

AESIMR

Internal & External Exam Policy 2022-23

Introduction

In AESIMR examinations play an important role in deciding academic performance and future career choice of the students. In the current scenario to face competitive forces, ever- changing technology and altering needs of industry and service sector, there is a need to inculcate required skills and decision making capacities amongst the students. Hence, internal examination policy aims at covering different types of assessment to assess various abilities of the students such as application and presentation skills, analysis, evaluation, etc.

Goals of policy

- To ensure efficient and transparent conduct of internal examinations in the bestinterest of students.
- To provide clear guidelines to students and teaching faculty regarding internal examinations.

Internal Exam Policy:

1. Assessment Components: Define the types of assessments, such as written exams, projects, presentations, practical tests, etc., that contribute to the internal assessment process.
2. Weightage: Specify the weightage or percentage assigned to each assessment component in determining the final internal exam grade.
3. Transparent Assessment Guidelines: Provide clear guidelines and criteria for evaluating student performance in each assessment component. These guidelines may include marking schemes or performance indicators.
4. Exam Schedule: Set a schedule for internal exams, including the dates, times, and duration of each assessment. Ensure that students receive adequate notice of the exam schedule on Official WhatsApp group.
5. Exam Security: Outline measures to maintain the integrity and security of internal exams, such as prohibiting cheating, mandating strict invigilation, and implementing appropriate measures to prevent malpractice.
5. Inbound Result: After completion of internal examination, results are declared within a week.

Note:

- The students are expected to strictly adhere to the schedule of internal submissions.
- Every student is expected to **attempt internal written exam of 25 marks**. If the student attempts the tests, marks scored by his/her will be considered for evaluation of internal marks.
- Every student has to **do the presentation as per the subject**. If the student undertakes the presentation, best score out of presentation will be considered for evaluation of internal marks.
- Regarding internal evaluation of marks, internal exam, assignment, presentation & participation are important parameters.
- Internal passing status should be signed by the students for all subjects.
- Facilities will be provided for Divyang students as per “महाराष्ट्र शासन नर्ण संकीर्ण २०१६/प्र. क्र.३०२/विशिी-३”
- **Special Considerations-** The students who represent college/university in sports, Cultural activities, NCC or NSS during internal examination schedule shall take prior permission of the concerned subject teachers, so that necessary arrangement can be made for them.
- **Exam Discipline As per SPPU exam rules & regulations**

<http://exam.unipune.ac.in/Pages/UnfairMeans.html>

External Exam Policy:

1. Examination Board: Specify the external examination board or authority (CEO) responsible for conducting the exams.
2. Syllabus and Content: Define the syllabus or curriculum content that will be assessed in the external exams.
3. Examination Format: Describe the format of the external exams, including the types of questions duration, and any specific instructions for candidates.
4. Assessment Criteria: Provide details about the assessment criteria, marking schemes, or grading used to evaluate student performance in the external exams.

5. Result Publication: The results of the external exams will be declared by the SPPU exam section.

6. Exam Security and Integrity: Ensure appropriate measures are in place to maintain the security and integrity of the external exams, such as strict invigilation, anti-cheating protocols, and prevention of unauthorized access to exam materials, as per SPPU exam guidelines.

Examination Committee

The Examination Committee has always been an asset of the Institution. With supreme degree of devotion and allegiance, the Committee has taken care of the efficient conduct of all the Internal and External Examinations of the College, as per the norms of the Mumbai University.

The Committee has displayed its steadfastness and competency by organizing several other University Examinations within short notice. The Committee is dissolved at the end of every Academic Year and a New Committee is formed at the beginning of the consecutive year.

Exam Committee Composition

Sr.No	Name	Designation	Position
1.	Prof.Dilip Jadhav	Assistant professor	CEO
2.	Dr.Neeta Bendre	HOD (MBA)	Faculty of MBA
3.	Prof.Suraj Hingne	HOD(MCA)	Faculty of MCA
4.	Prof.Vidya Tawal	Assistant professor(MBA)	Member
5.	Prof.Sonali Gaikwad	Assistant professor(MCA)	Member
6.	Balaji Khadgave	Student (MBA)	Student Representative(MBA)
7.	Keval shaha	Student (MCA)	Student Representative(MCA)