
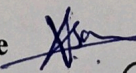
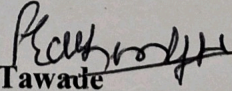




DR V N BRIMS' EXAMINATION POLICY

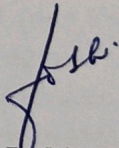
Prepared By:

Examination Team

- 1) Dr Pankaj Nandurkar 
- 2) Dr Vibhuti Save 
- 3) Asst Prof. Prathamesh Tawade 



Approved By:


Dr Nitin Joshi
Director



Examination Policy

Background

Dr. V. N. Bedekar Institute of management Studies is an Institution affiliated to University of Mumbai and approved by AICTE which adopts Choice Based Credit System (CBCS). Assessments of the students are carried out continuously using formative modes as well as summative assessment, incorporating innovative methods like case study analysis, individualized assignments, mini-projects and term papers.

Purpose of Examination Policy

This policy outlines the procedures for conducting examinations at Dr. V. N. Bedekar Institute of Management Studies, ensuring compliance with University of Mumbai. It covers all aspects of examination from planning to result declaration for both internal and university examinations.

Objectives of Examination

- 1) To conform rules, regulations, procedures & guidelines laid down by regulatory authorities
- 2) To cover all the activities relating to the conduct of examinations including project presentations and viva-voce as per the examination cycle.

Preamble

Assessment of student learning should be a fair and transparent process which follows university regulations so that students are treated respectfully and impartially across the institution.

Two-year Semester programs are run in DR VN BRIMS, Thane, which is academically affiliated with Mumbai University. MMS Second Year [Semester III (one Paper) and IV (One Paper)] Examinations are conducted by the University by setting and assessing the papers under OSM-CAP. The University awards statement of marks / Degree. MMS First Year (semesters I and II): These examination question papers are set by an Internal Faculty member teaching that course, and the assessment is done by the same faculty only. As per the University of Mumbai guidelines, moderation is carried out.

The institute awards statements of marks on behalf of the university for these examinations. As articulated in the various circulars from Mumbai University, students will be provided with a clear indication of how to appear in multiple examinations (in the Induction Programme). This document incorporates all the policies, rules and procedures for student assessment. As per the academic calendar received from the University of Mumbai, examination dates are planned. This planning is done with the coordination of the Academic Delivery Cell. (ADC)

Structure of Examination Committee –

As per the guidelines given by the University of Mumbai

Sr. No.	Designation	Status
1	Director of the Institute	Chairman/ Chief Conductor
2	Associate Professor	Examination In-Charge
3	Asst. Professor	Member
4	Asst. Professor	Member
5	Senior Clerk	Member
6	Examination Assistant	Member

Current Committee Members

Sr. No.	Committee Member Name	Designation	Status
1	Dr. Nitin Joshi	Director of the Institute	Chairman/ Chief Conductor
2	Dr. Pankaj Nandurkar	Associate Professor	Examination In-Charge
3	Dr. Vibhuti Save	Asst. Professor	Member
4	Mr. Prathmesh U Tawade	Asst. Professor	Member
5	Mr. Kishor Nimkar	Senior Clerk	Member
6	Mr. Vaibhav Vichare	Examination Assistant	Member

Duties of Examination In charge (In designing, executing & monitoring following processes)

- 1) Communicate any Circulars, Guidelines, Office Orders, or Notifications received from the University of Mumbai and notify the concerned authorities.
- 2) Prepare guidelines for the paper setter to prepare question papers for the Semester End Examination
- 3) Prepare precise and lucid instructions regarding the Pattern of the question paper based on the OBE framework.
- 4) Giving notification to the paper setter regarding submitting the question paper 15 days in advance.
- 5) Form a review committee to ensure the paper follows the paper-setting guidelines.
- 6) Preparation of Question Paper: Ensure preparation of the question paper, i.e., the final printout, before 48 hours. Prepare the standard question paper subject-wise according to the guidelines given by the Examination. The question paper should be in the proper format. Grammatical mistakes should not be present. The question paper must not exceed or be less than the prescribed marks for the particular examination.
- 7) Time-table: Make an examination timetable with the director's and academic coordinator's consent.
- 8) Result Analysis of all of the examination results.
- 9) Printing of question paper one day in advance in the examination room
- 10) Answer sheets correction: The teacher will submit the corrected answer sheet within 15 days from the date of examination.
- 11) Any other work given by the Chairman/ Chief Conductor of Examination related to the examination.

