



Audyogik Tantra Shikshan Sanstha's  
**Institute of Industrial and Computer Management and Research (IICMR)**  
Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited



**Criterion 1 – Curricular Aspects**  
**Key Indicator - 1.1 1.1 Curricular Planning and Implementation**

**Metric 1.1.1**

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

**Examination Policy**



**Audyogik Tantra Shikshan Sanstha's  
Institute of Industrial and Computer Management and Research(IICMR)**

Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited  
Ranked Platinum Category by AICTE-CII for Industry Linked Technical Institute  
Awarded Best Management Institute for Industry Interface by CEGR

## **MBA@IICMR**

Ref.: MBA@IICMR/Exam/Policy-SOP

### **EXAMINATION POLICY**

#### **1. Introduction:**

Institute of Industrial and Computer Management and Research (IICMR), Pune is an affiliated institute of the 'Savitribai Phule Pune University, Pune and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The institute offers Post Graduate degree of Master of Business Administration as per the curriculum approved by SPPU. The institute follows a semester system of examination as per the academic calendar prescribed by SPPU. These examinations are conducted and managed by the institute through a well-defined and robust mechanism. The final evaluation and grading of the students in every semester is done based on 50% weightage to Comprehensive Concurrent Evaluation and 50% weightage to External Evaluation based on End Semester examinations conducted by SPPU. The institute is committed to ensuring that the process of management and administration of the examination is effective and efficient.

The examination policy will be reviewed every year by a committee formed by the Director for the purpose and any changes as and when felt necessary will be incorporated after due consultation with all the stakeholders. The purpose of this examination policy is:

1. to ensure smooth planning, management, and efficient conduct of the Internal and External examination processes in the best interests of the students.
2. to have a robust and streamlined mechanism of Continuous Internal Evaluation.
3. to ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
4. to have a transparent and effective mechanism to address any examination related grievances of the students.

#### **2. Examination responsibilities:**

##### **2.1. DIRECTOR:**

1. has overall responsibility for the college as an examination centre.
2. has authority to decide on any incidence of malpractice as and when reported.
3. has authority to advise and settle any grievance related to examinations.

*[Signature]*  
DIRECTOR

Institute of Industrial & Computer  
Management & Research [I.I.C.M.R.]

Nigdi, Pune - 411 044

##### **2.2. Departmental Examination subcommittee:**

Department has a three-member Departmental Examination subcommittee headed by the Head of the Department, two members of its faculty with the Director as ex-officio Chairman. The MBA end semester examinations and Continuous Internal Evaluation are handled by Department through the Chief Examination Officer (CEO) of the institute.

Ref.: MBA@IICMR/Exam-2022-23/Policy-SOP



**Audyogik Tantra Shikshan Sanstha's  
Institute of Industrial and Computer Management and Research(IICMR)**

Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited  
Ranked Platinum Category by AICTE-CII for Industry Linked Technical Institute  
Awarded Best Management Institute for Industry Interface by CEGR

## **MBA@IICMR**

### **3. Modes / Methods of Evaluation:**

The Evaluation for each semester is composed of internal and external components. The Internal Component is handled by the course teacher in coordination with Examination Committee in the form of Internal tests, assignments, seminars, fieldwork etc. suggested in SPPU syllabus revised -2019. The external Evaluation is based on the end semester examination conducted by SPPU.

#### **3.1 INTERNAL COMPONENT:** Comprehensive Concurrent Evaluation (CCE) / Concurrent Internal Evaluation (CIE):

The mode, method and conduct of the Continuous Concurrent Evaluation is as per SPPU guidelines mentioned in SPPU - MBA Revised Curriculum 2019 CBCGS & OBE Pattern.

#### **3.2 EXTERNAL COMPONENT:** End Semester Examinations (ESE)

The end semester external examination is conducted as per the schedule prescribed by the affiliating University. As and when the schedule of the examination is published, the examination committee of the institute makes all necessary arrangements for conducting the examinations as per the prescribed schedule. Evaluation and scrutiny of the answer scripts is managed by SPPU with the involvement of teachers from different affiliated institutes. The schedule of the End semester practical/theory examinations conducted by SPPU. Students are usually given one week study leave before the commencement of the End Semester Examination.

### **4. Examination Rules:**

The rules and regulations adhered to by the institute for the smooth conduct of the examinations is governed by the SPPU Circular No\_80-of-2018\_20.022020 regarding ordinance 1-10.

