

MAEER's

MIT | **Arts, Commerce
& Science College**

(Affiliated to Savitribai Phule Pune University)



Policy & Procedure

Examination Committee

(To be implemented from (2019-20))

Examinations: Policies and Procedures

Date:19/06/2019

Continuous Internal Assessment:

Summative Assessment: The institution follows a Continuous Internal Evaluation System. The main objective of it is to evaluate student learning at regular intervals by conducting Class Tests, Term End Examinations, Classroom Assessment, Projects and Practicals.

Academic performance of students is evaluated both by Continuous Internal Assessment (CIA) and University Semester Examinations. The following is the ratio of marks allotted for CIA and University Examinations

For 2019 Pattern

Courses	CIA	University Examination
UG/PG	30%	70%

For 2013 Pattern

Courses	CIA	University Examination
UG	20%	80%
PG	50%	50%

Marks in each course are assessed by Class Tests, Internal Examinations, Assignments/ Seminars and Attendance in respect of theory courses and Lab involvement.

The college conducts Class Tests and Internal Exam/Term End Exam. Attendance in all the tests is compulsory. Class Test and Internal/Term End Exam Timetable is duly prepared and circulated among the students in advance

To ensure transparency of the evaluation process, the marks allotted are displayed on the Department Notice Board. Internal Marks are calculated on the basis of the marks secured in the Class Tests, Seminars/ Assignments, Classroom performance and Internal Exam. The candidate has to secure 40% to pass in UG / PG.

The test papers of both theory and practical are distributed to the students after every Class Test. The students shall go through the answer script, check and acknowledge the marks secured. The Internal Exam papers are preserved in the departments till the completion of the student's course of study. Test marks will be displayed on the Department Notice Board.



Formative Assessment:

Formative assessment is part of the instructional process which is done by the faculty concerned in their respective subjects to monitor student learning and to provide ongoing feedback to improve their teaching. Some of the formative assessments are as below:

- Activity Based Learning
- Seminar Presentation
- Case Studies
- Group Discussions
- Debates
- Brain Storming Sessions
- Online Tests
- Field Work/ Field Visit

Rigor and transparency in the internal assessment are achieved by following measures

- Communicating the internal assessment components in advance through Academic Calendar, Notice Boards and announcement system
- Circulating and publishing the internal assessment marks with break-up for components
- Making valued answer scripts available for scrutiny
- Giving opportunity for the students to approach three-tier grievances redressal committees - Department, College and University levels
- By Discussing the internal assessment class wise record in Parent Teachers Meeting.

University Examinations:

For information regarding Savitribai Phule Pune University Examination visit <http://exam.unipune.ac.in/> website

Examination Grievances Redressal:

There is complete transparency in the internal assessment. Examination planner for internal examination is prepared by College Examination Committee. College Examination Officer(CEO) monitors the schedule of internal examination and internal evaluation process. The student's grievances related to internal examination are solved by College Examination Committee.

Redressal of Grievances at College Level Examinations:

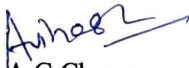
- All the Internal Examinations are conducted as per the regulations of SPPU. Transparency is maintained during the examinations.
- For any query or grievances regarding the internal examination, the concerned students can approach to respective course-in-charge, class teacher or Head of the department (HOD).
- All the college level internal examination related grievances are resolved at the level of course-in-charge, class teacher or Head of the department.




Redressal of grievances at University level:

The queries or grievances related to the results, correction in marks sheets or other certificates issued by Savitribai Phule Pune University are handled by College Examination section. Applications regarding these are collected from the students and are forwarded to the University. CEO monitors the progress of such cases so that students get their grievance redressed as early as possible.

Regarding revaluation and verification of papers, the application is collected and with necessary fee from the students and forwarded to the University. After getting feedback from the University it is forwarded to the student immediately.


Mr. A.G.Choure
College Examination Officer


Dr.B.B.Waphare
Principal

