

# **Bharathidasan Institute of Management**

## **Tiruchirappalli**

### **Examinations Department**

#### **Policies and Procedures**

BIM follows a continual evaluation process that includes formative and summative assessments. The respective course faculty will announce the evaluation scheme at the beginning of each course.

#### **1.1 Continuous Internal Assessment (CIA)**

1.1.1 The Continual Internal Assessment (CIA) component or the formative assessment is evaluated for 60%, which includes various assessment components such as Quizzes, Written Tests and Exams, Case Discussions, Project Works, Assignments, Presentations, Fieldwork, Micro Studies, Role Plays, Simulations, and other learning activities.

1.1.2 Mid-Term Examination is a mandatory component. In a competency-based course, the faculty concerned may seek exemption, through the Area Chair concerned, for the mid-term exam to a committee that will evaluate and approve the same. In such a case, the faculty and/or Area Chair will propose an alternative assessment method(s), furnishing all necessary details. In case a student is unable to attend a mid-term examination due to unavoidable reasons, he/she can request the Controller of Examinations to conduct a mid-term re-examination, subject to the condition that the student has applied for leave in the prescribed format and got it approved by the PGP Chairperson and the Controller of Examinations (COE) before, or at least, during the time of that examination. After obtaining the approval, the student must pay a fee of Rs. 750 per course for the mid-term re-examination.

1.1.3 On obtaining the initial endorsement of the PGP Coordinator (Learning & Assessment), the course faculty will publish the CIA scores to the concerned students, preferably before the commencement of the specific End-term Examination. After verification, modification (if any), and finalization of the CIA scores, the faculty will share the final CIA scores with the Examinations Department through the PGP Coordinator (L&A) office.

1.1.4 In case, if the student fails to clear the CIA, they will be required to appear for a supplementary CIA exam of two hours (for 50 marks) in the concerned subject. Till such clearance of CIA and the certification by the concerned faculty, the student's result will be withheld.

## **1.2 End-Term Examination**

1.2.1 The End-Term Examination or summative assessment carries a weightage of 40%. Together, CIA and End-Term Examination scores are considered for Cumulative Grade Point Average (CGPA) calculation. The End-Term examination is conducted for three hours (for 100 marks) to test the students on concepts, applications, analytical skills, problem-solving, case analysis, and decision-making.

1.2.2 Students must follow the examination guidelines, published by the Examinations Department while appearing for the examinations.

1.2.3 A minimum of 80% attendance in all the courses is required to be eligible to appear for the end-term examination in the respective trimesters. In case of any failure to satisfy the minimum attendance, the student will not be allowed to appear for the end-term examination for the respective course(s). They must appear for the subsequent supplementary examinations.

## **1.3 Re-evaluation and Supplementary Examination**

### **1.3.1 Re-evaluation guidelines**

Before applying for re-evaluation of any answer script, students will be permitted to review their answer script(s) with COE's prior permission through a request in writing. Students are strongly advised to apply for re-evaluation only when they think they performed satisfactorily, and there is merit in applying.

1.3.2 After due diligence, students who have failed in any subject may apply for re-evaluation in the prescribed form to the Controller of Examinations along with a fee of Rs.500 per answer script. Request for re-evaluation must be made within three working days from the declaration of results, failing which the results will be considered final.

1.3.3 Re-evaluation/verification of answer script(s) is not allowed, in general, for the student who passed a course. However, if a student strongly feels he deserves better marks than his score, he can appeal to the COE in writing. If satisfied with the appeal, the COE will refer the case to the academic committee (comprising the COE, PGP Chairperson, and the Area Chair) and forward the answer script(s) for scrutiny. If there is merit in the student's concern, the answer script(s) will be sent for re-evaluation. In such case(s), the re-evaluation fee is Rs.3000 per script. This fee (after deducting Rs.500 towards administrative charges) will be refunded if the student gets at least five marks or more than the first evaluation.

1.3.4 In the instance related to a course where 50% (or more) of the students who appeared for the examination failed to pass the end-term examination (with requisite 50% marks) and associated supplementary examinations and CIA supplementary

examinations, the answer papers of all the candidates will automatically go through a re-evaluation process. In consultation with the Director, the COE will send such papers for re-evaluation to an external or internal examiner. The students will not be required to pay fees for such a re-evaluation process. In such cases, the students necessitated taking the supplementary examinations (post the re-evaluation process) must attend at least ten hours of tutorials by the concerned faculty with 100% attendance on these tutorial sessions. They shall also pay applicable supplementary exam fees.

