinations will be 1 ½ hours and 1 hour respectively.

(ii) DGAIA

The duration of full-credit and half-credit papers in Term Examinations will be 2 hours and 1 ½ hours respectively.

(iii) PGDM (Financial Markets) Full Time & PGEP (Financial Markets) Weekend

The duration of papers in Term –End Exam will be 2 hours.

Random Selection of Set of Question Paper

Before the commencement of examination Director/Competent Authority will select the set of question paper i.e., A or B except PGDM (Financial Markets) and PGEP (Financial Markets) .

V. Eligibility for Appearing in Examination:

A minimum of 80% classroom attendance in aggregate in each term is must for making a participant eligible for appearing in the examination for that particular term. However, to be eligible to



appear in a subject paper, a minimum 75% classroom attendance is necessary in particular subject in a term. A list of eligible participants will be sent to COE by the concerned Course Director at least one week before commencement of examinations.

VI. Project Work:

- i. **PGDM(Financial Management)** - The Project Work which is a part of the last term of PGDM(Financial Management) -300 marks. The weightage for internal and external examiner will be 30%, 30% and the Viva-Voce and Presentation will be given 40% weightage.
- ii. **DGAIA-** The project will be 200 marks and will be evaluated by the Internal Expert and the External Expert (Project Report/ Presentation/ Viva-Voce) having 50% and 50% weight-age respectively.
- iii. **DPFM (PTC)** - The Project will be for 200 marks and be evaluated by the internal expert and will award 50% for Project Report and 50% for Viva-Voce.
- iv. **PGDM-Financial Markets (Full Time and Weak-end)** - The Project will be for 100 marks and be evaluated by the internal expert and will award 50% for Project Report and 50% for Viva-Voce.

VII. FPM -Evaluation of Thesis –

The Final Thesis submitted by the FPM Scholars shall be evaluated by the external evaluators appointed by the Director. After receipt of the report from the external evaluators, a viva-voce shall be conducted by the panelist appointed by the Director to approve/disapprove for award of Fellow of the Institute.

VIII. Criteria for Passing:

- The participants will have to score a minimum of 40% marks in Continuous Evaluation and End-Term Examination separately in each subject paper and 50% in aggregate of all the papers.



- A participant will be declared 'Fail' he/ she gets less than 50 % marks in aggregate. Any participant declared 'Fail' in a term but scoring 60% or more marks in a paper will be exempted from re-appearing in that particular paper in Supplementary Examination.
- In case a participant does not qualify in Continuous Evaluation i.e. he/she scores less than 40% marks in any subject, he/she will have to qualify in Continuous Evaluation in that particular subject within one month of declaration of result of that term.
- However, the result of such participants will be declared only after one month of conclusion of the Term Examination and if, he/she failed to qualify then he has to appear in Supplementary Exam of 100 marks or 50 marks as the case may be.
- The passing percentage for Project Work will be 50% in aggregate of the three components of the Project.

IX. Rounding-off of Marks:

The marks obtained by the participants in a subject paper will be rounded-off for each segment of the examination i.e. Continuous Evaluation & Term Examination and Project Work individually.

X. Proportoinate of Marks:

If a faculty does not give marks for any component of the Continuous Evaluation, the examination cell may proportionately scaled up the marks.

XI. Re-evaluation:

The marks obtained by the participants may be re-evaluated on request within two weeks of declaration of result and on payment of prescribed fee i.e. Rs. 1,000/- for re-evaluation of the answer-sheet(s) of each subject paper and Rs. 500/- for re-totaling of each paper. The marks so awarded on re-evaluation will be final and binding on the participants.

XII. Supplementary Examination:

The Supplementary Examinations for a particular subject paper will be held one month after declaration of the result. However, the examinee will have to apply for the Supplementary Examination and deposit the requisite fee of Rs. 1,000/- (Rupees one thousand only) well in advance for a term irrespective of the number of papers.



XIII. Number of Chances in appearing supplementary examinations:

A participant can be given maximum of 2 chances in appearing supplementary examination.

XIV. Powers to Relax:

Where the Director, NIFM is satisfied that the operation of any of these norms causes undue hardship in any particular case, the Director, NIFM may, by order, dispense with or relax the requirements of that norm(s) as it may consider necessary for dealing with the case in a just and equitable manner.