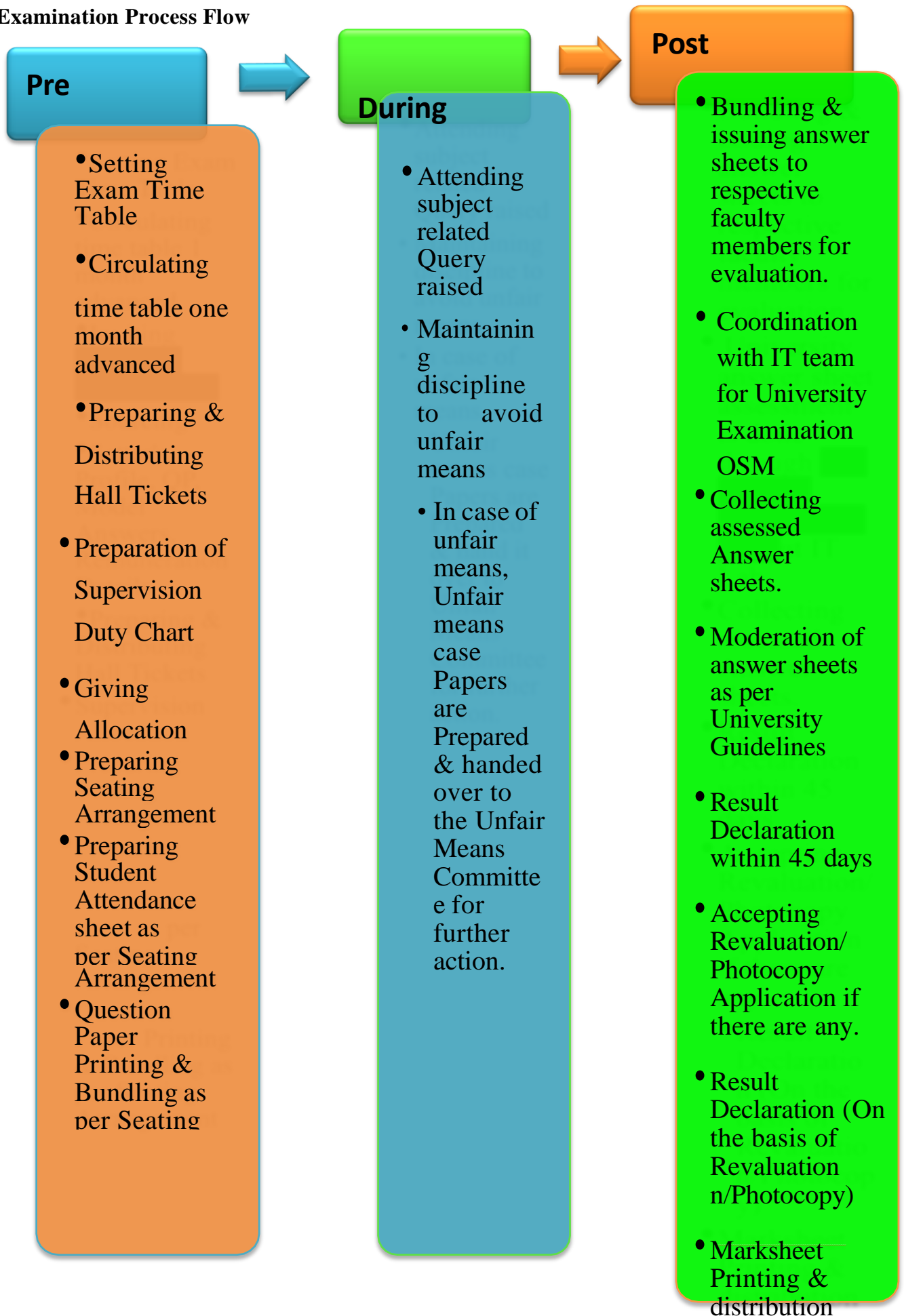
Role and Duties of Examination Committee Members

- 1) Seating Arrangement -Make proper seating arrangements for students for different examinations five (5) days in advance.
- 2) Duty Chart: -Prepare examination duty chart for supervisors seven (7) working days in advance.
- 3) Preparation of Examination Honorarium bills, which include supervision duties, paper setting, paper assessment, etc., within 15 days of the last examination date.
- 4) Ensuring compliance with gradebook requirements on LMS software or ERP.
- 5) Any other work given by the Examination In-Charge related to the examination.
- 6) Daily record keeping of the CAP process.

