



<b>Document Type</b>	Policy
<b>Name</b>	Examination & Evaluation Policy
<b>Date</b>	01/06/20219
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<b>Position</b>	CEO & Assit. Professor , ZIMCA
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**Policy statement:**

Zeal Education Society is committed to conduct obstacle free examination where all individuals are treated as same and followed all rules and regulations laid down by competent authorities.

**Introduction & Purpose:**

Examination and evaluation process is committed to determine whether students have achieved course and programme outcomes and level or degree to which students have learned the course material. Also conduct Internal as well as External examination as per rules and regulations laid down by SPPU, Pune. Some other aspects of this process are to conduct examination in transparent form, to evaluate that the ultimate objective of the courses have been achieved and to set evaluation method in order to access whether students have been benefited from the course as expected and set the strategies accordingly.

The basic purpose of this policy is to support the execution of examination processes

**Scope:**

Zeal Institute of Management & Computer Application, Pune

**Objectives:**

- 1) To conduct examination as per norms laid down by Institute & university.
- 2) To maintain malpractice free environment.
- 3) To inforce timely execution of examination activities as per schedule.

**Code of conduct:**

The students are expected to report 30 minutes prior to scheduled examination time. Institute will deny the entry to the examination in case of late arrival of the student. Students are not





allowed to leave the examination hall (for any reason what so ever) till he/she submits his/her answer sheets. Students are not allowed to submit the answer sheet half an hour before the concluding time of the exam.

- Students are not allowed to
  - Write anything on the question paper
  - Pass / ask for any type of stationary/ calculators
  - Discuss anything once they enter the examination hall
  - Written chits or writing on hand, body or clothing.
  - Carry baggage /study material inside the exam hall.
- Any types of queries are to be directed only to the invigilator.
- The students are not allowed to use the corridors when an examination is in progress.
- Any malpractice during examination would be viewed seriously and punished as decided by INSTITUTE / SPPU authorities. Minimum punishment for the above is to debar the guilty student from three papers and communication to their parents. One who copies and one who helps the other are equally guilty and shall be punished equally: as per the Maharashtra Prevention of Malpractices at the Examination Act.
- Students are prohibited to carry cell phones in examination hall. INSTITUTE is not responsible for the safekeeping of the cell-phones during examination.
- Copy case during midterm examination and class test will be viewed very seriously. In that case student will not be allowed for campus placement.

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## EXAMINATION PROCESS (INTERNAL AND EXTERNAL)

### 1.0 Purpose:

- To evaluate students effectively as a part of performance appraisal.

### 2.0 Inputs:

- Student data base.
- Teaching staff data base.
- University Syllabus.
- Subject data base.
- Academic calendar of events issued by University.
- Academic calendar of Institute.
- Institute examination timetable.
- Institute circular related to tests.
- Supervision chart.
- Internal test (PAT/CIE) question paper.
- University examination timetable.
- University circulars related to examination.
- University regulations on course.
- University examination manual
- Dully filled & signed application for University examination.
- University examination result
- Duly filled application for Regulation / Re-totaling / Photocopy of answer script
- University results of revaluation / re-totaling
- University convocation application form
- University convocation degree certificate.
- Application for provisional degree certificate of university
- University provisional degree certificate.

### 3.0 Process Owner:

- University Examination Department.
- Director.
- College Examination Officer (CEO).
- Program Head.
- Class coordinator.
- Staff.
- GFM

### 4.0 Process:

#### 4.1 Examination Process

Examination has two components; one is examination conducted by college called as Internal Examination and the other is examination conducted by university called as





University examination. Internal examination includes two unit test and one Midterm exam. University Examination includes written test of Term end exam and practical examination. Students have to score a minimum prescribed mark in each course in the university examination as per guidelines given by University and also prescribed minimum marks in the aggregate inclusive of the concurrent Internal Evaluation (CIE) to get eligibility for passing.

#### 4.1.1 Planning and conduct of internal test:

To award CIE, each course coordinator conducts Two CIE as per university guided buckets of parameter and Midterm exam of 50 marks are conducted as per Academic calendar of Institute. CIE marks depends on student's average attendance, test performance and marks of assignments. As per the requirements of university, the CIE marks are sent to university. The planning and conduct of internal test involve following activities:

- Formation of internal test committee.
- Preparation of internal test timetable as per academic calendar.
- Preparation of subject wise no. of students giving the test.
- Preparation of list of available blocks with sitting capacity.
- Preparation of block allotment list.
- Preparation of list of students in a block.
- Preparation of supervision duty chart.
- Compilation of attendance list and assessment marks list in consolidated forms.

