



## **EXAMINATION POLICY FOR THE YEAR 2024-25**

### **1. Scope**

The exam section at KIM plays a vital role in managing and overseeing all aspects related to examinations. It encompasses activities such as exam scheduling, question paper preparation, invigilation, result processing, and record maintenance, ensuring a smooth and fair assessment process for students. The exam section also handles student queries, provides exam-related guidelines, and collaborates with faculty and administration to uphold the integrity and quality of examinations. Its scope extends to implementing exam policies, facilitating exam-related logistics, and maintaining confidentiality and transparency throughout the examination cycle.

### **2. Examination Committee**

- The Examination Committee chaired by the Dean-Academics and the Controller of Examinations, under the Academic Department; analyses, reviews and approves grades earned by the students in all the courses at the end of each term.
- Further, it also approves the list of graduating students at the end of every year. The committee is also responsible for hearing and deciding all cases related to malpractices if any.
- In all cases of examination malpractices, this committee's decision is final and binding on all concerned.
- In principle, students caught for malpractices during examinations are not eligible for placement and cannot avail the business immersion program. However, the final decision will be taken based on the severity of the incident(s) and will be communicated to the student in writing.
- Any of the following actions could be taken against malpractices, and will depend on the severity of the intention / action.
- A written letter of warning from the institute to the student with a word of caution that any such activity is against the Code of Conduct. Any attempt to repeat such behaviour in the future will be penalized severely leading to discontinuation from the program
- Cancellation of Registration (RC) for the course in which the student was caught for malpractice



a) End term Exam eligibility criteria

To be eligible for the end-term examination, students must fulfil the following conditions:

- i Attendance Requirement: Students must have a minimum of 85% attendance in each of the courses they are appearing for in the examinations. However, a minimum of 70% attendance is allowed in exceptional cases, as specified in the attendance policy.
- ii Clearing Dues: Students should have no pending dues with the institute. All financial obligations must be settled prior to the examination.
- iii Disciplinary Standing: Students must not have any pending disciplinary actions against them.

It is important to note that students who fail to meet these eligibility criteria will be considered ineligible to write the end-term examination. The list of such ineligible students provided by the PG Section will be reviewed and finalized by the examination department during the Board of Examinations (BoE) meeting.

3. Examination Guidelines:

a) Source of setting of Question paper

The teaching faculty members set three question papers as per the guidelines. These papers are reviewed by the Board of Examination and selects one paper out of three for final examination. The selected paper administers for the end term examinations. Structure of end term examination question paper:

Structure of end term examination question paper:

Sections	Type of Questions	Marks
A	Each question carries 5 marks (total 5 questions) student has to write any three questions. Conceptual questions –Knowledge Level or Blooms -2 or 3- (KL 1 can be clubbed with KL 2 or KL 3 where ever necessary)	15
B	Each question carries 10 marks. (Total 3 questions) student has to write any two questions. Subjective questions which would test the analytical ability and situational analysis of the students –Knowledge Level or Blooms – 3 or 4.	20



C	Only one case carrying 15 Marks Case study is compulsory, which tests decision making and problem-solving skills of the students –Examiners may ask 2 to 4 questions such that each question is connected to a particular CO. Knowledge Level or Blooms – 4 and above	15
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**b) Evaluation**

The evaluation pattern for each course will be:

End-Trimester Exam	50 marks
Continuous Assessment (Internals): 50 marks. Minimum of 3 components to be adopted for a 3-credit course.	50 marks
Total	100 marks

The marks for passing are as follows:

Examination	Minimum pass marks	Out of
Internal marks	20	50
End Trimester marks	20	50
Overall passing marks	45	100

**4. Conduct of Examination:**

- Students must know their Roll Number before entering the examination hall.
- Students are required to have Identity cards issued by KIM and these must be made available to the invigilator upon request. A student not having the said identity card with him/ her during the examination may be denied permission to write the examination.
- Students should not disclose their identity (name/ roll No. etc.) anywhere on the answer book or the supplements. Such answer-books/supplements will be treated as invalid. The case may be treated as usage of unfair means and will be dealt with as per rules.
- Food and/or beverages (except drinking water), will not be permitted in the examination hall.
- All writing, including the entry of all the required information on answer books must be completed during the examination time.



