

National Institute of Management and Administration

Academic Policies

2014 - 2015

Academic Preparation (Teachers and Department Chair):

- Teacher will develop and finalize the course syllabus two (2) weeks before the start of the semester.
- The department chair will review the course syllabus and approve it one week before the start the semester.
- Teacher will provide contact information and office hour information in the syllabus.
- Teacher will allocate 2 hours minimum per week as office hours for student visits
- Teachers will prepare a daily lesson plan for each class session and keep a copy for documentation purpose
- Teachers will provide daily lesson plan to substitute teacher before going on leave.
- Department schedules will be prepared and finalized two weeks before the start of the semester.
- The schedule will be approved by academic office of NIMA and will be posted on campus and NIMA website one (1) week before the start of the semester.
- Department chairs will prepare and submit the requisition list three (3) weeks before the start of the semester to NIMA administration.
- Teachers will be responsible for class discipline and student attendance.
- Department chair will develop and share the plan with academic committee and teachers three (3) weeks before the start of the semester.
- Each department will hold biweekly meeting and discuss department issues and solutions
- Teachers will submit monthly report to department chairs
- Department chairs will review monthly reports of faculties and work with faculties on solving the issues

Teacher Leave:

- Only emergency leave will be permitted to teachers during the course of semester
- A substitute instructor will be assigned by department chair and will follow the lesson plan

Classroom Observations:

- Department Chairs will do minimum two classroom observations per semester
- Department chair will share inputs about the observations with the teachers within one week of the observation
- Observations can be scheduled and can be done as surprise visit
- Classroom observation information will be documented by department chair

Student Attendance:

- The newly in place student information system (i.e. Fedena) will be used for student attendance.
- Students are required to complete 80% of attendance [(45*0.80) contact hours for 3 credit course and (15*0.80) contact hours for 1 credit course] to sit for final exam or 65% in exceptional cases such as serious injury, emergency situation etc.
- Students are required to inform the class teacher and NIMA administration 72 hours in advance for any sort of leave and submit a written application.
- In emergency cases students are required to provide valid documentations within 72 hours.
- Medical documents and proofs submitted at the end of the course or semester or after the deadline will not be accepted and are not valid.
- The 80% attendance rule will apply to each course separately. For example, student with 75% attendance in a single course will be denied from sitting for final exam in that course.
- The academic committee of NIMA, including department chairs, NIMA academic officer(s) and examination committee will make the final decision on exceptional cases of student attendance.
- The course teacher will be responsible for daily student attendance of that course. The teacher is required to enter the attendance records into the system on daily basis.
- Number of days on student leave application exceeding three (3) consecutive days will require signature of the instructor, department head and academic officer of NIMA.
- In case of unavailability of department chair and academic officer, the principal will sign the leave paper.
- Instructor, department chair and academic office will validate the reason for student leave
- The student will provide valid justification. Leave without proper justification will not be allowed by the teacher, department chair and academic office

- Student will inform the course instructor and department chair 48 hours in advance in case of inability of attending an exam. The student will provide valid justification with proofs.

Examination:

- Students, teachers, academic officers and administrators will adhere to the exam policies and procedure.
- The examination committee is responsible for developing the exam schedule and posting it on NIMA campus and NIMA Website.
- The examination schedule will be scheduled with coordination of department chairs.
- The final student report, including student attendance report, will be stamped and submitted to the examination committee by the academic office of NIMA 3 days before the final examination. The reports will be generated from the student information system.
- The teachers are required to submit midterm exam questions to the department heads and examination committee in the 3rd week of the start of the semester.
- The teachers are required to submit final examination questions to department heads and examination committee two (2) weeks before the start of the exam date.
- The teachers will submit the list of questions to department chairs for review.
- The department chairs will review the exam questions and ensure they match course syllabus and contents.
- Teachers will provide examination guide for theory and practical midterm and final exams a week before the start of the exams.
- Teachers will provide clear feedback to students on the exam papers.
- Teachers will share graded exam papers, assignment, quizzes and other student work with the students
- Teachers will submit detailed final grades to department chairs four (4) days before the last date of final results announcement