#### 4.1.2 Planning and conduction of University exam:

For smooth conduction of the university examination, university appoints following staff to take care of the examination work at each center.

- CEO and senior internal supervisor from College.
- Senior external supervisor from University.

As per university guidelines, Director, CEO and Senior internal supervisor of the examination center will take the services of the college staff to discharge the examination duties in various capacities such as:

- Senior internal supervisor.
- Block supervisors / relieving supervisors
- Clerks and other supporting staffs.

Senior external supervisor monitors overall Examination process and communicate it to the University.

University examination process has several activities which have to be performed before, during and after the examination strictly as per the schedule:

- Receipt of examination time table from university and display on notice board.
- Collection of university exam forms from students.





- Submission of summary report (no. of students fresh, repeater – subject wise) to university.
- Receipt of list of students along with seat no. & hall tickets.
- Display of above list on the notice board and issuing of hall tickets.
- Block allotment
- Preparation of supervision schedule.
- Storing of question papers in strong and safe room.
- Arranging blank answer papers for distribution to block supervisors
- Making sealed packets of respective answer papers as per university regulations.
- Forwarding the sealed packets containing answer papers to CAP Center as per the university instructions.

For conduction of practical, project/SIP Oral examination, college appoints internal examiner. University Subject chairman appoints external examiner for conduction of practical and oral examination. Conduction schedule of oral and practical examination is given by University.

#### 4.1.3 Issue of marks sheets and degree certificates:

- Marks sheet received from the university are distribution to the students.
- Provisional and Degree Certificates are issued by university to the eligible students who have applied for the same.
- Course completion certificate is issued to the student on request.
- Transfer certificate is issued to the student on request.

### 5.0 Output:

#### Internal Test

- Internal test Time Table.
- List of Subject wise number of students giving the tests.
- Supervision duty chart
- Internal Assessment Marks and class attendance report.

#### University Examination

- University Examination Forms
- Hall Ticket
- Summary report – Number of Students applied and appeared for examination– Fresh/ Repeater.
- University Examination Time Table.
- Supervision duty chart.
- University Examination results analysis.

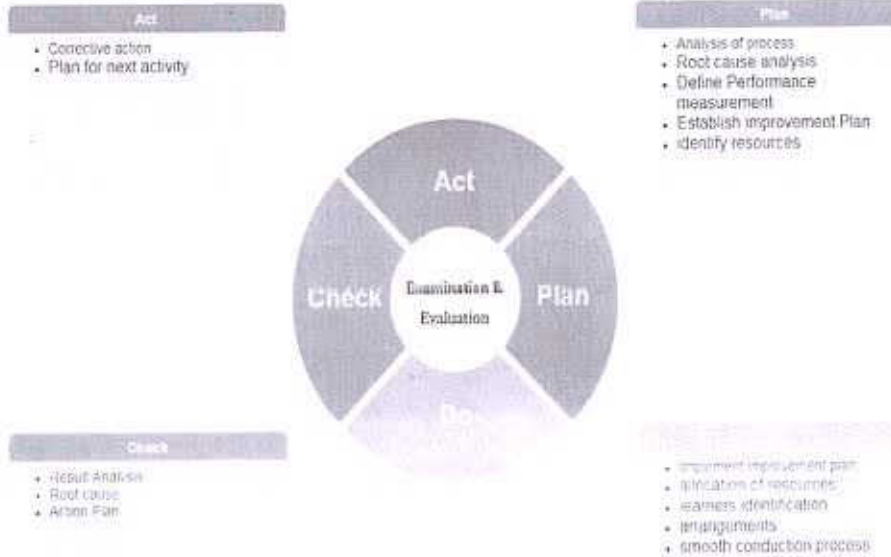
### 6.0 Key Performance Indicators (KPI):

- University Examination results Analysis – Trends.
- Internal Examination result analysis – Trends.