Role and Responsibilities of Senior Clerk and Examination Assistant

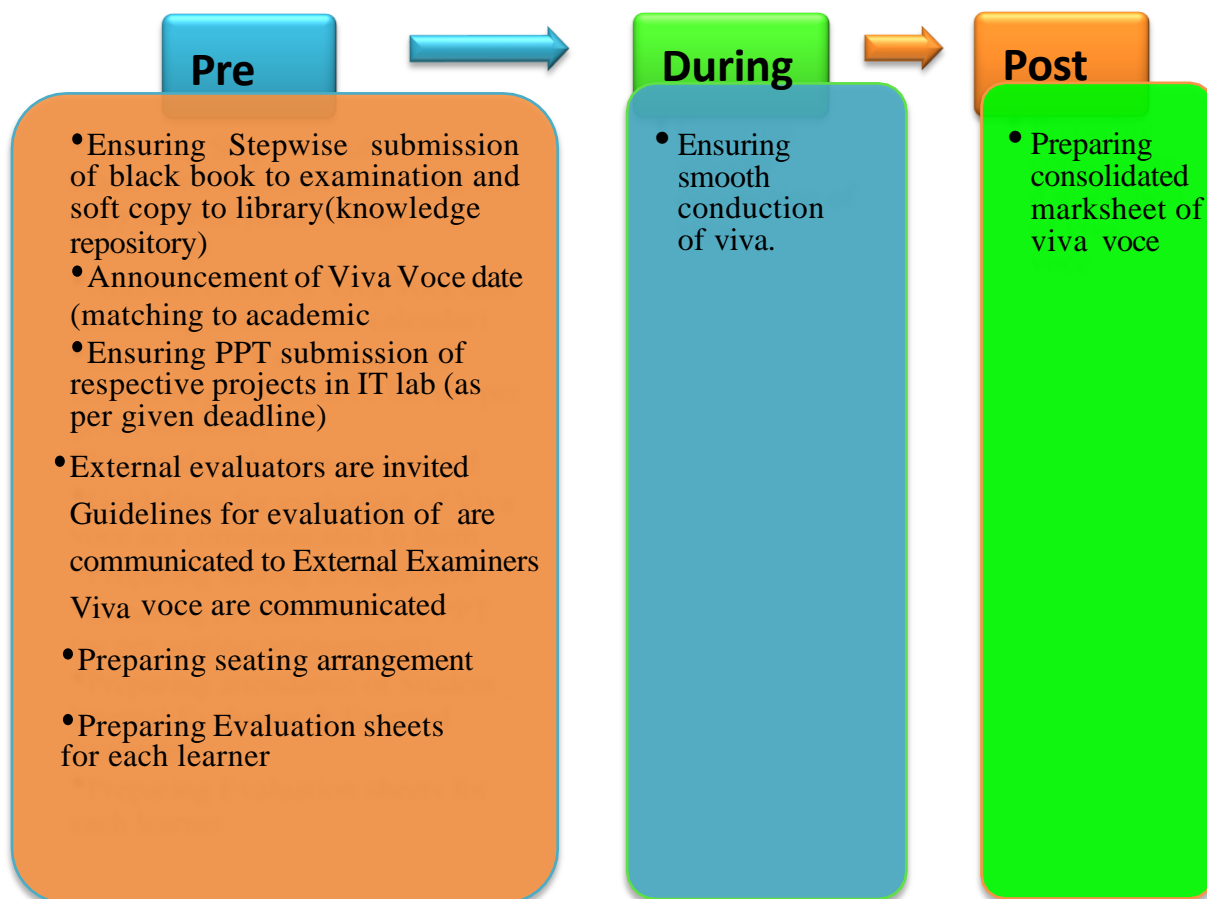
- 1) Ensure necessary stationery to conduct the examination, i.e., answer sheets, Mark sheets, thread and other stationary items. Give advance requirements to the administrative officer.
- 2) Photocopies of the question papers are taken one day before the examination in the examination room, as per the requirements of the blocks.
- 3) Keeping safe custody of supervisor reports, answer sheets, project reports and other stationery related to the examination.
- 4) Keeping records of all the examinations held in the school in soft and hard copy.
- 5) Coordination with students for filling out University Examination Forms
- 6) Preparation of data related to university examination for result analysis.
- 7) Entry of marks in the University Portal
- 8) Printing and distribution of Institutional level mark sheets
- 9) Coordination for the convocation ceremony
- 10) Any other work given by Examination In-Charge related to the examination
- 11) Administration of CAP process.

