



2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Navjeevan Institute of Management is affiliated to the Savitribai Phule Pune University, Pune and adheres to the syllabus prescribed by the SPPU.

There shall be University evaluation for each full credit course as per the time table announced by the University. The evaluation by the University for Full Credit Courses shall comprise of two parts:

- a) Internal Examination for 50 marks.
- b) University Written Examination for 50 marks.

I . FEATURES OF EXAMINATION ASSESSMENT SYSTEM

Features	Internal Examination Assessment	External Examination Assessment
Transparency	<ul style="list-style-type: none">● Appointment of members of Examination● Communication method of examination● Plan based academic calendar● Sharing assessment	<ul style="list-style-type: none">● Appointment of Chief Examination Officer● Communication of Time Table and plan● Execution as per SPPU Norms● Availability of Photocopy and Revaluation of



		answer sheets
Time Bound	<ul style="list-style-type: none">● Assessment in 8-10 days● Communication of assessment in 8-10 days● Grievance resolution within 5 days of assessment sharing	<ul style="list-style-type: none">● After result limited time period for application of Photocopy & Revaluation of answer sheets● For grievance another window is available for revaluation of assessment
Efficiency	<ul style="list-style-type: none">● Process is structured and well executed● Time based approach to resolve Grievance	<ul style="list-style-type: none">● Multiple opportunities for grievance redressal● Grievance redressal/resolved with a structured system.

II) General Guidelines:

1. The subject teachers have to assess the students as per the guidelines timely provided by Savitribai Phule Pune University applicable curriculum of MBA.
2. The subject teacher will conduct the Internal assessment as follows;
 - a) The subject teacher needs to submit the Teaching Plan including all the assessment details to the Director.
 - b) The subject teacher needs to communicate the details of Concurrent Evaluation (CE) & its Mode, well in advance.
 - c) The subject teacher can communicate to the students through Notice board/NIM Website/Official WhatsApp group or in the Classroom announcement.
 - d) It is mandatory for the subject teacher to communicate Marks of each CE to the students with necessary feedback for his/her betterment.
 - e) The subject teacher needs to satisfy the queries (if any) regarding the evaluation process.



3. The subject teachers will submit the Authenticated record of Mark sheets, Attendance Sheets, Que. papers etc. to the Exam Dept. at the end of each Semester.

4. In the backlog cases, the subject faculties in consultation with the Director will follow the concurrent evaluation and submit the record of backlog students at the end of Semester.

III) Stages of Assessment:

The Institute executes a number of systems and quality checks to guarantee that the marks issued to students across all subjects and components are accurate, fair, and correct.

At every stage of the assessment cycle, the Institute makes a considerable effort to ensure that accurate marking standards are applied.

The assessment cycle is a continuous process, whereby each stage is informed by the previous stage and leads into the next stage.

IV) Methodology for Formative assessment (FA) / Concurrent Assessment(C.A.)

1) The course teacher shall prepare the scheme of Formative Assessment before commencement of the term. The scheme of Formative Assessment shall explicitly state the linkages of each Formative Assessment with the Course Outcomes and define the targeted attainment levels for each CO.

2) The Director designated academic authority shall approve the scheme of Formative Assessment with or without modifications.

3) The course teacher shall display, on the notice board, the approved Formative Assessment scheme of the course and the same shall also be hosted on the website, not later than the first week of the term.

4) Each Formative Assessment item shall be of minimum 25 marks.

5) For a 3 Credit Course there shall be a MINIMUM of three Formative Assessment items. The final scores shall be converted to 50, using an average or best two out of three formula.

6) For 2 Credit Courses there shall be a MINIMUM of two Formative Assessment items.

The final scores shall be converted to 50.



- 7) For a 1 Credit Course there shall be a MINIMUM of one Formative Assessment item.
- 8) Formative Assessment shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course.
- 9) The assessment outcome of each Formative Assessment shall be duly signed by the course teacher, Director designated academic authority of the Institute.
- 10) A copy of the duly signed Formative Assessment outcome shall be displayed on the notice boards, within a week of the assessment and course teachers shall guide the students on a need basis.
- 11) The Institute may conduct additional makeup/remedial Formative Assessment items at its discretion.
- 12) At the end of the term aggregate Formative Assessment scores/grades shall be calculated and the CO attainment levels shall be calculated by the course teacher.
The same shall be displayed on the notice board