XV. Examination Planning:

i) Schedule of the Examination:

The schedule of the examination common to all LTPs with dates and timings is drawn up by the Exam Cell well in time i.e. one month before commencement of Exam (in consultation with the Course Directors) and is submitted to the Director for his approval. After approval, the schedule is put up on the institute's website and also displayed on the Notice Boards. The Examination schedule is also forwarded to all concerned.

ii) Setting of Question Papers:

Immediately after the commencement of the Trimester, the COE shall propose the names of Paper-Setters to the Director for approval. On approval, the paper-setters are intimated of their appointments and are requested to submit two sets of question paper in the prescribed format within two weeks of the intimation. Paper Setter may get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope separately clearly marked as 'A' & 'B', Both the sets marked as 'A' & 'B' to be sealed in a bigger envelop super scribed as under.

- I. Question Paper Code,
- II. Title of the paper,
- III. Course and trimester.

iii) Eligibility Lists:

The concerned course director submit the eligibility list of the participants those who are eligible for appearing in the examination well in advance so that the exam cell issue their eligibility list with their roll numbers and put up on the notice boards at least one week in advance of the commencement of examinations.



iv) Identifying the requirement of Examination Halls:

As per the number of examinees, the number of halls where examination will be conducted is decided two weeks before the commencement of examination.

The Housekeeping in-charge is intimated to make suitable arrangements one week before the commencement of Examination.

Computer Section is informed of the requirements for the computer Lab for Computer Practical Examination or any other examination as per the Examination Schedule.

v) Arrangement of Examination Stationery:

Requisitioning of adequate number of answer sheets and additional sheets and required stationery to be used during examinations from the administration section in advance. This exercise is completed four weeks before the commencement of Examination. The required number of Answer Sheets and additional sheets to be used during examinations should be in the possession of Examination Cell one week before the commencement of Examination.

vi) Appointment of Invigilators:

The proposal of appointment of Invigilator will be prepared by COE and put up to Director for approval. After getting consent of Director, it will be circulated to all concerned. The duties of invigilators are at **Annexure- F**

vii) Evaluation of Answer-Sheets:

The Paper Setter will normally be the evaluator of the Answer Sheets for the Examination conducted in that paper. The evaluated answer sheets along with award list should reach COE within **two weeks of receipt of answer sheets for evaluation**. The guidelines to Answer Sheet evaluators are at **Annexure- G**

XVI. Conduct of Examination:

- Making sets of the answer sheets required in each hall- main and additional sheets, stamping, tags, punch etc.
- Seating Plan is prepared and displayed on the Common Notice Board and Notice Board in front of the Examination Halls on the day of the examination. Answer Sheets, Question Paper Packets, Seating Plan and Attendance Sheet to be handed over to the Invigilator.
- For examination 'with books' the list of books is mentioned in question paper. The examinees are required



to bring their own books. The instructions to examinees are at **Annexure - H**. Invigilator will ensure that the examinees are carrying the same books as mentioned in question paper.

- Collection and tallying of Answer Sheets with the attendance sheet at the end of the examination.
- Suitable arrangements for water and tea supply during examination.

XVII. Assessment/Evaluation/Compilation of Results and Transmission thereof:

Evaluation of Answer Sheets:

- All the answer sheets are given coded numbers on the body of the Roll No. Slips.
- The slips having the Roll Numbers are to be removed from the Answer sheets and a new code no. is to be given. A record of the actual Roll numbers and the corresponding coded number has to be maintained.
- Handing over the sheets for evaluation along with award list format to examiners. Evaluated Answer sheets with award List are to be returned to the Controller of Examinations within two weeks from the date of receipt of Answer Sheets.
- Decoding the coded number by the actual roll number slips back to answer sheets.

XVIII. Compilation of Results:

- Collection of continuous evaluation marks list from the subject coordinators, and Course Director.
- Preparing the result sheet by posting of marks of written examination, Continuous Evaluation and Project work.
- Rechecking of the result sheet.
- List of examinees who, have passed or failed along with those having supplementary or exemptions (as per the benchmarks defined in the syllabus) is prepared. This is completed within four weeks of the completion of the Examinations.
- Approval of the Director is obtained for the Result of the Term Examination. The results are to be announced within five weeks of the completion of the Examinations.
- Declaration of Results: Results are displayed on the Website and Notice Boards.
- Individual mark-sheets to be given to Participants on completion of each term.
- On passing of the course a passing certificate to be issued to each participant.

