



Since 1994

Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune

**S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,
Pune – 411052**



EXAMINATION AND EVALUATION POLICY

Objective

The Examination committee is formed for the purpose of smooth conduct of the examination and evaluation process, to facilitate the student progression, and to fulfil the statutory and other requirements. The committee also insists on the quality, and developmental reforms in tune with the defined attributes and required outcomes of the MBA program. The evaluation of the students is done at two levels in every semester.

Formative evaluation – This is carried out at the institute level by the respective course teacher. The course teacher has the flexibility of designing the evaluation method.

Summative evaluation – This is carried out by the university at the semester end. The question paper pattern is defined by the university and it is based on the Blooms taxonomy.

- To make sure that all statutory requirements are addressed and guidelines of UGC, AICTE and Savitribai Phule Pune University (SPPU) regarding the examination and evaluation are address in the functioning and conduct of the committee workings. Carryout any examination reforms if required.
- To conduct internal and external examination process smoothly at the institute.
- To communicate and liaison with university, its departments and various other institutions for examination work, information submission requirements, etc.
- To guide and provide students and faculty regarding the examination process and requirements at the institute and at university level.
- To safeguard the security and confidentiality of examination materials, candidate information to prevent cheating.
- To facilitate the grievance and dispute resolution related to the examination.
- To collect feedback, evaluate examination process and implement improvements to enhance the effectiveness of quality of examination for the continuous improvement.

Scope

This policy covers exams of all kinds given for all programs offered by the Institute, including midterm, final, practical, and online exams. It includes the duties that academic staff, administrative personnel, and students have when taking an exam.

Functions

- To conduct examinations, prepare various report regarding examination result and make available to all as per requirement from time to time.
- To guide and communicate the information and requirements of examination to everyone concerned in timely manner, on official channel and mediums.



- To solve any grievance or difficulties of student or staff regarding the examinations.
- To plan, arrange, prepare and implement the examination activities during the semester. Examination committee will appoint the persons for examination related duties. Exam committee will guide the persons appointed in their examination duty and ensure proper paper work and records of duty performed and payment due, if any.
- To protect and preserve the security and Integrity in examination process.
- To carry out the curriculum review for examination and evaluation requirements.

Frequency of the Meeting

Once in a semester and additionally on the need basis.

Examination Department Organization



Pre-examination activities

- Printing of stationery for college related exam
- Sending requirement to university for stationary
- Accepting of Examination forms
- Receipt, Checking of Exam Forms
- Approval of Exam forms
- Paying exam form fee amount to university
- Distribute hall ticket



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-
- To Make and display Seating Arrangements
 - Preparing of budget for examination
 - Prepare Squad and Reliever duty chart
 - Arrangement of Junior Supervisors / waterman/ security / police/ housekeeping
 - Share the examination related information / schedules with student and faculty

• **During the Examination**

- Numbering on bench, display and sharing of seating arrangement.
- Daily Answer book arrangements as per blocks.
- Opening & closing of classes.
- Downloading and Printing of question papers.
- Distribution of Question papers to examination halls.
- Students queries regarding examination
- Flying squad, Copy cases related work
- Daily Summary.
- Block Wise Collection of answer books.
- Packing of answer sheets.
- Preparing of CAP report.
- Dispatch of answer books to CAP center/ respective internal subject faculty.
- Maintaining all examination related records.

• **Post Examination Work**

- Declaration of result of internal examination.
- Collection of evaluated answer books and mark sheets.
- Preparing and sending internal marks online to the University.
- Display of answer sheet / marks to students.
- Collection and distribution of results.
- Students queries regarding results
- Prepare result analysis for university examination result



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Role And Responsibilities

Director

Director is the head of the institution and hence the overall in-charge of the examinations conducted at the Institute. As the academic leader, she has to oversee that the institution and university exams conducted properly in accordance with its vision and mission and university requirements. He / She is a source of inspiration to the teaching and nonteaching staff as well as to the students of the Institute. He / She should be an epitome of professionalism, dedication and honesty. He / She is a knowledgeable person in education and service rules and also in the university statutes.