v)SIP

6.0 Summer Internship Project: At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written



approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP. The SIP may or may not have a Functional Focus, i.e. the student may take up a SIP in his/her intended area of specialization or in any other functional area of management. Ideally the SIP should exhibit a cross-functional orientation. SIP can be carried out in a Corporate Entity / NGO / SME / Government Undertaking / Cooperative Sector. SIP may be a research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of the workplace. Each student shall maintain a SIP Progress Diary detailing the work carried out and the progress achieved on a daily basis. The student shall submit a written structured SIP report based on work done during this period. The student shall submit the SIP Progress Diary along with the SIP Report. Students shall also seek a formal evaluation of their SIP from the company guide. The formal evaluation by the company guide shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism. The learning outcomes of the SIP and utility of the SIP to the host organization must be specifically highlighted in the formal evaluation by the company guide. The SIP evaluation sheet duly signed and stamped by the industry guide shall be included in the final SIP report. The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by – 1. Institute's Certificate 2. Certificate by the Company 3. Formal feedback from the company guide 4. Executive Summary 5. Organization profile 6. Outline of the problem/task undertaken

5. Organization profile 6. Outline of the problem/task undertaken 7. Research methodology & data analysis (in case of research projects only) 8. Relevant activity charts, tables, graphs, diagrams, AV material, etc. 9. Learning of the student through the project 10. Contribution to the host organization 11. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.) The completion of the SIP shall be certified by the respective Faculty Guide & approved by the Director of the Institute. The external organization (Corporate / NGO/ SME/ Government Entity/ Cooperative/ etc.) shall also certify the SIP work. The students shall submit a spiral bound copy of the SIP report by 15th September. The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks between 15th September to 30th September. The Panel shall comprise of two evaluators appointed by the Director of the Institute / Head of Department (for MBA departments in engineering colleges). Institutes are encouraged to involve senior alumni, industry experts, recruiters to conduct the internal viva-voce. The internal viva-voce panel shall provide a detailed assessment of the SIP report and suggest changes required, if any. After the internal viva-voce, the student shall finalize the SIP report by incorporating all the suggestions and recommendations of the internal viva-voce panel. The internal guide shall then issue the Institute's Certificate to the student. The student shall submit TWO hard copies & one soft copy (CD) of the project report before 30th October in Sem III. One hard



copy of the SIP report is to be returned to the student by the Institute after the External Viva-Voce. In the interest.

of environmental considerations, students are encouraged to print their project reports on both faces of the paper. Spiral bound copies may be accepted. There shall be an external viva-voce for the SIP for 50 marks. The external viva-voce shall be conducted after the theory exam of Semester III. The Internal & the External viva-voce shall evaluate the SIP based on: 1. Adequacy of work undertaken by the student 2. Application of concepts learned in Sem I and II 3. Understanding of the organization and business environment 4. Analytical capabilities 5. Technical Writing & Documentation Skills 6. Outcome of the project – sense of purpose 7. Utility of the project to the organization 8. Variety and relevance of learning experience Copies of SIP report and records of evaluation shall be maintained by the Institute for a period of 3 academic year

VI) Formative Assessment Methods:

Student assessment should be as comprehensive as possible and provide meaningful and constructive feedback to faculty and students about the teaching-learning process. Over-use of question-answers may be discouraged for formative assessments. Course teachers shall opt for a combination of one of more FORMATIVE ASSESSMENT methods listed below.

Group A (Individual Assessment) – Not more than 1 per course

1. MCQs with multiple correct answers
2. Class Test
3. Open Book Test
4. Written Home Assignment
5. In-depth Viva-Voce

Group B (Individual Assessment) – At Least 1 per course

6. Case Study
7. Caselet
8. Situation Analysis
9. Presentations

Group C (Group Assessment) – Not more than 1 per course

10. Field Visit / Study tour and report of the same
11. Small Group Project & Internal Viva-Voce
12. Model Development
13. Role Play
14. Story Telling



15. Fish Bowls

Group D (Creative - Individual Assessment) – Not more than 1 per course

16. Learning Diary
17. ScrapBook / Story of the week / Story of the month
18. Creating a Quiz
19. Designing comic strips / Cartoon strips
20. Drama scripts
21. Creating Brochures / Bumper Stickers / Fliers
22. Creating Crossword Puzzles
23. Creating and Presenting Posters
24. Writing an Advice Column
25. Library Magazines based assessment
26. Peer assessment
27. Autobiography/Biography
28. Writing a Memo
29. Work Portfolio