XIX. Approving Authority

- Date sheet of Exam/invigilation duty/result of all main exams- Director, NIFM
- Supplementary Examination Result/Re-Evaluation Result/Re-totaling Result-Controller of Examination

**XX. Period of preservation of Records:**

The records of the Examination Cell will be preserved as per following time period:

Sl. No.	Particulars	Period
1.	One set of Question Papers	10 years
2.	Evaluated Answer Sheets	One year
3.	Marks list received from evaluators	Three years
4.	Result compilation sheet	3 years
5.	Approved Final Results	Permanent

XXI. Honorarium for conducting of Examination:

An Honorarium is given to all the persons involved in conducting the various stages of the examinations as per the approved rates given at **Annexure-I**. The rates of Honorarium will be reviewed as and when considered necessary.



Annexure –A

B-33011/1/2014/EM/E.Cell

To stream line the procedure it has been decided that the Question papers of Surprise Test/Mid-term Test/End-Term Test of all the Long Term Programs is to be submitted to the Examination Cell as per the schedule given below:

**1. PGDM(FM), DPFM (PTC)
Full Credit Paper**

Surprise Test	Syllabus Covered	Submission of Question Paper	Exam to be Conducted	Submission of Marks
Surprise Test – 1 Marks - 8.5 Time- ½ Hr	On completion of 10 hours of teaching from the date of commencement of the Term	One set of question paper within two weeks of commencement of the Term or prior to 10 hours of teaching whichever is earlier	1-1 ½ Month of commencement of Term	Within one week of conduct of Exam
Surprise Test – 2 Marks - 8.5 Time- ½ Hr	On completion of 20 hours of teaching from the date of the commencement of the Term	Two sets of question paper within four weeks of commencement of the term or prior to 20 hours of teaching whichever is earlier	2-2 ½ Month of commencement of Term	Within one week of conduct of Exam
End Term Test Marks – 30 1 ½ Hrs	Full Term Syllabus	Two sets of question papers within four weeks of commencement of Term	At the end of the Term	Within two weeks of conduct of Exam

Half Credit Paper

Surprise Test	Syllabus Covered	Submission of Question Paper	Exam to be Conducted	Submission of Marks
Surprise Test – 1 Marks - 8 Time – ½ Hr	On completion of 15 hours of teaching from the date of commencement of the Term	Two sets of question paper within two weeks of commencement of the term or prior to 15 hours of teaching whichever is earlier	1-1 ½ Month of commencement of Term	Within one week of conduct of Exam
End Term Test Marks – 15 Time- 1 Hr	Full Term Syllabus	Two sets of question papers within four weeks of commencement of Term	At the end of the Term	Within two weeks of conduct of Exam

**2. DGAIA
Full Credit Paper**

Surprise Test	Syllabus Covered	Submission of Question Paper	Exam to be Conducted	Submission of Marks
Surprise Test –1 Marks - 15 Time – ½ Hr	On completion of 10 hours of teaching from the date of commencement of the Term	Two sets of question paper within two weeks of commencement of the term or prior to 10 hours of teaching whichever is earlier	1-1 ½ Month of commencement of Term	Within one week of conduct of Exam
Surprise Test – 2	On completion of 20 hours of	Two sets of question paper within four	2-2 ½ Month of	Within one



Marks 15 Time- ½ Hr	teaching from the date of the commencement of the Term	weeks of commencement of the term or prior to 20 hours of teaching whichever is earlier	commencement of Term	week of conduct of Exam
End Term Test Marks – 50 Time- 2 Hrs	Full Term Syllabus	Two sets of question papers within four weeks of commencement of Term	At the end of the Term	Within two weeks of conduct of Exam

Half Credit Paper

Surprise Test	Syllabus Covered	Submission of Question Paper	Exam to be Conducted	Submission of Marks
Surprise Test –1 Marks – 15 Time- ½ Hr	On completion of 10 hours of teaching from the date of commencement of the Term	Two sets of question paper within two weeks of commencement of the term or prior to 10 hours of teaching whichever is earlier.	1-1 ½ Month of commencement of Term	Within one week of conduct of Exam
End Term Test Marks – 25 Time – 1 ½ Hrs	Full Term Syllabus	Two sets of question papers within four weeks of commencement of Term	At the end of the Term	Within two weeks of conduct of Exam