- Director is the inhouse chief conductor of University Examination.
- Director will suggest/ intervene into the policy matters related to the examinations.
- He / She will supervise and sanction all examination related activities.
- He / She will act as facilitator for the material requirements and systemic inputs / support required.
- To ensure timely completion of the exam processes. Reporting, documentation and mark entry

College Exam Officer (CEO)

- To take disciplinary action where necessary against the students, paper-setters, examiners, moderators, or any other persons connected with examinations duties and students found guilty of malpractices in relation to the examinations,
- To get the performance of the students at the examinations properly assessed, and process the results
- The CEO shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Director.
- To get examination expenses audited and submit the account to the university within a specified period.
- Act as an examination committee secretary for receiving and closing exam related grievances.

Custodian

- To make the arrangements for:
- Printing of question papers.
- Keeping the evaluated answer sheet securely till it is submitted to CAP center.
- Maintaining examination answer sheet stock for internal and university exam.



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Senior Supervisor

- Prepare time table of internal examination.
- Duty chart of the Junior Supervisor and their supervision.
- Printing of internal and external question papers.
- Class-wise distribution of answer papers and question papers.
- To make provision for PWD / blind students etc.
- To ensure the following function:
 - Finalization and display of seating arrangement of blocks and Viva panel.
 - Display of university instructions for students
 - Daily summary of student attendance

Assistant to Sr. Supervisor

- Follow instructions given by the CEO and Senior Supervisor from time to time.
- Appointment of Junior Supervisor/sweeper/watchman/water boys/peon with the help of registrar/office superintendent. After the end of the session, submit the records to the account department through CEO authorization.
- Confirming Stationery Requisition (College/ University exam level).
- Help senior supervisor in preparing seating arrangement lists, viva panel lists and SIP conduction.
- Coordination with examiners regarding answer sheet issue for evaluation and collection afterwards.

Assistant to CEO

- Arrange barcode for university examination.
- Classroom preparation as an examination block and housekeeping arrangements.
- Display of date-wise consolidated examination Time table.
- Prepare examination bills to submit to the university.
- Prepare junior supervisor and viva panel payment documentation.
- Prepare internal faculty examination duty payment documentation.

Junior Supervisors

- The junior supervisor will check the received barcode. etc. of the candidates, fill and verify the report and to check the admit Card and Identity card of the student.
- To prohibit students from doing copy and using unfair means or material.



Internal Squad:

- To ensure that students are not carrying mobile phones. prog. Calculators or and electronic gadget in the exam hall.
- To ensure that students are not carrying any written or printed material or any such thing to the exam hall. that can be used to malpractice in the exam hall.
- Observe smooth conduction and vigilance during the exam including checking restricting movement of people on the floor where the exam is conducted.
- Report the copy cases to senior supervisor / CEO.

Photocopy machine operator

- Ensuring the smooth working of the photocopy machine.
- Photocopying of question paper as per requirement block-wise
- Identifying block numbers and labeling the block-wise papers in the envelopes

Stationery/ Store Clerk

- Maintain the record of stationery such as answer sheets, mark sheets,
- Physically verify the stock of stationery
- To send the stationary requirements in consultation with the exam in charge / CEO

Dispatch Clerk

- Submitting the sealed answer sheets to the CAP center & CAP report to senior supervisor

Block Peon

- Preparing bundles of answer sheets
- Providing extra supplementary, thread, holocraft
- block wise attendance report circulation
- Packing answer sheets to be sent to CAP

Bellman

- To follow the examination timings and ring the bell

Supporting Staff (Sweeper, Hamal)

- To clean the campus including classrooms/washrooms/ student's benches.

Accountant.

Timely preparation of examination bills and submission to the university.

- To release examination remuneration in time to the respective person who has performed the examination duties.



