

**RULES FOR EXAMINATION AND EVALUATION  
IARI, NEW DELHI**

**A. UNDER GRADUATE PROGRAM**

The examination system will be a comprising of Quiz, Mid-term, Assignment, End-term, and Practical including viva-voce examination. The setting of question paper and evaluation of the answer copies of various examinations would be both internal and external as suggested in the 5<sup>th</sup> Dean's Committee Report.

**1. MARKS AND WEIGHTAGE**

1.1. The distribution of marks against various components of examinations and evaluation pattern will be as follows:

Sl. No.	Component	Weightage (%)	Setting up of question paper	Evaluation of answer copies
1	End-term Theory	50	External	Internal
2	Mid-term, Quiz, Assignment, Practical, Viva-voce	50	Internal	Internal

1.2. The distribution of weightage against various components of the internal components are as follows:

Sl. No.	Course type	Component	Weightage (%)	Setting up of question paper	Evaluation of copies
1	Courses with Theory and Practical	Mid-term exam	25	Internal	Internal
		Quiz	5	Internal	Internal
		Assignment	5	Internal	Internal
		Practical	15	Internal	Internal
2	Courses with Theory only	Mid-term examination	35	Internal	Internal
		Quiz	5	Internal	Internal
		Assignment	10	Internal	Internal
3	Courses with Practical only	Practical	100	Internal	Internal

**2. GUIDELINES FOR THE EXAMINATIONS**

2.1 Before start of a semester, list of the courses to be offered along with the course leader and associate instructors will be notified by each division/Hub.

- 2.2 Each course leader will prepare the class schedule based on the Academic Calendar issued by the Graduate School and will upload it on the portal.
- 2.3 Course leader will also prepare lesson plan unit/topic-wise and submit a copy to the Examination Cell, IARI, New Delhi. The study materials and power-point presentations (PPTs) are also to be uploaded in the Graduate School Portal before conducting a class.
- 2.4 The class schedule would clearly mention the date of Quiz, Mid-term, and End-Term examinations as per Academic Calendar and follow it strictly. Project work may be given wherever necessary, and the marks may be given in the Assignment category.

### **3. QUIZ EXAMINATION**

- 3.1. For each subject, at least two Quiz examinations will be held- one before Mid-term examination (after completion of 4-5 lectures) and the other before End-term examination (4-5 lectures post mid-term exam). One of the two Quiz examinations should be conducted unannounced.
- 3.2. The Quiz examination will be held during normal class time. Setting of questions, conduction of Quiz, and evaluation of the answer copies will be done by the course leader and faculties associated with the course.
- 3.3. Each Quiz should not be of less than 10 marks. Final weightage for Quiz will be 5% only.
- 3.4. The date of the announced Quiz will be as per academic calendar while the date of the unannounced Quiz will be decided by the concerned course leader.

### **4. MID-TERM EXAMINATION**

- 4.1 Mid-term exam will be conducted by the IARI and respective Academic Hubs as per academic calendar. Should there be any change, the Graduate School will notify a fresh date for conducting the examination.
- 4.2 The course leader will prepare the question paper in consultation with the faculties associated with the course and conduct the mid-term examination.
- 4.3 Total marks for mid-term exam should not be less than 30. The duration of the exam should be adjusted depending on marks. For 30 marks, the duration of the examination should be 1 hour only.
- 4.4 Mid-term exam will be held on a common place under the supervision of invigilators unrelated to the subject of the exam. However, the course leader or any other faculties associated with the subject of exam shall be made available to address any issues, clarifications, etc. related to the question paper.
- 4.5 Mid-term examination copies will be evaluated by all the faculties associated with the concerned course.