### **1.3.5 Supplementary Examination**

a. Students awarded an "F" grade in a course must apply for supplementary exams using the prescribed form within three working days of the declaration of results to the Controller of Examinations for taking a supplementary examination. Such applications should be made along with a payment of a supplementary examination fee of Rs.750/- per examination.

b. Supplementary examinations are usually conducted along with the end-term examinations of the following trimesters. However, the dates of these supplementary examinations will be at the discretion of the COE.

c. Students can appear for a maximum of two supplementary examinations in a subject. He/she should successfully pass the subject within three attempts (one Regular and two Supplementary examinations), failing which, the rule prescribed in 6.3.5.e will apply.

d. In case of failure in a subject and subsequent clearance by appearing in the supplementary examination, the marks scored in the additional examination will be related to the distribution of marks in the regular assessment. Downgrading to the next grade will give an appropriate grading for the supplementary examination marks. For example, suppose a student clears the supplementary exam and obtains a relative position that would have been graded as a 'C' in the concerned regular examination. In that case, they will be awarded a 'D.' However, if a student gets an "E" grade in the supplementary examination, the exact grade will be maintained by awarding the lowest mark in an "E" grade. This downgrading system applies to all students who appear for the supplementary examination.

e. A student who fails to clear a course after two supplementary examinations shall re-register for that course. Such students should re-register and complete the course (along with the ensuing batch) within two years from the end of the programme of their cohort.

f. Students' academic performance will be reviewed by the sub-committee of the academic council, consisting of the PGP Chairperson, COE, and PGP Coordinator

(Programme Admin), every trimester after the declaration of results. Based on the subcommittee's recommendations, the Director may withdraw the student from the programme whose performance and conduct could be better.

#### **1.4 Comprehensive Viva-Voce Examination**

1.4.1 The first-year programme at BIM provides inputs that all managers require, irrespective of their specialization or functional area. The Comprehensive Viva Voce is designed to check the core of management knowledge and conceptual clarity.

1.4.2 Comprehensive Viva-Voce is one of the evaluation mechanisms to assess students' conceptual understanding and ability to present them cogently. It is designed to test various concepts studied in several courses in that particular trimester in PGP-I, integrate them, and apply them to practical problems and situations.

1.4.3 The comprehensive viva-voce will be conducted at the end of each trimester of PGP-I. The viva-voce will be conducted by panels drawn from faculty members and experts from the industry whenever required. This examination carries one credit spread evenly across all three trimesters of PGP-I. Selection of faculty panel for any viva/ examination will be strictly on the random draw to eliminate any possibility of bias.

1.4.4 The registration to PGP-II is conditional upon the clearance of comprehensive viva-voce along with other courses in PGP-I.

#### **1.5 Corporate Immersion Programme (CIP) Viva-Voce Examination**

6.5.1 CIP Viva-voce Examination will be held at the beginning of Trimester IV after the students have completed their CIP and have submitted their project report to the placement office.

#### **1.6 Grading System**

1.6.1 Grades are assigned to students based on the assessment of their overall performance in each course. The Institute follows a relative grading system for evaluating students' academic performance. The minimum pass mark is 50%, and the grade point is five. As the grading system follows forced distribution, the relationship between the percentage of marks and the grade point average will vary based on the distribution of marks in various courses and, thus, will not be linear.

1.6.2 The COE office will do grading in the presence of the respective course faculty. If the course faculty is unavailable, the concerned Area Chair can be present. If no representation is there in 24 hours, the COE will publish the results.

1.6.3 The grades and grade points will be assigned based on the following method of grading distribution:

STUDENTS FALLING BETWEEN	GRADE	GRADE POINTS
96% and 100% (top 5 percentile)	O	10
76% and 95%	A	9
51% and 75%	B	8
26% and 50%	C	7
6% and 25%	D	6
Below 6 % (bottom 5 percentile)	E	5

1.6.4 The CGPA (Cumulative Grade Point Average) or OGPA (Overall Grade Point Average) is calculated as below:

$$CGPA = \frac{\sum_{i=1}^N (\text{Grade Points} \times \text{Credit Points})}{\sum_{i=1}^N \text{Credits}}$$

where N = number of courses/subjects.