- f) Announcement will be made ten minutes before the close of the examination. Students will not be allowed to leave the examination hall during this period of the examination. At the closure of the examination, students must stop writing and tie their supplementary sheets if any to the answer-book and be ready to hand over their answer-books to the Hall Invigilator. They should not leave their seats until answer books from all students are collected by the Hall Invigilator.
- g) A student who disobeys any instructions issued by the Senior / Hall Invigilator or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the concerned authorities of, KIM-Harihar.

**5. Discipline in the Examination Hall:**

- a) Mobile phones are not permitted in the exam hall/ venue for any reason. If a mobile phone is found in a student's possession in the examination hall after the Examination starts, it will be deemed as a breach of examination rules. Action will be taken as per Examination Rules on such students.
- b) Smart watches and similar electronic gadgets are not permitted in the Examination venue. Scrap paper or any kind of other reading material is strictly prohibited from the exam venue. Students are supposed to do all the rough work on the last sheet of the answer book and cross it out with one line to indicate the same.
- c) Examination answer booklets must be submitted intact to the examination hall invigilator. No part of an examination answer booklet may be defaced, removed or destroyed. This will amount to adoption of unfair means.
- d) Students must not communicate in any way with any person other than the examination hall invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
- e) Students are not permitted to enter the examination hall after 10 minutes from commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session
- f) A student, who fails to attend an examination at the time and place published in the final timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given depending upon the case.
- g) The students should write on the front page of the answer book the name, roll number, name of the program, specialization if any, trimester, course and division for which examination is being held, number of supplementary sheets attached to the main answer book.
- h) Students should not write anything on the question-paper.
- i) Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited.
- j) Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the discipline committee, KIM-Harihar.



- k) Serious punishment will be awarded to the students who violate the rule. The students, who violate the rules, run the risk of debarment from the PGDM Program, KIM-Harihar examinations as per the AICTE Rules.
- l) Students should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing and in case of any discrepancy, they should bring it to the notice of the invigilator.
- m) Students should ensure that all their bags and other personal belongings are kept outside the exam hall.
- n) All the students should occupy seats as per the Seating Plan decided by the Examination Office and displayed in the Examination Hall.
- o) Queries in question papers in the examination hall:**
- p) If a student feels that there is a mistake/ anomaly in the question paper, he should bring the same to the notice of the examination hall invigilator without disturbing others in the examination hall.
- q) Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- r) Students should ensure that all answer-books including supplementary sheets supplied to them bear the signature of the Hall Invigilator and Date of Examination without which the answer-book will not be examined.
- s) Every student present for the examination must sign against his / her Roll number on the attendance sheet provided by the Hall Invigilator.
- t) Students should write their answers legibly and only with a blue/ black pen.
- u) Answers written in illegible handwriting or with pencil may not be evaluated.
- v) Write on both sides of a page. Rough work, when necessary, should be done only inside the answer-book and not on the question paper.
- w) While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for P.T.O. These will be considered as attempts to readily identify the specific answer-books.
- x) Students should neither tear any sheet from the answer-books provided nor shall attach additional papers to them.
- y) The answer-books will be scrutinized before they are sent to examiners. If the Examination cell, KIM-Harihar authorities are convinced that any student has attempted to reveal his / her identity by any means, the answer-books may NOT be sent to the examiner for evaluation and the student's case will be dealt with as per the Examination Rules.
- z) All answer-books whether written or blank should be returned to the hall invigilator without fail.

**6. What constitutes unfair means during the time of examination?**

Following is a list of activities which will be construed as copying. This is neither an exhaustive nor exclusive list but is only representative. Other actions with the intent to copy will also be construed as copying. The invigilators decision will be final in the

matter:



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- i Carrying of chits, notes, books etc. into an examination, when it is not an open book or open resource test.
- ii Bringing in electronic items like cell phones, laptops etc. Calculator can be taken in only if allowed for a specific paper.
- iii Writing anything on any part of the body or on any accessory including clothes.
- iv Writing anywhere other than answer-scripts before or during the exam, like writing on the hand, desk, floor, the wall adjacent, etc.
- v Writing anything on the question paper.
- vi In case the student finds anything written on his/her desk or surrounding and fails to report the same to the examiner before the start of-scripts the examination, s/he could be held responsible for doing it and charged with copying.
- vii Peeping into the neighbour's question/ answer paper.
- viii Use of sign or signals.
- ix Exchanging question papers or answer sheets, any instrument or any other object.
- x Talking, whispering and murmuring during the exam.