## 5. END-TERM EXAMINATION

- 5.1 The End-Term Examination will be held as per Academic Calendar. Should there be any change in the date, the Graduate School will notify it and the examination will be conducted accordingly.
- 5.2 Question paper for the End-term theory examination will be set by an external examiner.
- 5.3 Soon after the start of the semester, the Examination Cell of IARI, New Delhi will ask the Course Leaders of the ongoing courses to submit a list of 3 external examiners for setting question papers. While selecting the external examiners, preference should be given to the faculties engaged in teaching/guiding of students in the same discipline or same/similar courses.
- 5.4 **The external examiner should be from outside IARI, New Delhi.** Preference should be given to the faculties in the rank of Associate Professor (or its equivalent) or above for setting the question papers.
- 5.5 With the approval of the Dean & Jt. Director (Edn.), the Examination Cell will collect two sets of question papers from the external experts; one set will be used immediately for conducting the end-term exam and the other set will be reserved for make-up/repeat exam or other eventualities.
- 5.6 The experts will be provided with the course syllabus and the lesson plan to set the questions giving corresponding weightage to the number of lectures delivered on a topic. The paper should cover the entire syllabus.
- 5.7 Total marks for end-term examination will be 100 and the duration will be 3 hours.
- 5.8 The end-term examination paper will have Objective (30%) and Descriptive (70%) questions. The Objective Type questions will include True/False, Fill in the gaps, Matching, Simple multiple choice, Multiple choice with pairs of options, Assertion/Reasoning, Sequence of items, etc.
- 5.9 A nominal honorarium (**at least Rs.1500.00 for two sets**) will be given to the external experts for setting two sets of question papers.

## 6. PRACTICAL EXAMINATION

- 6.1 The Practical Examination will be conducted by the course leader and the associated faculties as per exam schedule communicated by the Graduate School.
- 6.2 The Practical Examination will have both written and practical activities including specimen identification, slides preparation and observation under microscope, lab tests, etc. and the viva-voce.
- 6.3 Total marks for Practical Examination will be 50.
- 6.4 The evaluation of the answer copies will be done by the concerned faculties.
- 6.5 The practical examination will be conducted by concerned course leader and other faculties associated with the course.
- 6.6 As part of the Practical Examination, each course will have the viva-voce examination, which will be conducted by the course leader and the faculties associated with the course.

## **7. MAKE-UP/ REPEAT/ GRADE IMPROVEMENT EXAMINATION**

- 7.1 If a student fails to appear in an examination (mid-term, end-term or practical) due to medical or some other reason(s), the student may appear for a make-up examination after obtaining approval from the Graduate School.
- 7.2 To be eligible for make-up examination under medical ground, the student has to take medical leave from the institute doctor/ institute approved doctor on the day or prior to the day of the examination.
- 7.3 To be eligible for make-up examination because of other activities (such as participating in a competition representing the institute, graduate school activities, etc.), student must have an office order from the competent authority to this effect with a mention of his/her name on it.
- 7.4 For permission of make-up examination, the students have to apply through the concerned course leader and Hub coordinator (in case of students from any of the Academic Hubs) to the Dean and Jt. Director (Edn.) with supporting documents (medical certificate, office order, etc.). Upon satisfaction, the Dean and Jt. Director (Edn.) will grant permission for make-up examination and the Graduate School will issue office order to this effect.
- 7.5 The Examination Cell will notify the date of the make-up examination and accordingly, the concerned course leader will conduct the make-up examination.
- 7.6 For mid-term and practical make-up examination, the question paper will be set by the concerned course leader and the associated faculties; however, for the end-term make-up examination, the Examination Cell, IARI, New Delhi will supply the question paper(s).
- 7.7 Students appearing in make-up/repeat examinations will not be eligible for the Gold Medal or any such academic awards offered by the institute.
- 7.8 If a student wishes to improve the grade to reach the minimum Overall Grade Point Average (OGPA), he/she can appear in the make-up end-term examination with due approval of the Dean and Jt. Director (Edn.). The student will be allowed to appear only once in any two subjects where he/she scored the least.
- 7.9 Repeat examination will be conducted for the students who fail in a subject(s).
- 7.10 The make-up/grade improvement/repeat examination will be conducted within 2 months from the last mid-term/end-term/practical examination held.