1.6.5 Students are required to obtain a minimum of 50% marks in each of the formative and summative components of the assessment. Students who fail to attain these minimum scores will receive an 'F' grade.

1.6.6 An overall ranking based on the total grade points will be arrived at the end of every trimester and on completion of the MBA programme.

### 1.7 Declaration of Marks and Grades

- a. Students will be issued with trimester-wise grade sheets.
- b. On completion of the programme and on request, students will be provided with a consolidated grade sheet on payment of a fee of Rs.500.

### 1.8 Award of Degree

1.8.1. The institute will recommend Bharathidasan University to award the degree in Master of Business Administration (MBA) to the qualifying students.

1.8.2. The fee for issuance of the MBA Degree Certificate and the Graduation event will be as prescribed by the University. Bharathidasan University will fix the graduation event, and the graduating students will be advised of the same by the BIM.

## Setting of Question Papers

### End-Term Examination

Respective course faculty are communicated via email in advance (at least two weeks before the date of end-term examination commencement) to prepare and set the question papers.

### Guidelines

1. Faculty are requested to come up with **TWO SETS** of end-term question papers for **100 marks each**, along with **ANSWER KEYS**.
2. The Question paper is expected to have at least **TWO Sections**, testing the Conceptual Clarity and the Application of Concepts Learnt, through any format that you deem fit like Case Studies, Problem Solving, the Caselets, Data Interpretation & Logical Reasoning, etc.
3. The end-term question paper for a three-hour examination is expected to be of the standard, demanding an average student to write the examination in two and half hours, sufficiently covering the entire syllabus for the course.
4. Kindly ensure that each question is mapped with the Course Objectives (COs) stated in your course outline that you have shared with the PGP Office. Also requesting you to include Bloom's taxonomy level code as given below for each question along with the CO it addresses. Please refer to the annexure provided in the Course Plan Template (**You would've received the same from PGP office**) for further reference in this regard. The table below shows the CO/BT mapping as explained above.

### Note

Kindly ensure that each question is mapped with the respective Course Outcomes (COs) that are stated in the course outline. Also, requesting you to include the blooms taxonomy level code as given below for each question along with the CO it addresses. Please refer to the annexure provided in the Course Plan Template (**you would've received the same from PGP office**) for further reference, in this regard. Given below is the table showing the CO/BT mapping as explained above.

<i>Q. No.</i>	<i>Course Outcome</i>	<i>Blooms Taxonomy Level</i>
1	CO #	Understand (C2)
2	CO #	Evaluate (C5)
3	CO #	Understand (C2)

4	CO #	Understand (C2) apply (C3)
5	CO#	Understand (C2) apply (C3)

Please find below the blooms' taxonomy action verbs for your use across the questions.

Order	BT - Cognitive Domain Level Code		BT - Affective Domain Level Code		BT - Psychomotor Domain Level Code	
	Lower to Higher	Remembering	C1	Receiving	A1	Perception
Understanding		C2	Responding	A2	Set	P2
Applying		C3	Valuing	A3	Guided Response	P3
Analysing		C4	Organisation	A4	Mechanism	P4
Evaluating		C5	Characterisation by Value	A5	Complete Overt Response	P5
Creating		C6			Adaption	P6
					Origination	P7

### Mid-Term Examination

Respective course faculty are communicated via email in advance (at least two weeks before the date of mid-term examination commencement) to prepare and set the question papers.

### Guidelines

1. Faculty are requested to come up with a question paper for a **minimum of 50 marks and a maximum of 60 marks**.
2. The Question paper is expected to have at least **TWO Sections**, testing the Conceptual Clarity and the Application of Concepts Learnt, through any format that you deem fit like Case Studies, Problem Solving, the Caselets, Data Interpretation & Logical Reasoning, etc.
3. The end-term question paper for a two-hour examination is expected to be of the standard, demanding an average student to write the examination in

one and half hours, sufficiently covering the fifty-percent syllabus up to the mid-term dates.