3. PGDM (Financial Markets)

Full Credit Paper

Surprise Test	Syllabus Covered	Submission of Question Paper	Exam to be Conducted	Submission of Marks
Surprise Test – 1 Marks - 10 Time- ½ Hr	On completion of 10 hours of teaching from the date of commencement of the Term	Two sets of question paper within two weeks of commencement of the term or prior to 10 hours of teaching whichever is earlier.	1-1 ½ Month of commencement of Term	Within one week of conduct of Exam
Surprise Test - 2 Marks – 10 Time – ½ Hr	On completion of 15 hours of teaching from the date of commencement of the Term	Two sets of question paper within two weeks of commencement of the term or prior to 10 hours of teaching whichever is earlier.	1 ½-2 Month of commencement of Term	Within one week of conduct of Exam
End Term Test Marks – 70 Time – 2 Hrs	Full Term Syllabus	Two sets of question papers within four weeks of commencement of Term.	At the end of the Term	Within two weeks of conduct of Exam

The Subject Coordinators/Paper Setters are requested to submit the sufficient no of photocopies of Question Paper (No. Of Students +10) in the sealed envelopes separately for Surprise Test and End-Term Test.

All the envelopes should be super-scribe as Question Paper Code, Title of the Paper, Course and Trimester. For information and compliance to all Faculty Members.



Annexure - B

Roll No.....

Format of Question Paper- Full Credit

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

PGDM (Financial Management)/DPFM (PTC)

..... Term Examination: (Month & Year)

Paper (Subject):

Time Allowed: 1 ½ Hours

Max. Marks: 30

Instructions:

- 1. Do not write any thing on the question paper except Roll No, any violation of examination norms may attract serious action.**
- 2. Attempt any three questions. All questions carry 10 marks each.**

GUIDELINES FOR PAPER-SETTERS

- Paper-Setter shall set the question paper considering the following:
 - Syllabus of the subject
 - Degree of Difficulty
 - The paper shall include a mix of conceptual as well as application of topics.
 - The Paper consist of 5 questions covering full syllabus. Multiple choice questions/ case study/ short questions may also be suitably blended in the paper.
- Ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey.
- The Question Paper should be clearly typed on one side of the paper so as to ensure accuracy in printing. Care should be taken to see that no mistake (spelling or technical) is left.
- The title(s) of the book(s) allowed in the examination hall may specifically be mentioned on the question paper itself. Similarly, any additional needs of the examinees such as Tables, Graph Papers, and Scientific Calculators etc. may also be intimated to the examinees as well as the Examination Cell well in advance.
- Paper Setter to get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope.
- Both the sets of Question Paper will be sealed in an envelope separately and clearly marked this as 'A' & 'B' and also super-scribed as under.
 - Question Paper code,
 - Title of the paper,
 - Course and trimesterBoth these sealed envelopes will be kept in a third bigger sealed envelope which should also be super-scribed as question Paper code, Title of the paper, course and trimester.
- The Paper Setters shall keep their appointment strictly confidential.



Roll No.....

Annexure -C

Format of Question Paper- Half Credit

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

PGDM (Financial Management)/ DPFM (PTC)

..... Term Examination: (Month & Year)

Paper (Subject):

Time Allowed: 1 Hour

Max. Marks: 15

Instructions:

- 1. Do not write any thing on the question paper except Roll No, any violation of examination norms may attract serious action.**
- 2. Attempt any two questions. All questions carry 7.5 marks each.**

GUIDELINES FOR PAPER-SETTERS

- Paper-Setter shall set the question paper considering the following:
 - Syllabus of the subject
 - Degree of Difficulty
 - The paper shall include a mix of conceptual as well as application of topics.
 - The Paper consist of 4 questions covering full syllabus. Multiple choice questions/ case study/ short questions may also be suitably blended in the paper.
- Ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey.
- The Question Paper should be clearly typed on one side of the paper so as to ensure accuracy in printing. Care should be taken to see that no mistake (spelling or technical) is left.
- The title(s) of the book(s) allowed in the examination hall may specifically be mentioned on the question paper itself. Similarly, any additional needs of the examinees such as Tables, Graph Papers, and Scientific Calculators etc. may also be intimated to the examinees as well as the Examination Cell well in advance.
- Paper Setter to get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope.
- Both the sets of Question Paper will be sealed in an envelope separately and clearly marked this as 'A' & 'B' and also super-scribed as under.
 - Question Paper code,
 - Title of the paper,
 - Course and trimesterBoth these sealed envelopes will be kept in a third bigger sealed envelope which should also be super-scribed as question Paper code, Title of the paper, course and trimester.
- The Paper Setters shall keep their appointment strictly confidential.