- Department chairs will submit signed hard copy and soft copy of the cumulative grades to academic office and examination committee two (2) days before the last date of final results announcement
- Academic office will keep the hard copy of the final grades in file
- Teachers will post the results in the student information system as soon as the grading is finalized
- Student grades will be announced on student information system or will be shared in person each student
- NIMA academic office will not announce student grades publically on campus
- Result announcement for each course will take place separately for each course and will be available through student information system
- Teachers, examination committee and department chairs will keep the security of the examination questions
- In case of leak of examination questions, exam questions will be changed within 24 hours
- Committee consisting of department chairs, exam controllers and academic office will investigate the case and make the final decision.
- Practical exam will be monitored by the course teacher and an invigilator assigned by the examination committee
- Required facilities for practical exam will be prepared by the course instructor with the cooperation of support staff and examination in advance

Remarking, Rechecking and Student Complaints:

- Students will be able to recheck their papers in the presence of correspondent teacher
- Instructor can change marks in case of technical issues and has to document the case and provide adequate information in the student information system.
- Students will have 72 hours to place a formal application, provided by the examination committee, for remarking of an exam paper.

- Student will submit a copy of the application to the review committee and the academic office
- The review committee will consist of department chairs (ICT, ACC, MGT and ENG)
- The review committee will investigate each case separately which will include but not limited to meeting with the teacher, invigilator, student and other involved individuals
- The review committee will assign another teacher to re-grade exam paper when required
- The review committee will document information for each case and make the appropriate decision based on clear justification
- A written justification will be provided to academic office and examination committee by the review committee
- The justification will be placed in student file by academic office of NIMA

Examination Guidelines Code of Conduct for Students:

1. Registration check-in begins 30 minutes before the exam
2. Registration closes 10 minutes after the exam. No one will be admitted late.
3. The exam will begin on time.
4. There are no Make-Up Exams. There are NO Excused Absences. All students wishing to take the exams must be present on the assigned date.
5. All students will sit in assigned desks.
6. All students must show proof of identification in the form of a picture ID.
7. Students are not allowed to bring in any personal items to the testing site.
8. Students may have two pens or pencils and their identification card. No other personal property may be in the room including a purse or backpack.
9. No cell phones are allowed at the testing site. Anyone found with a cell phone will be asked to leave the testing site. His/her exam will be marked ZERO.
10. No food or drink is permitted in the testing site.
11. Once the student sits in his/her assigned seat, there is no talking. No questions are allowed before, during, or after the exam. Anyone who speaks during the exam will have his/her exam removed and marked with a ZERO. The testing site requires that all persons remain silent until the time is complete.

12. Students will receive an announcement regarding the time remaining at the five-minute mark.
13. Students are not permitted to leave the testing site for any reason. Any student leaving the site forfeits the right to return to the exam. His/her exam will be taken and will not be graded or returned to the student. This exam will be marked with a ZERO.
14. All students must remain in their seats until the exam time is complete.
15. All incidences of cheating must be reported and documented to the NIMA office. Any student caught cheating will be removed from the testing site. His/her exam will be marked with a ZERO. The student will be referred to disciplinary action.
16. All exams must be returned to their original envelope. Any exam outside the original envelope will be marked "INVALID", and scored ZERO.
17. Any testing irregularity will be documented and returned to the administration of NIMA.
18. A content area specialist will grade all tests. Scores will be released to students. Each student will receive a letter with his/her results. Results will be provided in 4-6 weeks after the exam.
19. Students can only use their own calculator during the examination
20. All students must depart campus immediately when dismissed. No students are allowed to remain on campus after dismissal. Any person not abiding by this rule will be turned over to the police for trespassing.
21. All students will pass a security check. Any student who does not pass the check will not be allowed to enter the testing site.

Examination Guidelines Code of Conduct for Teachers/Proctor/Invigilator:

1. The invigilator should be in Exam Room 30 minutes before the start of paper for seating arrangement.
2. Examination committee will distribute exam papers and answer sheets to the respective halls.
3. Invigilators should not request for changing their exam hall once assigned to them.
4. Invigilators are not allowed to use their phones in Examination Hall/during exam duty.
5. Invigilators must sign all the answer sheets during the paper.
6. Invigilator should provide attendance to the students for signing, then write the number of present and absent students and sign the sheet.
7. Cheating of any kind is a serious offense and must be reported through UFM form.
8. All the UFM cases must be reported to the exam committee and the review committee.
9. Students should be informed to appear in front of review committee for defense of their cases.
10. Review committee will take action on the student cases.

