**Date: 05/06/2025**

Institute Examination Policy

The institute is permanently affiliated to Savitribai Phule Pune University and approved by AICTE. The institute has accredited by NAAC. The College follows internal and external assessment as per the Savitribai Phule Pune University norms.

1. Internal Assessment

- The academic calendar provides prior notification of the examination schedule, which is adhered to consistently throughout the academic year.

- The evaluation of theoretical courses' internal performance comprises one mid-term exam, and an additional end-term exam as well as assignments, presentations, class tests, quizzes, and other related activities defined in the syllabus of Savitribai Phule Pune University. The evaluation of lab courses involves a comprehensive internal assessment that includes two practical examinations, practical records, attendance, viva-voce, presentations, and daily performance. Each Lab work is evaluated based on these criteria.

- The examination cell holds central governance over the midterm examination and end term examination process. The schedule and pertinent details such as the invigilation duty chart and room setting plan are communicated in advance of the examination's commencement

- The faculty members must submit the specified quantity of papers through an online submission to the examination cell within the designated timeframe.

- The mid-term question papers and end term exam papers are meticulously crafted ley the prescribed pattern of the institute,

- The provided format of the question paper includes the mapping of course outcomes and Bloom's Taxonomy. Furthermore, the question paper includes a breakdown of the distribution of Bloom's level and course outcomes in percentage form.

- The Examination Cell designates a team of experienced faculty members as an internal flying squad to prevent any malpractice during the examination.

- The assessment process is conducted by evaluating the course outcomes, which serve as a measure of the level of attainment.

- The answer sheets of all internal examinations are presented to students in a class for self-evaluation, discussion, and verification of marks. The same is informed through Academic Calendar. Each Individual faculty is responsible for sharing their individual subjects answer sheets in the time frame.

- The solutions to midterm and end term examination papers are discussed with students.

- Students have the liberty to engage in communication with their respective subject teacher or department head to address any concerns or complaints they may have.

- The result of the examination is declared within a week from the last date of the examination.

- The evaluation of the project work encompasses several aspects, such as the sufficiency of the literature review and data exploration, quality of the presentation and language usage,

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I.B.M.R. Wakad, Pune-57
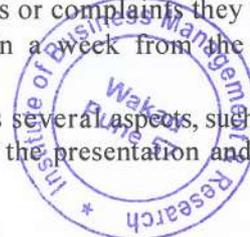
analysis and comprehension of data and outcomes and practical proficiency, among others.

- An end term assessment is administered towards the conclusion of the academic term to accommodate students who were unable to attend the original examination due to circumstances beyond their control, specifically medical reasons.

1.2. Appointment of External Examiner for Lab Courses:

- By the guidelines prescribed by SPPU the University designates external examiners from external institutions to ensure impartial and equitable administration of end-term **practical** examinations.

1.3. Invigilation Duty:

- Every faculty member except those in senior administration roles of the Institute (like Director, HOD , etc.), will be allotted examination work. However, depending upon the circumstances the allotment of the number of duties may vary.
- At the end of each semester, the examination cell will forward to the Director a comprehensive report regarding the allotment of the number of examination duties performed by each faculty.

2. INTERNAL EXAMINATION GRIEVANCE POLICY

Introduction

Internal examinations are conducted to assess and evaluate the academic performance of students periodically. Apart from providing preparedness, it also informs teacher's the necessary feedback and reference to the level of understanding of students. It is impertinent for the internal examination System that the process is fair and transparent in terms of its assessment and subsequent evaluation. In order to make the process efficient, each stakeholder must uphold their responsibilities and should be given the opportunity to express grievance, if any. The grievances raised by students may be as followed.

2.1. Grievance Related to Internal exam
a. Exam Schedule management (prior notice/period/duration etc.)
b. Exam hall management
c. Attendance/appearance to exam
d. Syllabus/Topic

Assessment related grievance
e. Discrepancy in score/marks received
f. Unfair assessment

2.2 Grievance Redressal Process
1. Internal Examination Grievance forms, available with the exam department can be submitted by the students within 48 hours of announcement of results.
2. CEO shall seek response of the internal examiner and/or assessor. The response shall be communicated to the student, through e-mail, within 48 hours of receiving Grievance Form.
3. Student shall respond to the mail expressing satisfaction or dissatisfaction with the response. Lack of reply from student shall mean that the reply was satisfactory.

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I.B.M.R. Wakad, Pune-57
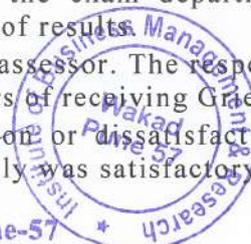
4. In case of dissatisfaction, grievance shall be escalated to the Principal

5. The CEO shall conciliate the grievance of student in discussion with the internal examiner.

The decision taken by Student Grievance Committee and shall be considered final and absolute.

6. Entire process of any grievance must be completed within 7 working days from the date of receiving grievance.

2.3 Roles and responsibilities

2.3.1. Student

• In case of any grievance related to internal examination, the student shall come forth and register it through the Internal Examination Grievance Form; which is available with the exam department and also through the Institute Website.