4. Kindly ensure that each question is mapped with the Course Objectives (COs) stated in your course outline that you have shared with the PGP Office. Also requesting you to include Bloom's taxonomy level code as given below for each question along with the CO it addresses. Please refer to the annexure provided in the Course Plan Template (**You would've received the same from PGP office**) for further reference in this regard. The table below shows the CO/BT mapping as explained above.

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2	CO #	Evaluate (C5)
3	CO #	Understand (C2)
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	Applying	C3	Valuing	A3	Guided Response	P3
	Analysing	C4	Organisation	A4	Mechanism	P4
	Evaluating	C5	Characterisation by Value	A5	Complete Overt Response	P5
	Creating	C6			Adaption	P6
					Origination	P7

## **Exemption from Mid-Term/End-Term Examination**

### **Innovative Assessment Method(s) Examination Committee**

#### **1. Terms of Reference**

a) The committee is primarily meant for encouraging, evaluating, suggesting, and recommending for introduction of innovative assessment methods proposed by faculty members in their formative and summative assessments. b) The committee deliberations would either happen in person or via online modes, or via email circulation. The appropriate mode of meeting would be decided by the PGP Coordinator (Learning & Assessments) in consultation with committee members considering the requirement, situation, and time. c) The committee will meet whenever there is a requirement and there are no specific periodic meetings. d) Primary scope of the committee is to examine the assessment method(s) proposed in lieu of the mid-term and/or end-term examination(s) by any faculty/area chair as a replacement(s) for course(s) in their respective area. e) The recommendations made by the committee and the innovative evaluation proposal which is introduced in the curriculum prior to the approval of Board of Studies (BoS), shall be ratified during the subsequent BoS meeting. f) The committee would operate in the format of a “Bench”. If the committee could not reach a consensus on the proposal, the views of majority members would be considered as the final recommendation of the committee.

#### **2. Procedure**

a) The course faculty and/or “Area Chair” concerned contemplating adoption of innovative assessment method(s) as replacement for mid-term and/or end-term exam(s) should submit the proposal in the prescribed form to the PGP Co-ordinator (L&A). In all communications, the concerned faculty/Area Chair should ensure that the respective Area Chair/faculty is in the loop. b) All proposals are expected to be submitted prior to the commencement of that academic year – preferably during the month of April every year. c) In case of any new course(s) being introduced during the passage of the academic year, the proposals for innovative assessment method(s) [in lieu of mid-term and/or end-term exam(s)] should be submitted to the PGP Co-ordinator (L&A) at least twenty-five (25) days prior to the commencement of the respective trimester in which the course(s) would be offered. d) The PGP Co-ordinator (L&A) would then consolidate and forward all the proposals to the committee, which would deliberate on all of them to arrive at an informed decision for recommendations. The committee meetings will be organised by the PGP office and the observations-cum-recommendations of the committee will be communicated to PGP Chairman and Director for further action. e) Once the committee recommendations are considered for introduction of innovative assessment practices,

the same would be conveyed through the PGP Co-ordinator (L&A) to the concerned course faculty, respective Area Chair, PGP Coordinator (Admin.), Controller of Exams (COE), PGP Chairperson and the Director office.

**BHARATHIDASAN INSTITUTE OF MANAGEMENT, TIRUCHIRAPPALLI**

**Proposal for Innovative Assessment Method(s) in lieu of Mid-term/End-term Exams**

**Name of the Course:**

**Course Code:**

**PGP: I/II**

**Trimester:**

**Nature of the course:**

**Type of the Course:**

**Does the course entails looking beyond the following traditional assessment Methods?**

**A. Mid-term Examinations** *(Please specify "Yes" or "No")*

**B. End-term Examinations** *(Please specify "Yes" or "No")*

*If your answer is "Yes" for A and / or B, why should we look beyond present assessment methods?*

**Alternative Assessment Method(s) proposed:**

**Mechanisms to Establish Fairness in Evaluation:**

**Applicable from Academic Year:**

**Date:**

**Faculty/Area Chair:**

**Signature**

## **External Invigilators Resource Pool Maintenance Process**

- (1) The resource person for our external invigilator should be a graduate/diploma holder, who is physically active and has proficiency in English communication. The age of the external invigilators should be within 60 - 65 years.
- (2) Whenever the external invigilators are requested by our Examination Department it will provide you the approved list of resource persons from which your organisation can provide the resources.
- (3) The Examination Department will cross-check the list of resource persons being provided against the approved list every time before deputing them for invigilation.
- (4) Once in every six months, the existing resource pool will be reviewed and updated by the Examinations Department consultation with the your organisation to see whether the identified resource persons stand eligible as per the criteria, and/or are available to provide the invigilation services. In case of any ineligible and/or unavailable resource persons, suitable replacements will be carried out and an updated list of resource persons will be created.