Examination Process Flow



Oral Examination Activities-

Viva Voce of Summer and Winter internship Projects



Selection and appointment of the external examiners

Examiners for conducting examinations (Written/Oral) are appointed by the Examination In-Charge in consultation with the Director, from time to time, from the approved list of examiners maintained in the record. Faculty members appointed as the examiners for project viva voce examinations shall satisfy the following requirements:

	Oral (External Evaluator)	
	Minimum	Maximum
Qualification	Master Degree	Doctorate
Experience	<u>Industry Experience: 5 Years</u>	

Decisions on question paper pattern

Question papers are expected to be prepared to assess the programme outcomes in terms of the student's learning in cognitive domains, problem-solving, and ability to use novel tools and methods in the courses enrolled. The scope of the questions shall encompass mapping of Course Outcomes against each question and cognitive Domains (Remember, Understanding, Apply, Analyze, And Evaluate). The question paper shall comprise case study analysis and application-oriented questions that will enhance students' thinking skills and develop their analytical and creative skills. (Annexure-I- QP Pattern).

Question paper setting for theory courses

Internal faculty members prepare question papers.

- 1) The question paper shall adhere to the required pattern suggested.
- 2) Examiners shall follow the guidelines given in Annexure II (Question Paper Setting Guidelines).
- 3) Under any circumstance, no examiners shall be allowed to set question papers for more than two courses in a given semester.

Conduct of Examination - Continuous Assessment & End Semester

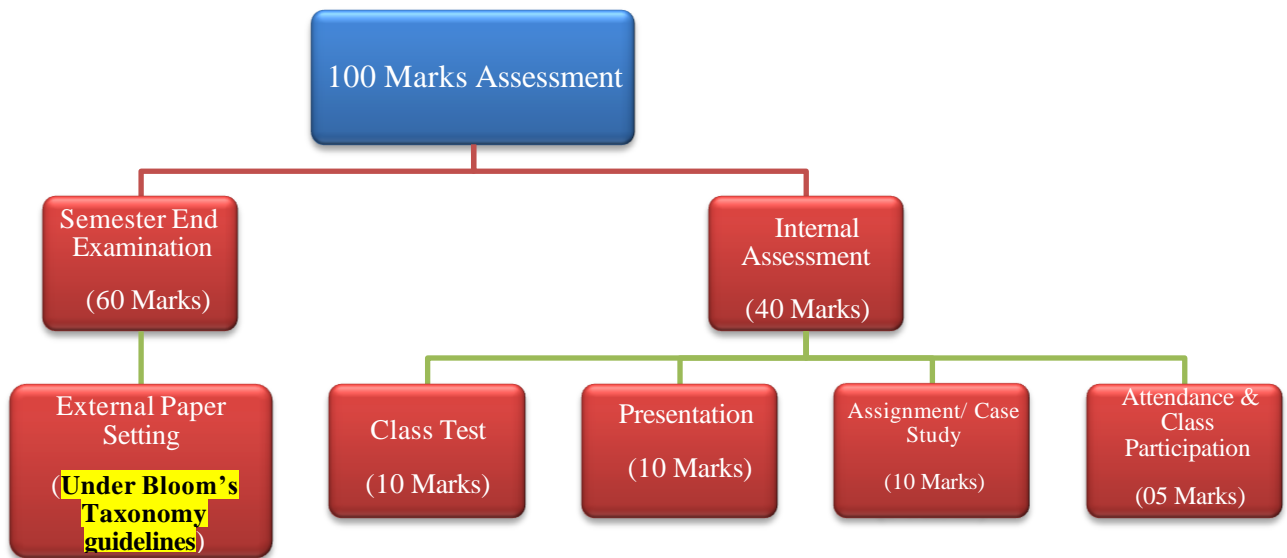
Our Institute is the centre for conducting second-year MMS examinations on behalf of Mumbai University for assigned students. Semester III University Paper is held in November/December, and Semester IV University Paper is held in May/June of every year.

- 1) The schedule for the Tests (Continuous Assessment) is declared by the respective course faculty member at the first session while discussing the Teaching teaching-learning plan
- 2) The End-Semester Examination Timetable is published by the Examination Department One month before the beginning of the Examinations. It is communicated to all the students through e-mail and also displayed on the notice board.
- 3) Seating arrangement is displayed on the notice board one day before the examination.
- 4) For tests and examinations, the students are expected to occupy their respective places at least 10 minutes before the start and shall not leave the venue before 30 minutes.
- 5) At the end of the semester, printed hall tickets along with Instructions (Annexure III Hall Ticket sample) are issued to the students, showing the details of various courses registered for the examination.