### **5. Transparency and redressal of grievances:**

5.1 Continuous Internal Evaluation Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the HoD of the Department within seven (7) days of publication of the marks for that paper. On receipt of the same, the Departmental examination is empowered to act on the grievance at the earliest. If the student is still not satisfied, the student may approach the examination committee of the institute who will look into the matter and settle it after due consultation with the Director of the institute.

5.2 End Semester Examinations For grievances related to the external SPPU examinations, the grievance redressal policy as mandated by SPPU is followed.

*Belkai*  
DIRECTOR

Institute of Industrial & Computer  
Management & Research [I.I.C.M.R.]

Nigdi, Pune - 411 044

Ref.: MBA@IICMR/Exam-2022-23/Policy-SOP





**Audyogik Tantra Shikshan Sanstha's  
Institute of Industrial and Computer Management and Research(IICMR)**

Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited  
Ranked Platinum Category by AICTE-CII for Industry Linked Technical Institute  
Awarded Best Management Institute for Industry Interface by CEGR

## MBA@IICMR

### Examination Standard Operating Procedure (SOP)

S/n	Standard Operating Procedure
1	Updating CO in Vmedulife after course allocation by respective faculty.
2	Mapping of CO-PO with Justification in Vmedulife.
3	Threshold for each course in consultation with PPMC.
4	Communication of threshold to faculty members.
5	1. Course wise CCE Selection and aligning with COs. (Approval of HOD and Director & Submission to exam dept.) 2. CCE wise framing of 'Rubrics' and submission to exam. (Approval of HOD and Director & Submission to exam dept.)
6	Assessment of Rubrics from exam.
7	Change in Rubrics as per exam inputs and display in Vmedulife and notice board to students.
8	Communication of CCE and Rubrics to students.
9	Communication by the exam dept. regarding CCE schedule to faculty and students.
10	Creating and uploading CCEs in ERP with notice.
11	Conduction of CCEs as per exam calendar.
12	Assessment completion of CCEs according to Rubrics.
13	Display of marks in Vmedulife and Exam Notice board to students.
14	Based on the assessment of all CCEs identifying slow learners and advance learners.
15	Action plan for slow learners/Advance learners.
16	Faculty may conduct additional make up / remedial CCE items at his/her discretion.
17	Conducting remedial classes for slow learners.
18	Compiling Internal Marks for course for submission to exam with approval. (HOD and Director)

*[Signature]*

**DIRECTOR**  
Institute of Industrial & Computer  
Management & Research [I.I.C.M.R.]



Ref.: MBA@IICMR/Exam-2022-23/Policy-SOP



**Audyogik Tantra Shikshan Sanstha's  
Institute of Industrial and Computer Management and Research(IICMR)**

Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited  
Ranked Platinum Category by AICTE-CII for Industry Linked Technical Institute  
Awarded Best Management Institute for Industry Interface by CEGR

## MBA@IICMR

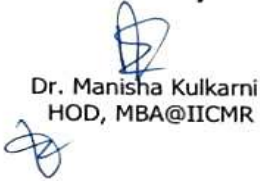
19	Result Analysis based on university result ledger. (Subject toppers, pass and fail percent.)
20	Calculation of CO-PO attainment to each course.
27	Submission of all CCE documents (CCE selection, CO-PO mapping, CCE-CO mapping, Rubrics of each CCE, Assessment of CCE, Attainment of CCE with CO-PO attainment, Remedial / Slow learners/ Fast learners attainment documents).

**Prepared by**

  
Dr. Vinod Bhelose

Academic Coordinator  
Dr. Rajendra Agawane  
Dr. Swapnisha Khambayat  
Exam-Coordinators'

**Verified by**

  
Dr. Manisha Kulkarni  
HOD, MBA@IICMR

**Approved by**

  
Dr. Abhay Kulkarni  
Director, IICMR



  
DIRECTOR  
Institute of Industrial & Computer  
Management & Research [I.I.C.M.R.]  
Nigdi, Pune - 411 044



**Audyogik Tantra Shikshan Sanstha's  
Institute of Industrial and Computer Management and Research (IICMR)**

Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited  
Ranked Platinum Category by AICTE-CII for Industry Linked Technical Institute  
Awarded Best Management Institute for Industry Interface by CEGR

# MBA@IICMR