## **Examination Schedule**

The schedules of mid-term and end-term examinations are prepared and published (through notice board and communicated via e-mail to all the concerned) during each trimester(s) at least ten days in advance of the respective examinations, in line with the calendar of that academic year.

## **Control on Question Paper**

The examination department sends a formal and confidential e-mail request to the faculty in charge to set a question paper (shown below) for conducting mid-term examinations. Whereas, every faculty member is requested to prepare two sets of question papers for a course in case of an end-term examination. The broad guidelines are communicated through email when a request for setting a question paper is sent to faculty. The mid-/end-term exam should test both the conceptual understanding and the application of concepts learned. This is ensured by requesting faculty to map each question with the appropriate course outcomes and furnish respective Bloom's Taxonomy (BT) levels at which the question is examined, in the prescribed format.

Faculty members are given the freedom to customize the question paper structure and are expected to consider the broad guidelines issued. Every question paper is expected to sufficiently cover the prescribed syllabus and test the student's ability to remember, relate, and understand the basic concepts, logically and cohesively explaining, and

applying the subjects learned through any format that the examiner deems fit like case studies, problem-solving, caselets, data interpretation & logical reasoning, simulation, etc. Each question should be mapped with respective course outcomes (COs).

All question papers for all examinations would be received at a separate e-mail account [qp@bim.edu](mailto:qp@bim.edu) with cc to [coe@bim.edu](mailto:coe@bim.edu) (accessible only by CoE with a secured password changed from time to time). A sample copy of the e-mail request for setting and receiving the question paper is provided below.

All question papers are received only at [qp@bim.edu](mailto:qp@bim.edu). The question papers are later scrutinized before the examinations by the Controller of Examinations to ensure adherence to the guidelines. The scrutinized question papers are printed and sealed by the CoE's office with the signature of the COE on the sealed envelope to avoid any possibility of tampering. The sealed covers are stored in the COE's office and are opened by the Exams dept., 10 minutes before commencement of the corresponding examination in the presence of the invigilator(s) concerned.

### **Evaluation and assessment including criteria for pass**

BIM follows a continual evaluation process that includes formative and summative assessments. The formative assessment known as "continuous internal assessment (CIA)" is for 60% and the term-end assessment (summative) is for 40%. The below-listed methods of assessment are broadly followed for BIM-MBA. Mid-Term Examination is a mandatory component. In a competency-based course, the faculty concerned may seek exemption, through the area chair concerned, for the mid-term exam to a committee that will evaluate and approve the same. In such a case, the faculty and/or area chair will propose an alternative assessment method(s) furnishing all necessary details.

<b>Sl.no.</b>	<b>CIA - Assessment Method</b>	<b>Weightage</b>
1	Mid-Term Examination (mandatory)*	15% or 20 %
2	Class Participation	**
3	Assignment (Individual/Small Group)	**
4	Seminar presentation (Individual / Small Group)	**
5	Case Study Analysis (Individual / Small Group)	**
6	Micro Study (Individual/Small Group)	**
7	Field work-based projects (Individual/Small Group)	**

8	Other internal components, including** quizzes	
Total Max. Score (CIA):		60 Marks (or 60 %)
End-Term Examination (mandatory)*:		40 %
Total Max. Score (CIA + End-term):		100 Marks (100 %)

Faculty can identify and administer various suitable evaluation components to assess students in terms of achieving course outcomes. These components are included in their course and session plans. Evaluation criteria and grading scales for each assessment method are outlined through detailed rubrics. The rubric ensures the standard, approach, and fairness of the valuation process for any assessment method. While the rubrics provide evaluation methodology, the PGP department also examines the statement of *continuous internal assessment* (CIA) of each course for satisfactory distribution of marks in the class in terms of statistical measures such as skewness, kurtosis, and range, considering the nature of the course. In case of a highly skewed distribution of marks, the faculty is requested to re-examine the evaluation, if necessary. Assessment scores are processed through the Examinations department for each course for computation of final results.