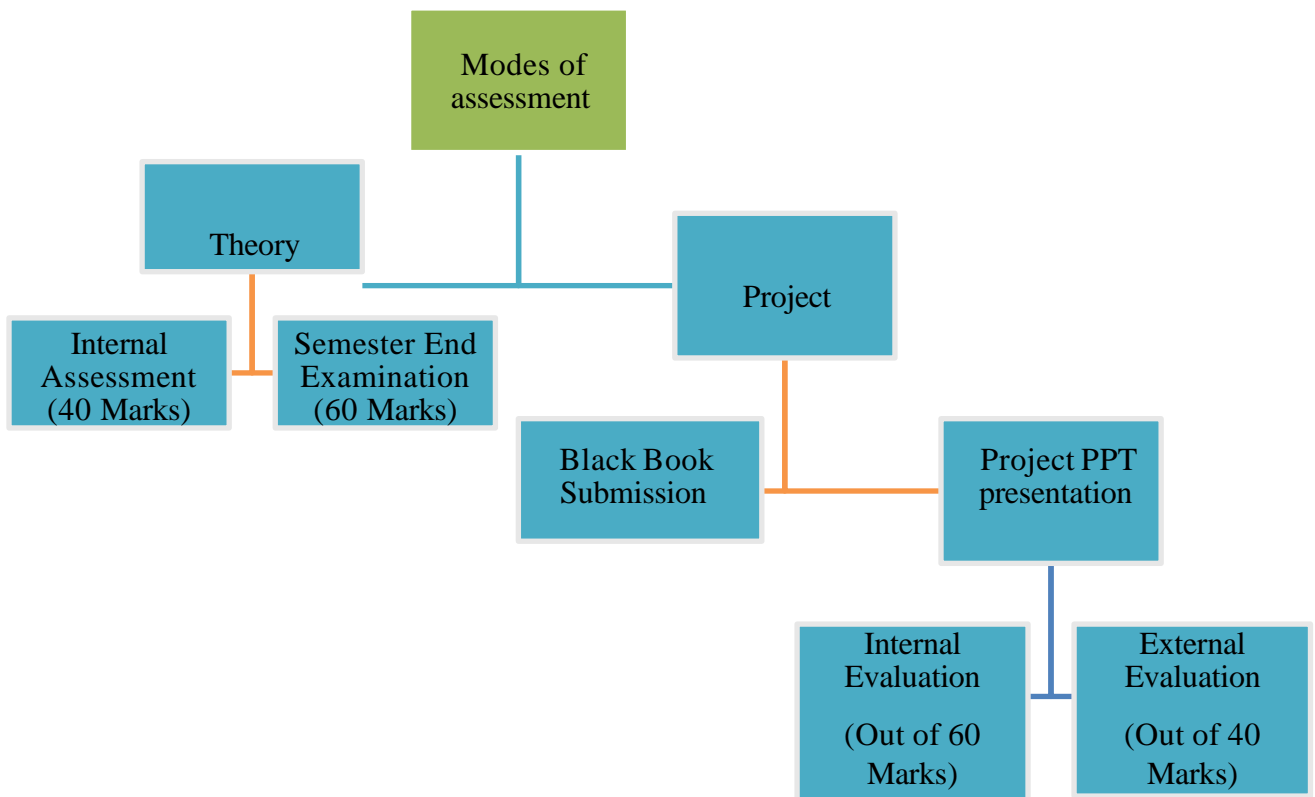
Venues and Procedure for Evaluation of Answer Scripts

- 1) The Examination Clerk will inform the faculty members about their examination date.
- 2) Once the examination is conducted, the evaluator must start the assessment within 2 days from the date of intimation.
- 3) Evaluator will Answer scripts in the CAP room only.
- 4) Every evaluator is responsible for checking a minimum of 20 answer sheets and a maximum of 40 answer sheets per day.
- 5) Evaluator will make an entry in the CAP register maintained in the CAP room for the issuance of the answer scripts.

Grading system



Modes of Assessment/Evaluation



Grading of performance and Heads of passing and other provisions related to re-examination of internal and external assessment will be as per the guidelines issued by University of Mumbai from time to time.

All the above guidelines, roles and responsibilities are based on the guidelines given by University of Mumbai and are subject to change as per the university norms.