11. Invigilators are not allowed to take any physical action in the hall such as snatching student papers, tearing student papers, or marking student paper zero during the exam process;
12. Invigilators and examination committee members will document each case of cheating and misconduct and will submit the report to review committee for further action and process
13. Unused answer sheets must be returned to examination committee.
14. Teachers must collect their scripts from examination committee on the day of their exam.
15. The teachers will submit their results on time.
16. Every teacher must read The Student Code of Conduct (attached) to have a thorough understanding of exam rules for students.

Entering Student Grades and Attendance to Student Information System:

- Course teacher will enter student attendance on daily basis to the student information system
- **Instructor will keep a strict record of student attendance**
- Instructor will inform students about their attendance status once in a month
- Department Chairs will create exams (midterm and final), assignments, attendance, projects etc. in the student information system two (2) weeks before the start of the semester
- Instructor will enter student grades for assignments, projects, quizzes and exams to the system within 3 to 5 days
- Final results will be published through student information system
- Instructor will be able to change the grades in case of technical mistake or after review of the review committee
- Academic office will get printed copy of the grades through the administrator
- Administrator will document every time a report is generated and will keep a copy in file
- Student grade can be changed after the final decision of the review committee
- Change in student grade will be documented by the review committee, a copy will be place in file by the administrator and the review committee and the academic office
- Instructor will publish his course result after grading the course exam

Student Information System Roles and Responsibilities:

- **Administrator: will maintain the system security and reliability and ensure the system and is up and running 24/7. Also, will provide technical support to faculty and staff members.**

- Instructor: will enter student attendance and grade records to the system
- Schedule Administrator: will develop and enter department and school schedule to the system
- Grade Reviewer: will be able to change student grade based on review committee decision
- Report Generator: will develop and print different reports (i.e. student attendance, student final grades)

Grading:

- Grading at NIMA will differ on department and course basis.
- For theory and lecture classes midterm and final exams will be part of student Grades.
- For practical courses such as website designing, project management, accounting information system most of the grades will come from practical exams and student centered activities.
- The course teacher will have to decide at the beginning of the semester about the grading system of the course.
- The grading system for each course will require final approval by the department chair.
- Grading system for each course will be finalized with the submission of course syllabus for review.
- Minimum requirement to pass a course is 70% marks (i.e. grade C) equivalent GPA of 2.0.

Grading for each course will be used based on type of course. Detailed components for each course type are listed below.

Theory Course:

Attendance and Class Participation: 0% - 5%
 Homework/Assignments/Projects/Case Studies/Reports: 15% - 30%
 Quizzes/Exercise: 5% - 15%
 Midterm Exam: 10% - 20%
 Final Exam: 20% - 35%

Practical Course:

Attendance and Class Participation: 0% - 5%

Homework/Lab Assignments/Practical Projects/Case Studies: 15% - 35%
Quizzes/Theory Exam/Exercises: 5% – 20%
Practical Midterm Exam: 10% – 20%
Practical Final Exam: 20% - 35%

Student Internship:

- Internship is offered as a 3 credit course and it part of NIMA curriculum
- Duration of student internship program is two (2) months
- The instructors will mentor the students during the internship period
- Placement officers (i.e. placement cell) will physically monitor the students once in two (2) weeks at work place, total of four (4) visits with the employer.
- Mentors details and information will be provided two (2) weeks before the start of internship program
- Students are required to complete all course work and have 2.0 GPA before the start of the internship
- Student will meet once a month with the mentor on campus
- Student will submit final report to assigned mentor within one week after the internship program
- Student will present final presentation to the panel
- Grades for student internship will be set by the mentor and will include different components (i.e. attendance, punctuality, dress code, employer feedback, final report, final presentation and mentor feedback)

Refresher Course:

- Students will be admitted to refresher course after they pass the entrance exam
- Student have to take proficiency test before enrolling in the refresher course
- The refresher course is composed of different levels. For details refer to refresher course curricula document

- Students will have to study for six (6) months in the refresher course program
- Students will take exit exam at the end of six (6) months
- Student has to pass exit exam to enroll in the diploma program
- Students unable to pass the exit exam will study in the refresher course for another six (6) months.
- Student not able to pass the exit exam for the second (2nd) time will be transferred to another TVET institute
- Student has to achieve 80% to pass a level in the refresher course