Any other disturbance not amounting to unfair means will be penalized by deduction of 5 marks from that paper or a grade drop as per the seriousness of the disturbance. The decision of the invigilator is final in this matter.

Consequences for using unfair means during Trimester-end exams and internal assessments.

Any student who is found to be using unfair means during examinations, tests or quizzes will bear the following consequences. Based on the nature of malpractice the punishment will be decided. Detail consequences can be found in examination rules.

**a) Academic Consequence:**

The student will be given an F for the course. S/he will be asked to leave the exam hall and will be allowed to take the exam when it is held next. This Re-exam paper will be for 100 marks but scaled to 60 marks. One grade drop from the student's actual grade. The interim grade card will be marked "F". There may be Cancellation of paper, Cancellation of entire examinations of that Trimester with debarment from appearing in any examination for 1 or 2 years excluding the current examination OR Rustication from the campus/course based on the severity of the unfair mean.

**b) Financial Consequence:**

The re-examination due to copying, when administered, will be charged re-examination fee of Rs.10, 000/-

**c) Placement Consequence:**

The student will be barred from the first 5 companies. Thereafter they will be allowed to sit for alternate companies from amongst the next 6 (i.e., sit for company 6, 8, 10). They can enter the placement process fully from Company 12 onwards. Both Function 1 and Function 2 (as defined for Placements) will be accounted for together. The Placement Executives will administer this rule and their decision is final and binding. No negotiations.



**d) Other Consequences:**

- a. The name of the student will be displayed on board and parents would be informed of this misdemeanor
- b. Once a student is detected to have used an unfair means, s/he would leave the exam hall without any disturbance. If s/he is reported for resistance or disturbance, serious action including suspension will be taken.

Please note that noncompliance with the above instructions by the student will attract a corresponding penalty as per KIM rules. Without prejudice to the forgoing provisions, the Institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination, which may extend up to expulsion from the Institute

**7. Evaluation of Internal and End Term Papers and Re-Evaluation:**

**a) For Internal Exams:**

1. Evaluated answers scripts of internal examinations will be shown to students. However, students will not be allowed to take away answer scripts.
2. For class assessment (internals), any queries regard the marks obtained will have to be directly discussed and concluded with the faculty member concerned before the marks are submitted to the PG Section.

**b) For End Term Exams:**

1. End-term answer papers will be shown to the student for review.
2. If a student feels the need for reevaluation, s/he must make a written representation as follows:
  - The student must justify in writing why there should be a reevaluation.
  - This written justification should be submitted to the Exam section along with a fee of Rs.200/- per question asked to be re-evaluated. This should be within 3 days from the declaration of marks or the date as specified by the exam section.
  - The written justification will be sent to the concerned faculty for reevaluation.
  - If the faculty accepts the student's contention and revises the marks upwards for that question, the Rs 200/- will be refunded to the student.
  - If for any answer there is no upward revision, then the Rs 200/- for that question will be forfeited by the Institute.
3. Students are strongly advised not to approach or negotiate orally with a faculty for reevaluation, unless the faculty invites the student for a discussion on the reevaluation. If it is reported that students have approached a faculty directly and personally, then disciplinary action will be taken as required on a case-to-case basis.

**8. Make-up and Re-examinations**

**a) Absence from Exams**

Students are not allowed to miss any tests, quizzes or examinations without a valid reason with the prior approval of the Director for the end-term exam. For internal assessment, approval should be by the course faculty



**i Internal Assessment:**

All internal assessment (50 marks) decisions will be solely that of the course faculty for internal assessment's (tests, quizzes, etc.) missed with prior approval. Absence from any internal assessment component, without prior permission of the course faculty, will be awarded zero marks. Make-up assessment will be decided by the course faculty concerned. This will have to be settled before grades are submitted to the exam section. The matter is closed thereafter in that component and students will have to undergo the consequences if they fall short of minimum criteria for passing.

