

## **MKSSS's**

### **Smt Hiraben Nanvati Institute of Management and Research for Women,Pune**

#### **Exam Policy**

The institute is affiliated to Savitribai Phule Pune University and follow the guidelines given by the university and AICTE. The institute believes in developing attitude, skills and knowledge of the students therefore strive to have teaching learning evaluation system robust enough to do the same. The evaluation system marks up on the Bloom's taxonomy and examine the learner for higher order cognitive skills to drive critical thinking, creativity and problem solving which have to be the attributes of any Management Professional. The institute provides outcome based education were proper grading and mapping of the students take place.

#### **The following points describe the essentials for the conduct of Concurrent Internal Evaluation**

1. The course teacher shall prepare the scheme of Comprehensive Concurrent Evaluation (Formative Assessment) before commencement of the term. The scheme of Comprehensive Concurrent Evaluation shall explicitly state the linkages of each CCE with the Course Outcomes and defines the targeted attainment levels for each CO.
2. The Director / Head of the Department / designated academic authority shall approve the scheme of Comprehensive Concurrent Evaluation with or without modifications.
3. The course teacher shall communicate to the students the approved CCE scheme of the course .
4. Each CCE item shall be of minimum 25 marks the rubrics for the same shall be communicated to the students.
5. For a 3 Credit Course there shall be a MINIMUM of three to five CCE items. The final scores shall be converted to 50,using an average or best three out of the total CCE using formula.
6. For 2 Credit Course there shall be a MINIMUM three to maximum five items. The final scores shall be converted to 50.
7. For a 1 Credit Course there shall be a MINIMUM of one CCE item.

8. CCE 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 CCE shall be duly signed by the course teacher, programme coordinator /academic head and the Director of the Institute.
10. A copy of the duly signed CCE 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. The subject teacher may conduct additional make up / remedial CCE items at its discretion.
12. At the end of the term aggregate CCE 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
13. Separate attendance sheet should be maintained for evaluation. The attendance should be maintained for all the components of internal evaluation.
14. The CCE shall be conducted using online platform such as Google classroom seeing to the pandemic situation.
15. The follow-up cards for the SIP with the evaluation sheet for internal viva should be submitted to exam department.
16. The faculty members following innovative practices during evaluation should report to the exam department, as best practices can be transferred to the other courses.
17. The weightage will be given to the students for participation in co-curricular activities; the coordinators of the event should maintain data of volunteers and participants and assign marks to the students for the same which can be added to internal subject's .for eg Business communication or Management fundamentals.

The institute hereby commits to follow all the norms related to reforms as given by AICTE under Internal Assessment and train our faculty members for the same. The institute is committed in giving outcome based quality education.