• If the student doesn't get a reply within 48 hours of submitting the form, the student shall escalate the concern to the Director.

• The student must remain available for communication and discussion throughout the entire process. Lack of communication from student's end may result in termination of Grievance.

2.3.2 CEO - Exam Committee

• CEO shall orient students at the commencement of term regarding Internal Examination Grievance Policy and Form

• Upon receiving the Grievance form, the CEO shall solicit e-mail response from internal examiner/assessor. CEO shall ensure that the personal detail of the student is not shared with the internal examiner/assessor.

• CEO must e-mail the student, the response received from internal examiner/assessor within 48 hours of receiving the grievance form.

• In case of delay in response from the internal examiner/assessor, CEO shall convey it to the Director.

• In case of dissatisfactory response from Internal Examiner/Assessor, the CEO shall escalate the grievance to the Director. CEO shall coordinate the discussions with the Internal examiner/assessor and the student, while maintaining confidentiality of the student from the

2.3.3 Internal examiner/assessor.

• After completion of the grievance, CEO shall record and file documents of each proceeding.

• CEO shall conduct meeting at the end of each semester to record updates on Internal Examination Grievance cases.

• Upon receiving grievance e-mail from CEO, Internal Examiner/assessor shall reply to the mail within 24hours. The response must be supported with relevant documents.

• Internal Examiner/assessor must be available throughout the process for discussions and updates.

2.3.4. Director

• The Director shall intercede in case of negligence from internal examiner/assessor or CEO and in case of dissatisfactory response.

• The Director shall conduct discussions with each stakeholder individually, if required, and convey the verdict through the CEO.

3. GENERAL GUIDELINES FOR MID TERM AND END TERM EXAMINATION:

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- All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.

- Student must sign on attendance sheet, main and supplementary answer sheet.

- No student should be allowed to enter the exam hall if he/she is delayed by more than 10 minutes.

- No student should be allowed to leave the examination hall for at least 1 hour after the exam start time and 30 minutes prior exam end time (unless it's an emergency)

- Invigilators have been authorized to disqualify any student found violating any of the instructions or resorting to unfair means.

- Students may leave the examination hall during the intervening period, one examinee at a time, after obtaining necessary permission from the invigilator(s)

- Students will not be allowed to carry any food and drinks other than water inside the examination rooms/halls.

- Students will not be allowed to carry or keep mobile phones/alarm clocks in their possession during examinations inside the examination room/hall.

- Students may leave the examination hall during the intervening period, one examinee at a time, after obtaining necessary permission from the invigilator(s).

4. EXAMINATION REFORMS

The examination department at International Institute of Management Science understand the need of radical changes and displays the transparency in examination and assessment system. The Institute is affiliated to Savitribai Phule Pune University for its syllabus and curriculum. The Institute adopts to the reforms made by SPPU AND Board of Examination.

The University has initiated following Examination Related Reforms:
- Implementation of 100% Automation of Examination Management System (EMS) at SPPU.
- All examination processes including pre-exam processes, scanning and onscreen marking of handwritten answer scripts of the students and post examination processes (such as result processing, publication and secure generation of mark sheets) are completely automated.
- Central Valuation Centre for Digital Valuation of Answer Books at University Nominated Campus.
- Integration of IT in all examination processes.
- The application server, the database server and the backup server reside at the NOC. The users of the system can avail the services by connecting to the servers at NOC through the e-Governance portal provided for this purpose.
- Front page of examination Answer Book is OMR with Barcode.
- Moderation of Answer Books after completion of Evaluation Process by Head Valuator for fair assessment.
- Results are published online through SMS and are also available to view online through EMS.
- Availability of examination schedule and results on University Website.
- Issue of admit card with photograph and printed examination schedule.
- Same day moderation and printing of question paper.

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- University provide printed internal assessment format as per the internal assessment criteria to ensure fair continuous internal assessments.
- Revaluation facility is available for students to eliminate any error in evaluation and result processing.
- Various reforms at administrative level to ensure speedy processing of examination steps, complaints, correspondence, issue of various certificates.
- Strict vigilance and penal measures are taken to curb of Lapses and Malpractices in theory and practical examinations.
- Addition of security features i.e. 2D Barcode, Barcode, embossing, water mark, invisible logo etc. in statement of marks / grade and Degree Certificate.
- The University has introduced "cafeteria approach" with the modified syllabus in the year 2015 wherein any student from any specialization can take a course in other specialization to pursue his/her passion, thus bringing in a change from a rigid system to a flexible system.
- With Effective from AY-2019-20, the University has introduced Outcome Based Assessment and Grading System. The Indirect and Absolute Grading System shall be used, i.e. the assessment of individual Courses in the concerned examinations will be on the basis of marks. However the marks shall later be converted into Grades by a defined mechanism wherein the overall performance of the learners can be reflected after considering the Credit Points for any given course. The overall evaluation shall be designated in terms of Grade.
- Major Reform in terms of converting the whole examination pattern into Online MCQ System due to the on-going Pandemic.

Approved By-

Name	Signature	Date
Director		

Director
I.B.M.R. Wakad, Pune-57