**ii End-term Exams:**

Students who are absent from the examinations based on the valid reasons, duly approved by the Director, shall not attract the Re-Exam fee. However, it will be treated as a first attempt of the student at the examination. An end-term paper for 50 marks will be administered for the re-examination and the internal marks will be carried forward.

In the case of end-term exams being missed for any valid reason as approved by the Director, the student can take the same when the exam is held again. This will be treated as "first attempt" and will not attract re-exam fees. This will be an end-term paper for 50 marks and the internal marks will be carried forward. The interim grade card will be marked "AB"

Absence during end-term exams without prior permission will lead to the following consequences will apply:

- i The student will be marked "AB" for that paper on the grade card.
- ii They will take the exam as a "second attempt" attracting payment of fees of Rs. 5000/- per paper and will be graded to a maximum of B-.
- iii Their parents will be informed about the absence.

**b) Student Re-Exam/Makeup/Supplementary Policy.**

**i Student Failing in Internal Exam:**

Students will have one chance to clear internals, subject to discretion of the Board of Examination. In case the student fails again, s/he will have to appear for the second and last re-exam along with the next batch. A 50 marks paper will be given to the student and the score will be scaled to 100 marks. A student is expected to get 45% to pass, B- being the maximum grade. In case, s/he still fails, s/he will be out of the program.

Re-assessment fee for internal evaluation is Rs.3000/-

**ii Student Failing in End Term Examination:**

All students are expected to attend all timetabled examinations (Internal and End Term). Absence is NOT permitted.

This rule will not apply in case a student does not attend the end-term exam due to serious illness, which is certified by the campus Doctor based on the document(s) of a Specialist Doctor.

Only in the case of serious illness, where the student has taken prior approval from the Director with supporting document will it be considered as First Attempt, not as re-exam/makeup/supplementary exam.

For all other cases the following consequences will apply:



- Student will be promoted to next Trimester and will have only one chance to clear his/her backlogs in next Term.
- Student's scores will not be considered for award of ranks.
- Student who fails in a course and appears for re-exam will be awarded a maximum grade of B-.
- The re-exam fee will be Rs. 1500/- per paper.
- Student who fail in re-exam/supplementary will have following consequences:
  - will not be eligible for convocation.
  - will not be eligible for placements.

In case the student fails again, s/he will have to appear for the second and last re-exam along with the next batch. A 50 marks paper will be given to the student and the score will be scaled to 100 marks. A student is expected to get 45% to pass, B- being the maximum grade. In case, s/he still fails, s/he will be out of the program. A student should not have "F" in any course at the time of Convocation and Placements. If a student has an "F" in any Term, s/he will not be eligible for the Convocation and for Placements.

d) Fees for Re-exam/Makeup/supplementary Exam

The following table captures the different Re-exam fee categories

Fees for Re-exam/Makeup/supplementary Exam

The following table captures the different Re-exam fee categories

Category	Fees per re-exam
Using unfair means in exams and tests	Rs 10000/-
For being absent from the original exam without permission	Rs 5000/-
Re Internal assessment	Rs 3000/-
For being absent from the original re-exam with permission	Nil
For Re-exam/Makeup/supplementary	Rs1500/-per course

## 9. Grading

### a) Pre-requisite for Course-wise Grading

- Internal marks (out of 50) will be submitted by the course faculty. Any queries regarding internal marks are in the exclusive purview of the course faculty and the PGDM will have no role. Once internal marks are submitted to the PG Section by the course faculty, it is treated as final.
- A student scoring less than 20 marks (40%) out of 50 in the internal assessment and/or 20 marks (40%) out of 50 in End-Term examination will be declared failed and allotted Grade "F". Overall if a student scores less than 45 marks (45%) out of 100 will also be considered as FAIL (F).
- A student who has not taken an exam for any reason, with or without permission, will be shown as "Absent" – marked as AB.