Group E (Use of Literature / Research Publications- Individual Assessment) – Not more than 1 per course

30. Book Review
31. Drafting a Policy Brief
32. Drafting an Executive Summary
33. Literature Review
34. Term Paper
35. Thematic Presentation
36. Publishing a Research Paper
37. Annotated Bibliography
38. Creating Taxonomy
39. Creating Concept maps

Group F (Use of Technology - Individual Assessment) – Not more than 1 per course

40. E-portfolios
41. Digital stories
42. eNewsletter, eMagazine
43. Recorded interviews of stakeholders posted on YouTube
44. Simulation Exercises
45. Gamification Exercises
46. Presentation based on Google Alerts
47. Webinar based assessment
48. Creating Webpage / Website / Blog
49. Creating infographics / infomercial



50. Creating podcasts / Newscast

51. Discussion Boards

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VII) Rubrics:

The course teacher shall design Rubrics for each CCE. Rubrics are scoring tools that define performance expectations for learners. The course teacher shall seek approval for the rubrics from the Director / Head of the Department / other designated competent academic authority of the institute. The course teacher shall share the approved Rubrics with the students at the start of the course. The rubric shall detail the following: 1. Linkages of the CCE to COs. 2. A description of the assessment - brief concept note 3. Criteria that will be assessed - the expected learning outcomes.

4. Descriptions of what is expected for each assessment component - the expectations from the student. 5. Substantive description of the expected performance levels indicating mastering of various components - the assessment criteria. 6. The team composition, if applicable. 7. The format and mode of submission, submission timelines 8. Any other relevant details.

VIII) Safeguards for Credibility of CCE:



The following practices are encouraged to enhance transparency and authenticity of concurrent evaluation: 1. Involving faculty members from other management institutes. 2. Setting multiple question paper sets and choosing the final question paper in a random manner. 3. One of the internal faculty members (other than the course teacher) acting as jury during activity based evaluations. 4. Involvement of Industry personnel in evaluating projects / field based assignments. 5. Involvement of alumni in evaluating presentations, role plays, etc. 6. 100% moderation of answer sheets, in exceptional cases.

IX) Retention of CCE Documents:

Records of CCE shall be retained for 3 years from the completion of the Academic Year. i.e. Current Academic Year (CAY) + 3 years. Likewise records of assessments to decide the learning needs of students for opting for Foundation Courses / capabilities for Enrichment Courses/ ASCC/ start-up option etc. shall be retained for 3 years from the completion of the Academic Year.

X) SUMMATIVE EVALUATION (End Semester Evaluation):