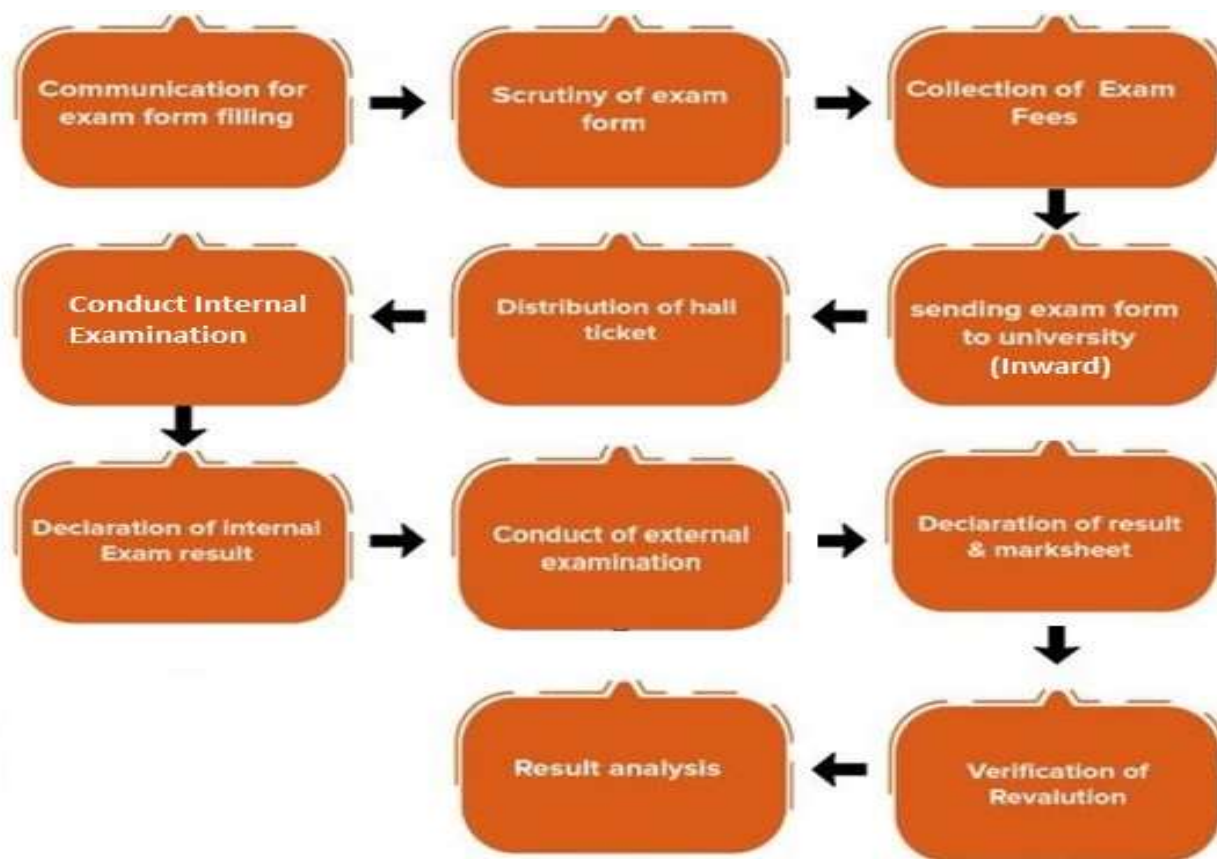
Waterman

- ❖ To provide water to the students during the examination period.

Watchman

- ❖ To ensure discipline on the college campus during the examination period.

Flow chart of Examination work





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Guidelines for internal assessment:

- Internal concurrent assessment of three credit subjects for 50 marks shall be based on assignments, MCQ's, Open book tests (OBT), Case Study, Presentation, Project Work, group discussions, class tests etc.
- For Internal assessment of three and two credit subjects minimum three concurrent evaluation assessments for 25 marks each using above methods is to be conducted by the subject teacher. The evaluation pattern shall be the discretion of the subject teacher.
- Assessment to follow concurrent evaluation guidelines given in university syllabus and should be allotted to students immediately after completion of chapter/ unit.
- A consolidated record of internal marks allotted for all courses to be submitted to the coordinator at the end of the semester by each course faculty.
- Internal marks to be displayed after consensus of the HOD/Co-coordinator and Director for students to view prior to closure of internal 'marks entry link. Dates in this regard shall be communicated by the exam -in charge to the faculties every semester.
- Timely adherence and submission of records to the exam section is mandatory for all faculty.

Prepared by: Mr. Sachin Kshirsagar, Chief Exam Officer

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