## **8. GRADING SYSTEM**

- 8.1 A 10.00 points grading system (10.00 =100%, 9.80=98.00%, etc.) will be followed to evaluate the students.
- 8.2 The minimum Grade Point Average (GPA) for passing a subject would be 5.00.
- 8.3 A student getting less than 50% marks in a subject (GPA <5.00) will be treated as Fail and F-grade will be recorded for that subject.
- 8.4 The minimum Overall Grade Point Average (OGPA) required for obtaining a Bachelor's degree would be 5.50.

## **9. F- GRADE CLEARANCE (REPEAT EXAMINATION)**

9.1 A student who fails in a subject(s) and gets F grade in a semester will be promoted to the next semester; however, he/she has to appear in the repeat examination conducted by the Graduate School and pass in that/those subject(s) in one attempt.

9.2 The repeat examination will be conducted by the Examination Cell, IARI, New Delhi within 2 months from the start of the new semester.

## **10. SUBMISSION OF GRADES**

10.1 Each course leader has to upload the Grade to the Academic Portal within 10 working days from the date of end-term exam of the subject.

10.2 The Graduate School will declare the result within 15 working days of completion of the semester.

## **11. ATTENDANCE REQUIREMENT**

11.1 To be eligible to appear in the end-term examination of a subject, 85% attendance separately for theory and practical classes, as applicable, will be essential.

11.2 An 85% attendance will also be required separately for the academic or institutional activities/events, etc. organized by the Graduate School/Hub where students were asked to attend.

11.3 Upon applying through proper channel with supporting documents, the Dean and Jt. Director (Edn.) may grant maximum 10% relaxation to the attendance of a student on medical or some other grounds.

## B. POST GRADUATE PROGRAMS

### 12. EXAMINATION SYSTEMS FOR MASTER AND DOCTORAL DEGREE PROGRAM

12.1 The Examination and Evaluation of the PG programs including Master and Doctoral degree program will be guided by the rules decided by the 5<sup>th</sup> Dean's Committee of the Indian Council of Agricultural Research, as given below:

Sl. No.	Examination	Master Degree	Doctoral Degree
		Mode of evaluation	Mode of evaluation
1	Course work		
	(i) Core courses - Final theory		
	a). Question paper setting	External	External
	b). Evaluation	Internal	Internal
	(ii) Core courses - Mid-term, Assignment, Practical, etc.	Internal	Internal
	(iii) Minor courses and, Supporting courses- Mid-term and End-term		
	a). Question paper setting	Internal	Internal
	b). Evaluation	Internal	Internal
2	Comprehensive qualifying examination (after completion of 75% of Major and Supporting Courses separately.		
	(i) Written comprehensive exam	NIL	NIL
	(ii) Prequalifying viva	NIL	Yes, Internal
	(iii) Qualifying Viva-voce	NIL	Yes, External
3	Research and Thesis		
	(i) Evaluation	External- 1 examiner	External- 2 Examiners
	(ii) Viva-voce	Internal- Advisory Committee	External- Advisory committee with one external examiner
4	Grading		
	(1) Scale	10.00 points	10.00 points
	(2) Minimum passing grade in a course	6.00 points	6.00 points
	(3) Minimum OGPA to obtain degree	6.50 points	6.50 points

### **13. GUIDELINES FOR THE P.G. EXAMINATIONS**

- 13.1 Before start of a semester, list of courses to be offered along with the names of the course leader and course associates will be notified by each division/Hub.
- 13.2 Each course leader will prepare a lesson plan based on the syllabus indicating the number of classes per unit or topic and to upload in the academic portal.
- 13.3 Study materials, PPT slides, etc. should be uploaded in the academic portal of the institute before the class for use by the students.
- 13.4 The class schedule should clearly mention the date of Quiz, Mid-term, and End-Term examination as per Academic Calendar and follow it strictly. Project works may also be given wherever necessary, and the marks should be included in Assignment category.
- 13.5 There will at least two Quiz examinations for each subject (except Practical courses)- one announced and the other one is unannounced.
- 13.6 The announced Quiz will be conducted as per academic calendar while the date of the unannounced Quiz will be decided by the course leader.
- 13.7 For effective evaluation of the students, one Quiz should be held before the mid-term examination and the other should be held after the mid-term examination.
- 13.8 The Quiz examination will be held during normal class time of the course. The setting of Quiz papers, conduction of Quiz examination and evaluation of the answer sheets will be done by the concerned course leader and the course associated faculties.
- 13.9 Minimum mark for a Quiz examination should not be less than 10. Final weightage for Quiz will be 5% only.