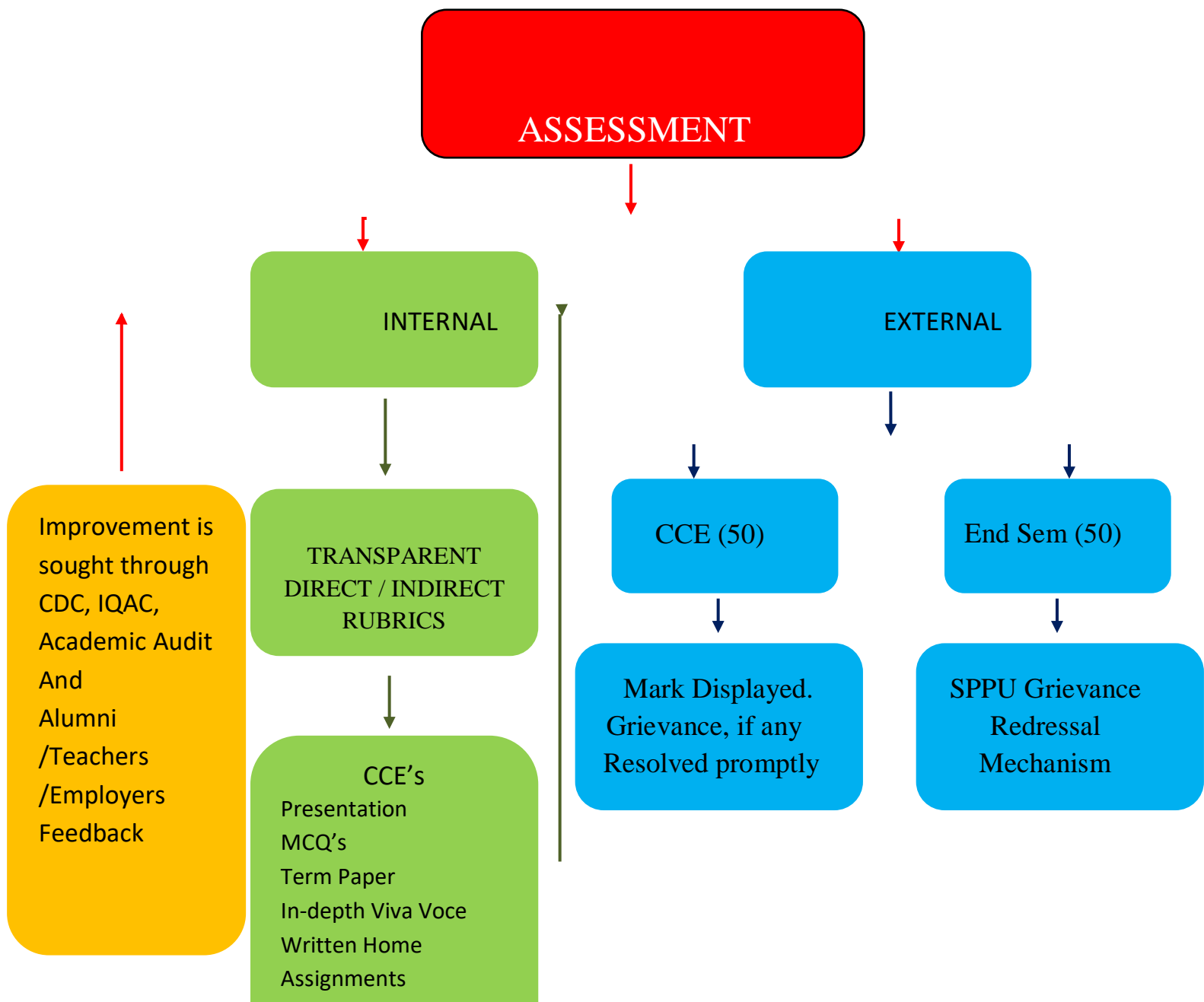


1. The End Semester Evaluation (Summative Evaluation) for the Generic Core (GC), Subject Core (SC) and the Generic Elective (GE - UL) course shall be conducted by the Savitribai Phule Pune University. 2. The ESE shall have 5 questions each of 10 marks. 3. All questions shall be compulsory with internal choice within the questions. 4. The broad structure of the ESE question paper shall be as follows:

Question Number	COGNITIVE ABILITIES EVALUATED	Nature
Q.1	REMEMBERING	Answer any 5 out of 8 (2 marks each)
Q.2	UNDERSTANDING	Answer any 2 out of 3 (5 marks each)
Q.3	APPLYING	Answer 3 (a) or 3 (b) (10 marks)
Q.4	ANALYSING	Answer 4 (a) or 4 (b) (10 marks)
Q.5	EVALUATING	Answer 5 (a) or 5 (b) (10 marks)
	CREATING	



XII) MECHANISM OF INTERNAL AND EXTERNAL ASSESSMENT





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NAVJEEVAN INSTITUTE OF MANAGEMENT

Affiliated To : Savitribai Phule Pune University, Pune - CA/1386/1994 (College Code - 0342)

Approved By : AICTE - 431/27-81/MCP(M)94, Govt. of Maharashtra - NGC 3594/MBA 7497/Mashi 3 - 1994

Recognized By : Directorate of Technical Education, Mumbai. - M.S. (MB5116). A.I.S.H.E. Code-41799.



CCE Marks

XIII. EXAMINATION GRIEVANCE REDRESSAL MECHANISM

At Institute Level: -

- As per the guidelines of Savitribai Phule Pune University Chief Examination Officer is appointed to execute all the roles & responsibilities of Internal and External Examination.
- The grievance related with the examination is handled by the Chief Examination Officer at primary level.
- After analyzing the matter, the CEO will guide the aggrieved students.
- If the student is not satisfied or the grievance remains unresolved, the aggrieved student/s can contact the Director for the same.
- All the documents of grievances are maintained along with action taken report by the CEO

University Level: -



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Grievance regarding semester examinations conducted by Savitribai Phule Pune University is handled as per the University guidelines.

The university examination related issues such as Absence of Subject Code, Change of subject code in the student hall ticket etc, are communicated through the Senior Supervisor of the examination.

For any malpractices or misbehavior during university examination are taken care of by internal and external Senior Supervisor in consultation with the director.

In case of any discrepancies related to final results the student can apply for Re-verification, Photocopy and revaluation as per the University guidelines.