The detailed grading process is explained below.





b) Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

In every course, the student is evaluated based on two components: continuous internal evaluation and end term examinations. Marks from both components are added together to arrive at the final marks. In each of the components, student must score a minimum of 40 percent of the marks to be declared as pass, and both components put together passing marks is 45 percent. Any student scoring less than the minimum prescribed marks in each subject shall be declared fail. All the students who have scored above 45 marks will be considered for grading. Grading is done on a relative based methods using statistics.

The grading is done in the following steps:

c) Conversion of marks to Standardized-scores

For a given course, marks obtained by each student will be converted to a standardized score using following formula

$$\text{Standardize Score} = \frac{(\text{student mark} - \text{mean of class})}{\text{sample SD of class}}$$



**d) Conversion of Standardized Score to Letter Credit**

From the standardized scores calculated as mentioned in 1.3, a lowest score (negative number) is identified. The highest score is a positive value of this negative number.

Once the highest number is thus calculated, a range of normal scores are made based on these lowest and highest numbers. This range of normal numbers is then divided into nine equal baskets and are named from A+ to C-.

A student's standardized score is then matched into these baskets to decide a letter grade.

The following table shows an illustrative example. If a student's standardized score for a particular course is 1.285, then the student will get an A+ for this course.

Please note that for each course the basket scores will be different. Therefore, the same standardize score may get a different grade depending upon the range that is generated for that particular course.

Standardized Score	Grade
-1.645	C-
-1.635	C-
-1.625	C-
-1.275	C
-1.265	C
-1.255	C
-0.915	C+
-0.905	C+
-0.895	C+
-0.545	B-
-0.535	B-
-0.525	B-
-0.175	B
-0.165	B
-0.155	B
0.185	B+
0.195	B+
0.205	B+
0.555	A-
0.565	A-
0.575	A-
0.925	A
0.935	A
0.945	A
1.285	A+
1.295	A+
1.305	A+



Notes:

- a) This system has been tested for a class of as low as 10 students and is found to work fine for grading.
- b) If majority of the students get similar marks (e.g., 80 marks) in a particular class, the grades are likely to hover around B.
- c) The mean for a course to be revised every year by including the data for past years for the same course to get robust results.

**e) Conversion of Letter Credit to Grade Point**

Once the grades are calculated as above, the following table will be used to convert the letter grades to grade points.

Letter Grade	Grade Point	Equivalent %
A+	9	100.00
A	8	88.89
A-	7	77.78
B+	6	66.67
B	5	55.56
B-	4	44.44
C+	3	33.33
C	2	22.22
C-	1	11.11
F	0	0

A % equivalent of a student scoring a grade point of 7.5 will be equal to

$$\text{Equivalent \%} = \frac{7.5}{9} * 100 = 83.33 \%$$

**f) Grade Point Average (GPA) Calculation:**

GPA is used to measure and monitor the student's academic progress. It is the basis of their academic standing and determines whether they are eligible to progress with their studies at the KIM.

The GPA is calculated by dividing the sum of all grade points by the sum of all credits attempted. Courses where the student has been designated as either AU (Audit) or AB (Not appeared / Not permitted) are not included in GPA calculations.

**i. GPA calculations are done in four steps**

- a) We convert the letter grade for each course to a Grade Point Value. Note that notations of AB (Not appeared) are not included in any GPA calculation.
- b) We calculate the Total Number of Grade Points for each course by multiplying the course's Grade Point Value by the number of credits assigned to the course.



- c) We calculate the sum of the attempted course credits for the Term. Then we add up the total number of Total Grade Points.  
 d) Finally, we calculate the Grade Point Average by dividing the total number of grade points by the sum of the attempted credits.

$$\text{GPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

Where C1, C2, C3....denote Credits associated with the courses taken by the students and G1, G2, G3.... are the grade points of the letter grades awarded in the respective courses in a Term.

On the other hand, the value-added courses or the Non letter grades obtained in a course will not alter the GPA, since the same are not accounted for in the GPA calculation.