### **14. MID-TERM EXAMINATION**

- 14.1 The mid-term examination will be held as per the date notified by the Graduate School. Should there be any change, the Graduate School will notify a fresh date for conducting the exam.
- 14.2 The mid-term examination will be conducted by the Examination Cell of each Hub in consultation with the Hub coordinator(s) and the course leaders.
- 14.3 Mid-term exam will be held in a common place under the supervision of invigilators unrelated to the subject of the exam; however, the course leader or associate faculty of the subject would visit the examination hall to address issues, doubt, etc. if any, related to the question paper.
- 14.4 Mid-term answer copies will be evaluated by the faculties associated with the concerned course.
- 14.5 Total marks for mid-term examination of a subject should not be less than 30 for one hour duration. The duration of the exam should be adjusted with the total marks of the examination.
- 14.6 Total weightage of mid-term examination will be 50%. The break-up of 50% weightage to different components will be as follows:

Sl. No.	Course type	Component	Weightage (%)	Setting up of question paper	Evaluation of answer copies
1	Courses with Theory and Practical	Mid-term exam	25	Internal	Internal
		Quiz	5	Internal	Internal
		Assignment	5	Internal	Internal
		Practical	15	Internal	Internal
2	Courses with Theory only	Mid-term examination	35	Internal	Internal
		Quiz	5	Internal	Internal
		Assignment	10	Internal	Internal
3	Courses with Practical only	Practical	100	Internal	Internal

## 15. END-TERM EXAMINATION

- 15.1 The End-term Examination will be held as per schedule declared in the Academic Calendar. Should there be any change in the date, the Graduate School will notify it accordingly.
- 15.2 The Examination Cell, IARI, New Delhi will prepare a data base of external examiners in consultation with the course leader of various courses. The external examiners for question paper setting should be in the rank of Associate Professor (or equivalent) or above and should be associated with teaching/guiding of students of the same discipline or same/similar courses.
- 15.3 With the approval of the Dean & Jt. Director (Edn.), the Examination Cell, IARI, New Delhi will collect two sets of question papers from the external examiners; one set will be used immediately for conducting the end-term examination and the other set of questions will be reserved for make-up/repeat exam or other eventualities.
- 15.4 The experts will be provided with the course syllabus and the lesson plan to set the question paper giving corresponding weightage corresponding to the number of lectures delivered on a topic. The questions should cover the entire syllabus.
- 15.5 Total marks for end-term examination should be 100 and the duration of the examination will be 3 hours. The weightage of the end-term will be 50%.
- 15.6 The End-term examination paper will have Objective (30%) and Descriptive (70%) questions. The Objective Type questions will include True/False, Fill in the blanks, Matching, Simple multiple choice, Multiple choice with pairs of options, Assertion/ Reasoning, Sequence of events, etc.
- 15.7 A nominal honorarium (at least Rs.2000.00 for two sets) will be given to the external experts for setting the question papers.



## **16. PRACTICAL EXAMINATION**

- 16.1 The Practical Examination will have both written and practical activities including specimen identification, slides preparation and observation under microscope, lab tests, etc. as decided by the concerned faculties.
- 16.2 Setting of question paper, conduction of practical examination, and viva-voce, and evaluation of the answer copies and the practical notebooks will be done by the concerned course leader and the faculties associated with the course.
- 16.3 Total marks for Practical Examination will be 50 for 2-3 hours.