**7.0 PDCA Cycle Exam:**



*Patil*

Prepared by: Prof. Deepak Shirke	Approved by: Dr. Ravindra Patil
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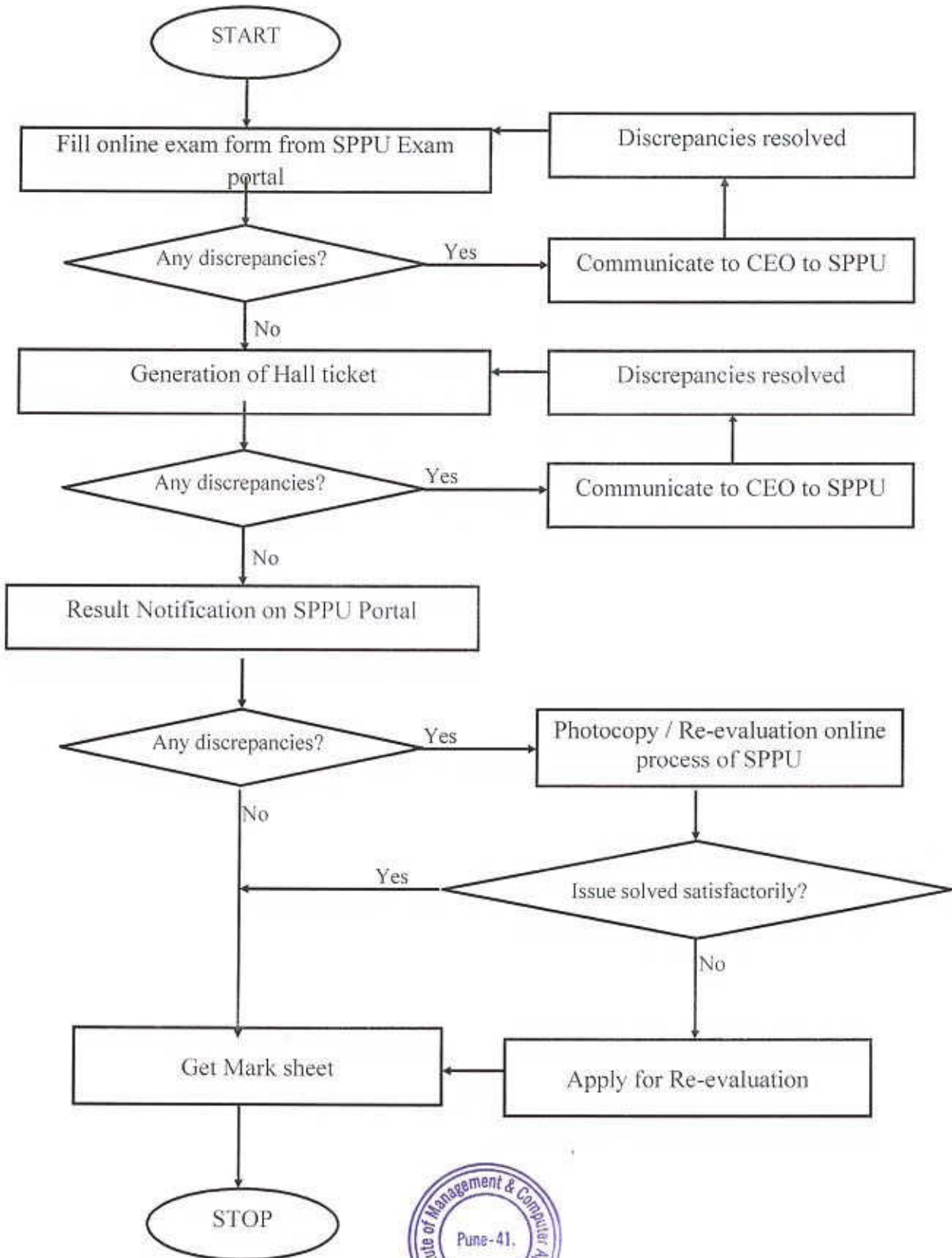
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Director  
 Zeal Institute of Management  
 & Computer Application  
 Pune - 411 041,