This table illustrates an example of a GPA calculation:

Course	Grade	Grade Point	Credits	Grade Credit Points
1GC01	A	8	3	24
1GC02	A+	9	2	18
1GC03	B-	4	3	12
1GC04	B+	6	3	18
1GC05	C	2	3	6
1GC06	C+	3	3	9
1GC07	B-	4	2	8
1GC08	B	5	3	15
1GC09	Z	--	--	--
			22	110
GPA = Total Grade Points/ Total credits = 110 / 22				5.00

**g) Cumulative GPA (CGPA) Calculation:**

The CGPA is calculated by dividing the sum of total grade points obtained by the student at KIM by the sum of all credits attempted.

The CGPA is used to describe overall performance of the student in all courses in which s/he is awarded letter grades, since her/his admission to the Institute up to the latest semester. It is the weighted average of grade points of all letter grades received by the student from her/his admission to the institute and is computed as follows:



$$CGPA = \frac{TC_1GP_1 + TC_2GP_2 + TC_3GP_3 + TC_4GP_4 \dots\dots\dots}{TC_1 + TC_2 + TC_3 + TC_4 \dots\dots\dots}$$

Where  $TC_1, TC_2, TC_3, TC_4$  ....denote Total Credits associated with the term secured by the students and  $GP_1, GP_2, GP_3, GP_4$ .....are the Total grade points awarded in the respective terms.

On the other hand, the value-added courses or the Non letter grades obtained in a course will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

Following table illustrate an example of CGPA Calculation:

Term	Credits	GPA scored	GPA Credit Points
1	25	5	125
2	25	7.1	177.5
3	18	6.5	117
Bl	6	7	42
4	20	5.2	104
5	18	5.6	100.8
6	6	5.8	34.8
	118	42.2	701.1
	CGPA = Total GPA Credit Points/Total GPA		5.94

**h) Grade Sheet**

Each Term results (GPA/ CGPA) will be finalized in the succeeding Term and captured in a grade sheet format. The grade sheets will be issued Term-wise on the Institute letter head. All Term-end results will also be forwarded electronically to the student. The official cumulative grade card of all 6 trimesters, after all exams are cleared, will be given to the student with the diploma. If after all attempts permitted, a student does not clear all exams, then the Official grade sheet will be given indicating 'F' for courses in which the student has failed. No diploma will be awarded.

**i) KIM Honor List and Award of Medals**

- a) PGDM Gold Medal - awarded to the student with the highest CGPA in the batch.
- b) PGDM Silver Medal - awarded to the student with the second highest CGPA in the batch.
- c) PGDM Specialization Gold Medal - awarded to the students in each of the six streams of PGDM; namely, Marketing, Finance, HR, Operations & Analytics.
- d) Above mentioned awards will be given separately for both campuses.



**j) Duplicate Marks sheet/Grade card/ Certificate**

**i Procedure for Issue of Duplicate Degree Certificate**

A student who wishes to apply for Duplicate Marks sheet/Grade card/ Certificate need to write an application to the Institute with an Affidavit.

You have to include the following in details in the affidavit:

- a. Your full name
- b. ii) Name of Institution
- c. iii) Period of course
- d. iv) Name of course
- e. v) Name of mark list or certificate lost
- f. vi) Date of issue of the lost certificate
- g. vii) Registration number of the student
- h. How you lost the certificate
- i. When and where you lost it
- j. Did you make any police complaint ?
- k. Name of police station and Complaint number
- l. Date of filing complaint?
- m. Photo copy of Grade Card/Marks Sheet/Certificate.

**k) Charges:**

Application fee for Duplicate Marks sheet/Grade card/ Certificate is given below:  
Student has to pay Rs.750/- per Marks's sheet/Grade card with application. Application should append with affidavit.

Student can choose one of the two modes of application:

**i Normal:**

Under normal mode fee is Rs.750 per document where the requested document will be given at the time of next Convocation.

**ii Tatkal**

Under Tatkal mode a fee of Rs.3000 per document where the document will be given within 30 working days.

Note:

No change in the name of the student will be entertained.

Kindly note that it takes approximately 30 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree (this excludes postal time).



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Candidate has to pay an amount towards the processing fee through online (OR) Demand draft in favor of “Kirloskar Institute of Management” payable at respective campus where applied.”.

In application, Student have to mention the complete address where the document needs to be delivered.