## **17. COMPREHENSIVE EXAMINATION**

- 17.1 For master's degree program, no comprehensive examination will be held.
- 17.2 For doctoral program, a student after completing 75% of the courses of the Major and Minor subjects will be eligible for comprehensive examination. However, there will be no written comprehensive examination.
- 17.3 For initial screening of the students, there will be a pre-qualifying viva-voce examination to be conducted by a 3–5-member Examination Board constituted by the Professor of the concerned Division/Hub. Only students qualified in the pre-qualifying examinations will be eligible for appearing in the final comprehensive qualifying examination.
- 17.4 An external examiner not below the rank of Associate Professor or equivalent will be invited by the Graduate School to conduct the comprehensive viva-voce examination.
- 17.5 For comprehensive viva-voce examination, the student will apply on specific form to the Dean and Jt. Director (Edn.) through the Chairman, Advisory Committee.
- 17.6 The Chairman will suggest names of three probable external examiners while the Professor of the concerned Division will add two more names, out of which, the Dean and Jt. Director (Edn.) will nominate only one.
- 17.7 The Graduate School will get consent from the external examiner to conduct the viva-voce examination.
- 17.8 The viva-voce examination will be conducted by the external examiner in association with the students Advisory Board in presence of the professor of the concerned Division/Hubs.
- 17.9 In the qualifying viva-voce, the student should be evaluated thoroughly for his/her knowledge and understanding of his/her major, minor and supporting subjects along with related facts and figures.
- 17.10 The report of the viva-voce examination should be submitted to the Graduate School through the Academic portal.

## **18. MAKE-UP/REPEAT EXAMINATION**

- 18.1 If a student fails to appear in an examination (mid-term, end-term or practical) due to medical or some other reason(s), the student may appear for a make-up examination as decided by the Graduate School.

- 18.2 For make-up examination under medical ground, the student has to take medical leave from the institute doctor/ institute approved doctor on the day or prior to the day of the examination.
- 18.3 For make-up examination under institutional work (participating in a competition representing the institute, educational tour, etc.), the student has to obtain prior permission with an office order from competent authority.
- 18.4 The student should apply through the concerned course leader and Hub coordinator (in case of students from the IARI Academic Hubs) to the Dean and Jt. Director (Edn.) with supporting documents (medical certificate, office order, etc.). Upon satisfaction, the Dean and Jt. Director (Edn.) will grant permission to the students to appear for the make-up examination and the Graduate School will issue office order to this effect.
- 18.5 The student who fails in a subject(s) will appear in the repeat examination.
- 18.6 The Examination Cell, IARI, New Delhi will notify the date of examination and accordingly the concerned course leader will conduct the make-up/repeat examination.
- 18.7 For mid-term and practical make-up examination, question paper will be set by the concerned course leader in consultation with the associated faculties. For end-term make-up/repeat examination, the question paper will be provided by the Examination Cell, IARI, New Delhi.
- 18.8 The make-up/repeat examination should be held within 2 months from the last mid-term/end-term/practical examination held.

## **19. F- GRADE CLEARANCE (REPEAT EXAMINATION)**

- 19.1 If a student fails in a subject(s) and get F grade in a semester, he/she will be promoted to the next semester. However, he/she has to clear the F grade i.e. Pass that/those subject(s) within 2 months from the commencement of the next semester.
- 19.2 The Examination Cell, IARI, New Delhi will notify the date of repeat examinations and the concerned course leader will conduct the examination.
- 19.3 Question paper for the repeat examination will be provided by the Examination Cell, IARI, New Delhi.
- 19.4 Student who gets F-grade in one or more subjects in any semester will not be eligible for Gold Medal or any such Awards offered by the Institute.

## **20. SUBMISSION OF GRADES**

- 20.1 Each course leader will upload the Grade of each subject within 10 working days from the date of the end-term exam of that subject.
- 20.2 The Graduate School will declare the final result within 15 working days from the end of the semester.

## **21. ATTENDANCE REQUIREMENT**

- 21.1 To be eligible to appear in the final examination, 85% attendance separately in theory and practical classes will be required.

- 21.2 An attendance of 85% is also required in the academic or institutional events/activities organized by the Graduate School/Hub where students were asked to attend.
- 21.3 Upon application through proper channel with supporting documents, the Dean and Jt. Director (Edn.) may grant a maximum of 10% relaxation to the minimum attendance requirements for appearing in an examination.

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