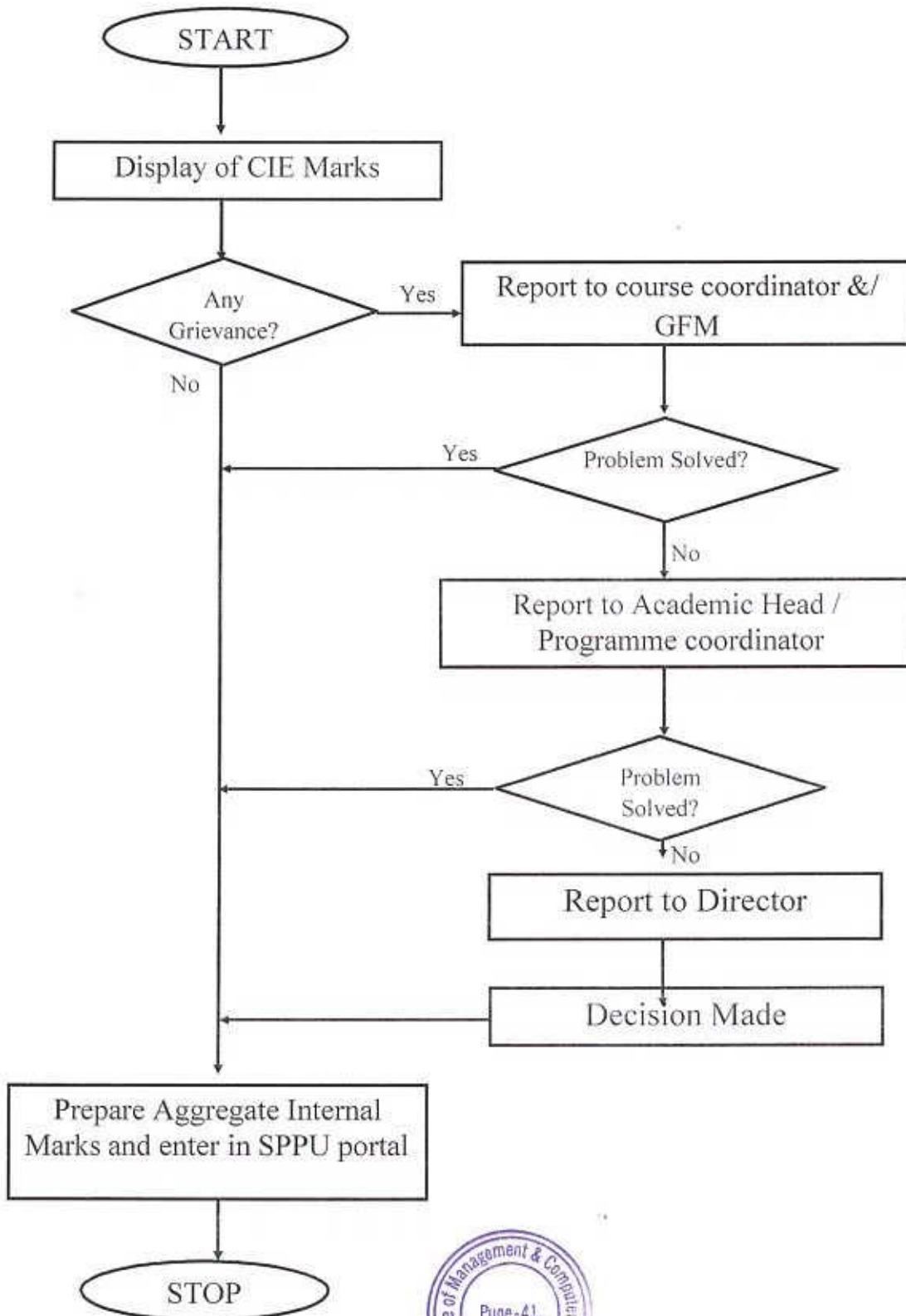


### UNIVERSITY EXAM REDRESSAL PROCESS





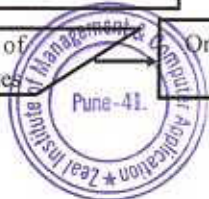
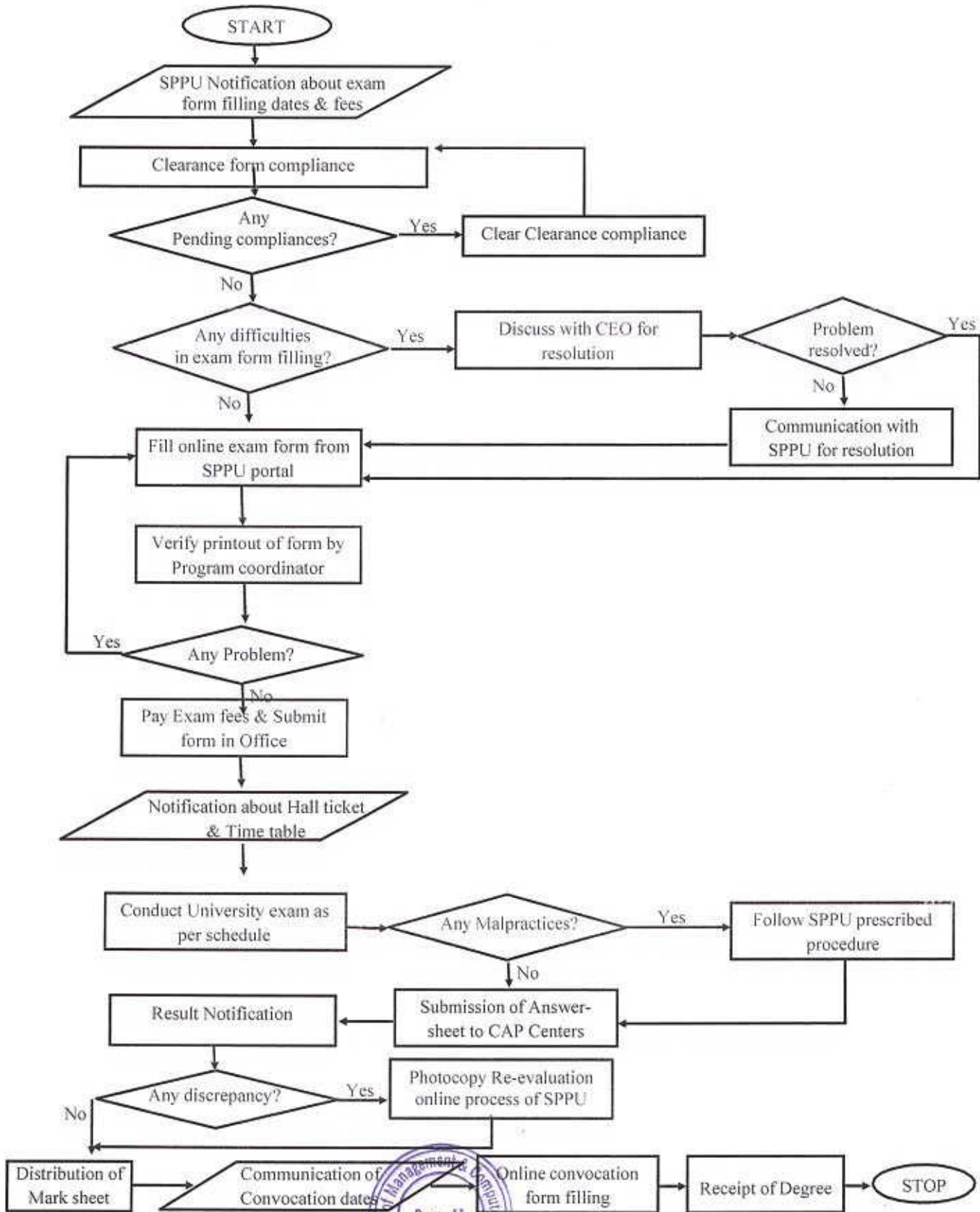
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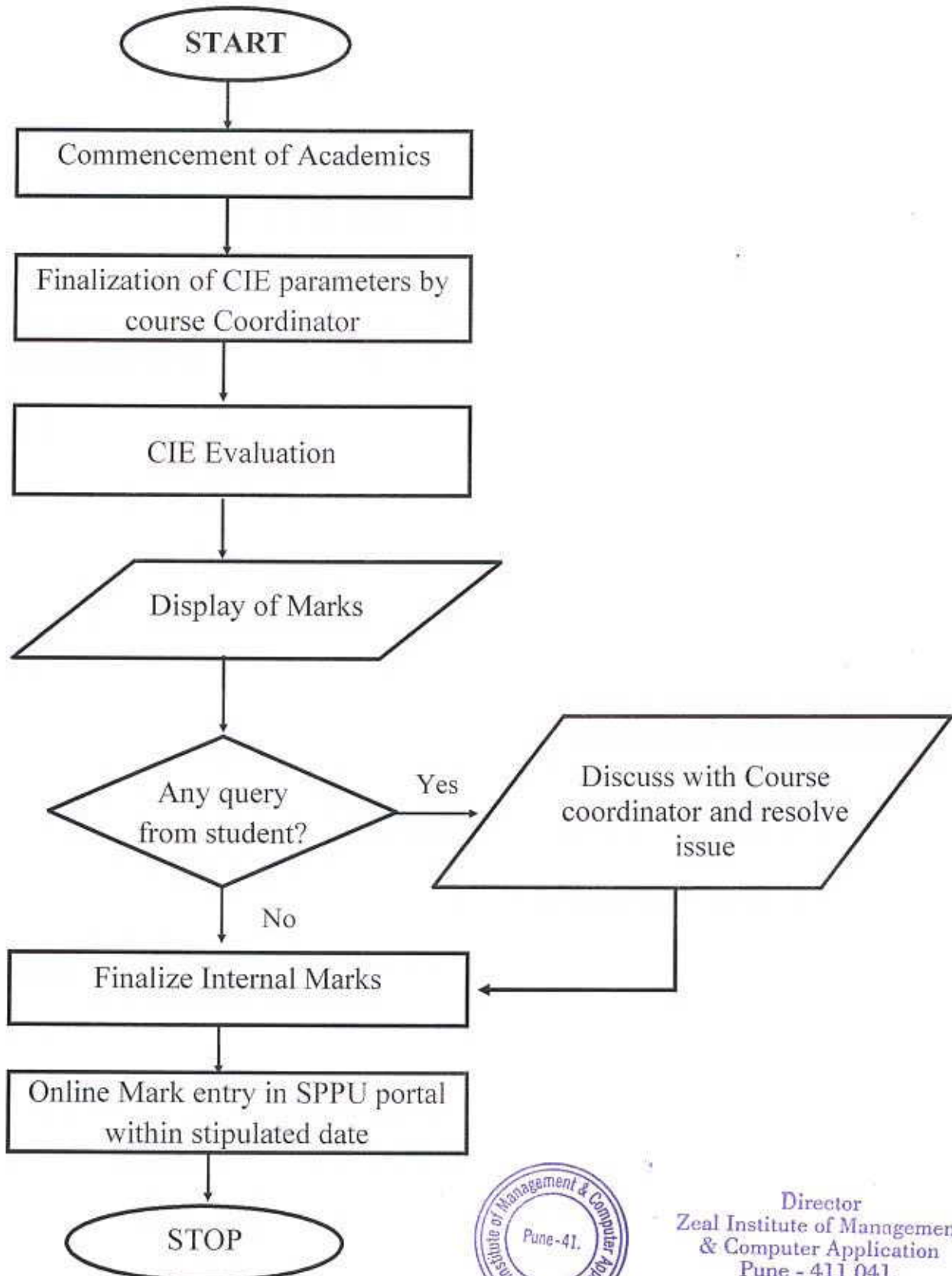


### SPPU EXAM PROCESS





**CONTINUOUS INTERNAL EVALUATION (CIE) PROCESS**





ZEAL EDUCATION SOCIETY'S

**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER  
APPLICATION (ZIMCA)**  
NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

File No:

Revision: 01

Date:

Ref:

Date: 13/12/2021

## Exam Notice

All students of MBA-II 2019 pattern are hereby informed that, SPPU examination Nov/Dec 2021 exam form filling process has started from 11/12/2021. The detailed schedule is as follows

Form filling started from	11/12/2021
Up to	31/12/2021
With late fees	10/01/2022

Note:

1. Students are requested to fill-up exam form within schedule through SPPU portal and submit hard copy of exam form with examination fees in office on or before 31/12/2021.
2. Clearance form need to submit along with exam form
3. Complete all admission procedures before submitting exam form.

College Examination officer

Director



Director  
Zeal Institute of Management  
& Computer Application  
Pune - 411 041.