Controller of Examinations

Roll No.....



Format of Question Paper- Full Credit

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

(DGAIA)

..... Term Examination: (Month & Year)

Paper (Subject):

Time Allowed: 2 Hours

Max. Marks: 50

Instructions:

- 1. Do not write any thing on the question paper except Roll No, any violation of examination norms may attract serious action.**
- 2. Attempt any four questions. All questions carry 12.5 marks each.**

GUIDELINES FOR PAPER-SETTERS

- Paper-Setter shall set the question paper considering the following:
 - Syllabus of the subject
 - Degree of Difficulty
 - The paper shall include a mix of conceptual as well as application of topics.
 - The Paper consist of 7 questions covering full syllabus. Multiple choice questions/ case study/ short questions may also be suitably blended in the paper.
- Ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey.
- The Question Paper should be clearly typed on one side of the paper so as to ensure accuracy in printing. Care should be taken to see that no mistake (spelling or technical) is left.
- The title(s) of the book(s) allowed in the examination hall may specifically be mentioned on the question paper itself. Similarly, any additional needs of the examinees such as Tables, Graph Papers, and Scientific Calculators etc. may also be intimated to the examinees as well as the Examination Cell well in advance.
- Paper Setter to get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope.
- Both the sets of Question Paper will be sealed in an envelope separately and clearly marked this as 'A' & 'B' and also super-scribed as under.
 - Question Paper code,
 - Title of the paper,
 - Course and trimesterBoth these sealed envelopes will be kept in a third bigger sealed envelope which should also be super-scribed as question Paper code, Title of the paper, course and trimester.
- The Paper Setters shall keep their appointment strictly confidential.

Controller of Examinations



Roll No.....

Format of Question Paper-Half Credit

**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
DGAIA
..... Term Examination: (Month & Year)**

Paper (Subject):

Time Allowed: 1 ½ Hours

Max. Marks: 25

Instructions:

- 1. Do not write any thing on the question paper except Roll No, any violation of examination norms may attract serious action.**
- 2. Attempt any three questions. All questions carry 8.33 marks each.**

GUIDELINES FOR PAPER-SETTERS

- Paper-Setter shall set the question paper considering the following:
 - Syllabus of the subject
 - Degree of Difficulty
 - The paper shall include a mix of conceptual as well as application of topics.
 - The Paper consist of 5 questions covering full syllabus. Multiple choice questions/ case study/ short questions may also be suitably blended in the paper.
- Ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey.
- The Question Paper should be clearly typed on one side of the paper so as to ensure accuracy in printing. Care should be taken to see that no mistake (spelling or technical) is left.
- The title(s) of the book(s) allowed in the examination hall may specifically be mentioned on the question paper itself. Similarly, any additional needs of the examinees such as Tables, Graph Papers, and Scientific Calculators etc. may also be intimated to the examinees as well as the Examination Cell well in advance.
- Paper Setter to get sufficient (no. of students +10) photocopies/ printout of the question paper and sealed in an envelope.
- Both the sets of Question Paper will be sealed in an envelope separately and clearly marked this as 'A' & 'B' and also super-scribed as under.
 - Question Paper code,
 - Title of the paper,
 - Course and trimesterBoth these sealed envelopes will be kept in a third bigger sealed envelope which should also be super-scribed as question Paper code, Title of the paper, course and trimester.
- The Paper Setters shall keep their appointment strictly confidential.