The institute follows a relative grading system for evaluating the academic performance of students related to the MBA program. The minimum pass mark is 50% and the associated grade point is five. Students are required to obtain a minimum of 50% marks in both the formative (i.e., continuous internal assessment) and summative (i.e., end-term exam or equivalent) components of the assessment for clearing the course. Students who fail to attain these minimum scores in either of the assessment components (formative or summative), will be awarded a 'F' grade.

### **Publishing of Results**

Assessment scores of both formative and summative components are processed through the Examinations department for each course for the computation of final results. The End-Term Examination or summative assessment carries a weightage of 40%. Continuous Internal Assessment (CIA) and End-Term Examination scores together are considered for Cumulative Grade Point Average (CGPA) calculation.

Before the publication of results, the members of the result passing board (Awards Committee) comprising the Director of the Institute, PGP Chairperson, and Controller of Examinations (CoE) randomly verify the evaluated answer scripts, the pass percentages, and the distribution of marks. After adequate due diligence, the results are published.

## **Data Protection of Students Exam Papers, Results and Evaluation**

Protecting the data related to students' exam papers, results, and evaluations is crucial to ensure the confidentiality, integrity, and security of sensitive information. The exam papers (answer scripts), results, and evaluation data are stored in secure, access-controlled environments. Physical storage areas are locked and monitored by the Exams dept., while digital storage is only on designated computer systems in the Exams dept., with robust cybersecurity measures in place. The CoE implements strict access controls to limit who can view, modify, or delete exam-related data. Role-based access control (RBAC) is employed to assign permissions based on job roles and responsibilities. Only authorized personnel in the exams dept., have access to sensitive information. Further, the students' data is anonymised wherever applicable to further protect their privacy. For example, the student roll numbers are masked with dummy numbers on the answer scripts when the end-term answer scripts are provided to the examiner(s) concerned. The invigilators ensure that no student mentions his/her name or roll number or any other personally identifiable information (PII) in the answer scripts. Also, in cases of re-evaluation of answer scripts by another examiner(s), the marks awarded by the earlier examiner(s) is removed from the corresponding answer script and persevered securely by the respective staff. The CoE also established clear data retention policies outlining how long exam papers will be retained and when it should be securely destroyed while adhering to these policies to minimize the risk of data exposure.

## **Certificate to Students**

Issuing certificates to students is a critical process that requires careful management to ensure accuracy, security, and authenticity. The exam staff gathers accurate information from student records or databases to generate certificates. This includes details such as student name, ID number, program/course completed, grades, and any other relevant information. The collected student information is verified against official records to ensure correctness. This includes verifying completion of required courses, grades, and other criteria for certificate eligibility. The examination software generates students' trimester-wise grade sheets, consolidated grade sheets, and provisional certificates to ensure consistency and accuracy in formatting. A verification mechanism such as unique certificate numbers, student photos, and digital signatures is used to authenticate the validity of certificates and prevent tampering or forgery. A robust approval process involving relevant stakeholders such as the CoE, PGP Chairperson, and Director is adopted wherever applicable to review and authorize certificate issuance. It also involves obtaining necessary signatures or approvals before finalizing certificates. The exams dept. also maintains comprehensive records of certificate issuance, including details of issued certificates,

recipient information, dates of issuance, and any relevant notes or comments. It also stores records securely and ensures accessibility for future reference, re-issuance, or verification purposes.

### **Control of Students Data and Retrieval**

Controlling and retrieving student data related to awarded marks, grades, etc., is through a separate examination information system and processes to manage the collection, storage, retrieval, and sharing of student information securely and efficiently. Only the student concerned can see his/her answer script(s) in the presence of the exam staff concerned after seeking permission from the CoE. After verifying the answer script, the student concerned will return the answer script to the staff immediately. Whenever final results are published about each trimester, the students can access their results via a secured website link shared by the exams dept. Besides, role-based access control (RBAC) mechanisms are adopted to manage access to student data ensuring that only authorized personnel can view or modify specific data with due permission or approval of the authority concerned.