Marathwada MitraMandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,
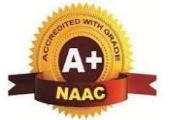**Pune – 411052**

Since 1994

Savitribai Phule Pune University (SPPU) Formative Assessment (FA) / Concurrent Assessment (CA) Guidelines:

1. The course teacher shall prepare the scheme of Formative Assessment before commencement of the term. The scheme of Formative Assessment shall explicitly state the linkages of each Formative Assessment Item with the Course Outcomes and define the targeted attainment levels for each CO.

2. The Director / Head of the Department / designated academic authority shall approve the scheme of Formative Assessment with or without modifications.

3. The course teacher shall display, on the notice board, the approved Formative Assessment scheme of the course and the same shall also be hosted on the website, not later than the first week of the term.

4. Each Formative Assessment item shall be of minimum 25 marks.

5. For a 3 Credit Course there shall be a MINIMUM of three Formative Assessment items. The final scores shall be converted to 50, using an average or best two out of three formulae.

6. For 2 Credit Course there shall be a MINIMUM of two Formative Assessment items. The final scores shall be converted to 50.

7. For a 1 Credit Course there shall be a MINIMUM of one Formative Assessment item.

8. Formative Assessment shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course.

9. The assessment outcome of each Formative Assessment shall be duly signed by the course teacher, program coordinator / academic head and the Director / Head of the Department / designated academic authority of the Institute.

10. A copy of the duly signed Formative Assessment outcome shall be displayed on the notice boards, within a week of the assessment and course teachers shall guide the students on a need basis.

11. Institute may conduct additional make up / remedial Formative Assessment items at its discretion.

12. At the end of the term aggregate Formative Assessment scores / grades shall be calculated and the CO attainment levels shall be calculated by the course teacher. The same shall be displayed on the notice board

7.1 Formative Assessment Methods: Student assessment should be as comprehensive as possible and provide meaningful and constructive feedback to faculty and student about the teaching-learning process. Over-use of question-answers may be discouraged for formative assessments. Course teachers shall opt for a combination of one of more FORMATIVE ASSESSMENT methods listed below.

Group A (Individual Assessment) – Not more than 1 per course

1. MCQs with multiple correct answers
2. Class Test
3. Open Book Test
4. Written Home Assignment
5. In-depth Viva-Voce

Group B (Individual Assessment) – At least 1 per course

6. Case Study
7. Case let
8. Situation Analysis
9. Presentations

Group C (Group Assessment) – Not more than 1 per course

10. Field Visit / Study tour and report of the same
11. Small Group Project & Internal Viva-Voce
12. Model Development
13. Role Play
14. Story Telling
15. Fish Bowls

Group D (Creative - Individual Assessment) – Not more than 1 per course

16. Learning Diary
17. Scrap Book / Story of the week / Story of the month
18. Creating a Quiz
19. Designing comic strips / Cartoon strips
20. Drama scripts
21. Creating Brochures / Bumper Stickers / Fliers
22. Creating Crossword Puzzles
23. Creating and Presenting Posters
24. Writing an Advice Column
25. Library Magazines based assessment
26. Peer assessment
27. Autobiography/Biography
28. Writing a Memo
29. Work Portfolio

Group E (Use of Literature / Research Publications- Individual Assessment) – Not more than 1 per course

30. Book Review
31. Drafting a Policy Brief
32. Drafting an Executive Summary

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33. Literature Review
34. Term Paper
35. Thematic Presentation
36. Publishing a Research Paper
37. Annotated Bibliography
38. Creating Taxonomy
39. Creating Concept maps

Group F (Use of Technology - Individual Assessment) – Not more than 1 per course
40. E-portfolios
41. Digital stories
42. e-Newsletter, e Magazine
43. Recorded interviews of stakeholders posted on You Tube
44. Simulation Exercises
45. Gamification Exercises
46. Presentation based on Google Alerts
47. Webinar based assessment
48. Creating Webpage / Website / Blog
49. Creating infographics / infomercial
50. Creating podcasts / Newscast
51. Discussion Boards

Rubrics: The course teacher shall design Rubrics for each Formative Assessment. Rubrics are scoring tools that define performance expectations for learners. The course teacher shall seek approval for the rubrics from the Director / Head of the Department / other designated competent academic authority of the institute. The course teacher shall share the approved Rubrics with the students at the start of the course. The rubric shall detail the following:
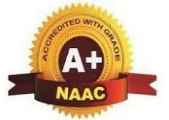
1. Linkages of the Formative Assessment to Cos
2. A description of the assessment - brief concept note
3. Criteria that will be assessed - the expected learning outcomes.
4. Descriptions of what is expected for each assessment component - the expectations from the student.
5. Substantive description of the expected performance levels indicating mastering of various components -the assessment criteria.
6. The team composition, if applicable.
7. The format and mode of submission, submission timelines
8. Any other relevant details.

7.3 Safeguards for Credibility of Formative Assessment: The following practices are encouraged to enhance transparency and authenticity of concurrent evaluation:

1. Involving faculty members from other management institutes.

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2. Setting multiple question paper sets and choosing the final question paper in a random manner.
3. One of the internal faculty members (other than the course teacher) acting as jury during activity based evaluations.

4. Involvement of Industry personnel in evaluating projects / field based assignments.

5. Involvement of alumni in evaluating presentations, role plays, etc.

6. 100% moderation of answer sheets, in exceptional cases.

7.4 Retention of Formative Assessment Documents: Records of FORMATIVE ASSESSMENT shall be retained for 3 years from the completion of the Academic Year. i.e. Current Academic Year (CAY) + 3 years. Likewise records of assessments to decide the learning needs of students for opting for Foundation Courses / capabilities for Enrichment Courses/ ASCC/ start-up option etc. shall be retained for 3 years from the completion of the Academic Year.

8.0 Summative Evaluation (End Semester Evaluation):

1. The Summative Evaluation for the Generic Core (GC), Subject Core (SC) and the Generic. Elective (GE - UL) course shall be conducted by the Savitribai Phule Pune University.
2. The SE shall have 5 questions each of 10 marks.
3. All questions shall be compulsory with internal choice within the questions.
4. The broad structure of the SE question paper shall be as follows:

Question Number	Cognitive Abilities evaluated	Nature
Q.1	REMEMBERING	Answer any 5 out of 8 (2 marks each)
Q.2	UNDERSTANDING	Answer any 2 out of 3 (5 marks each)
Q.3	APPLYING	Answer 3 (a) or 3 (b) (10 marks)
Q.4	ANALYSING	Answer 4 (a) or 4 (b) (10 marks)
Q.5	EVALUATING/CREATING	Answer 5 (a) or 5 (b) (10 marks)

Either Question 4 or Question 5 shall involve a case study in the Summative Evaluation. i.e. Both 4 (a) or 4 (b) shall be a Case Study based question OR Both Question 5 (a) or 5 (b) shall be a case study based question.

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