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Annexure – F

DUTIES OF INVIGILATORS

1. The invigilator will receive the question papers and the blank answer sheets for the examination 20 Minutes before commencement of the examination and ensure that the packets etc. are in sealed condition.
2. He/She shall ensure that the seating arrangement given by the COE has not been disturbed un-authorisely by anybody, by checking the Roll Nos. written on the desk by the examination branch with the seating plan.
3. He/She shall take the attendance of the examinees by getting their full signatures on the attendance sheet provided to him/her.
4. **He/She has to sign the answer sheets of all the examinees and also ensure that the examinee has correctly written the name of the course, name of subject and date of examination on the body of the answer sheet.**
5. The sealed envelopes containing the question papers shall be opened by the invigilator in the presence of the examinees immediately before the commencement of the examination after getting it certified by anyone examinee as "Cover found sealed".
6. He/She will ensure that no examinee enters the examination hall later than half an hour after the commencement of the examination and no examinee departs the examination hall earlier than 45 minutes after the examination commences for temporary absence.
7. In respect of question papers, which are to be answered 'with books', he/she will regulate the use of these permitted books.
8. He/She will ensure that the permitted books brought into the examination hall for question papers "with books" do not contain any extraneous notes, solutions, etc.
9. **He/She will take appropriate action, including expulsion from the examination hall against the examinee if examinee is using unfair means. In the event of expulsion of an examinee from the examination hall, the invigilator shall send a report to the Director with an endorsement to COE for further action.**
10. No answer books will be allowed to be taken away by any examinee from the examination hall.
11. Only simple calculators for performing basic arithmetical functions will be allowed to be used by the examinee.
12. **The invigilator must ensure that no examinee is keeping his mobile phone in the examination hall.**
13. **The invigilator must ensure that the examinee put time when he go out the examination hall and come back during the examination in the register kept in the examination hall.**
14. **Maintenance of discipline and decorum and prevention of unfair means are important aspects and no dilution of these should be allowed.**
15. Before opening the packet the invigilator will read out the instructions relating to the set of question paper 'A' or 'B' to be used and show the participants that envelope is in sealed condition. (PGDM (FM)).
16. It may be ensured that all the examinees have written their Roll Nos. on the body of Question Paper.

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Annexure – G

GUIDELINES FOR ANSWER-BOOKS EVALUATORS

1. The Answer Sheet shall be evaluated as per the marking scheme for each question paper. Award to be assigned for each of the value points as per the marking scheme specified by the Paper Setter.
2. The evaluated answer sheets duly signed along with the award Marks List duly signed on each page are to be returned to the Controller of Examinations within **two weeks**.
3. Answer books may either be personally handed over or may be sent by registered parcel to the Controller of Examination along with the Award list sealed in a separate envelop within specified period.
4. Each page of the Award List should bear the signature of the Examiner.
5. Evaluator shall keep the appointment strictly confidential.
6. Checking of Answer Sheets will be done by the Red Color Pen.
7. Green color pen will be used for checking of re-evaluation of answer sheets/re-totaling

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Annexure – H

INSTRUCTIONS FOR EXAMINEES

1. All examinees must occupy their respective seats as per the seating plan 15 minutes before start of Examination.
2. Examinee shall write his/her Roll No. at the designated place on the Answer Book / Additional Sheet before he/she starts writing the answers. **NAME SHOULD NOT BE WRITTEN ON THE ANSWER SHEETS IN ANY CASE.**
3. He/She must hand over the Answer Book to the Invigilator on completion of the paper. No examinee is allowed to take away any Answer Book/Additional Sheet from the examination hall.
4. Examinee must put their signatures on the attendance sheet without fail.
5. Scientific calculators are forbidden. Only simple calculators for performing arithmetical functions can be used by the examinee.
6. **Examinees are not permitted to carry any of their mobile phones/bags/folders/ notes to their seats. All such materials, other than those specified by the instructor to the Exam Cell, may be kept in a place identified by Exam Cell.**
7. No answer book(s) or question paper(s) will be issued to any examinee as long as he/she is in possession of any book/notes/bags etc. However, with the permission of the invigilator concerned, prescribed books are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
8. The question paper is not allowed to be taken away while temporarily leaving the examination hall.
9. The COE, Invigilator or any other authorized officer may check on unfair means including those of search and seizure.
10. Ordinarily, no examinee would be permitted to temporarily leave the examination hall during the first 45 minutes while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
11. The examinee will maintain discipline in the examination hall.

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Annexure-I

Honorarium:

Honorarium is given to all the persons involved in conducting the various stages of the examinations as per the approved rates.

Approved Rates of Honorarium

S. No.	Function	Rate	Remarks
1.	Question Paper Setting (Full Credit)	Rs. 1,000/- each subject	
2.	Question Paper Setting (Half Credit)	Rs. 750/- each subject	
3.	Evaluation of Answer Booklets	Rs. 15/- for each answer booklet subject to a minimum of Rs. 100/-	Irrespective of number of answer booklets of an examination / credits of paper
4.	Invigilation	Rs. 300/- for 2 hours	
		Rs. 300/- for 1 ½ hours	
		Rs. 200/- for 1 hour	
5.	Computer Practical (for assistance by IT staff)	Rs. 300/- for 1 hour	

After declaration of the results, amount of honorarium is to be worked out for each person and the sanction is to be sent to Accounts Section for disbursement of honorarium.