

# **Examination Mechanism**

STES's Sinhgad College of Commerce, Kondhwa (Bk), Pune-41

## Examination Mechanism

### Continuous Internal Evaluation (CIE)

Sinhgad College of Commerce has been taking continuous efforts in students' academic growth. We have adopted formative and summative approaches for internal assessment and evaluation of the students' performance. Both the methods have its advantages as the formative assessment monitors student learning by focusing on their performance. It generally helps students to identify what are their strengths and how to overcome weaknesses. It also facilitates faculty members to come up with new ideas to improve students. Formative assessment measured as per student's involvement in the activities like case studies, group discussion, brain storming sessions, class test, filed works and field visits, etc.

On the other hand, summative assessment aims at to evaluate, analyze and asses the students learning with task-based activities and compared analysis. For the same, college follows the continues evaluation system.

University Semester Examinations and Continuous Internal Evaluation (CIE) is implemented as per the guidelines of Savitribai Phule Pune University to evaluate students' academic performance. We have adopted ratio of marks allotted given by University which is given below,

Courses 2021-22	CIE	University exam	Courses 2020-21	CIE	University examination
			UG	20%	80%
PG	60%	40%	PG	50%	50%
CBCS 2019 Pattern UG and PG	30%	70%	CBCS 2019 Pattern UG and PG	30%	70%

In respect of theory and practical courses, Internal evaluation is done in each course through class Tests, attendance, Assignments, classroom activities, Lab involvement and Practical/Viva-Voce.

The academic calendar is prepared to monitor CIE test which conducted at the departmental level. This time table is circulated among students in an advance. The syllabus is completed as per the time schedule and the unit tests are conducted on the covered portion.

We ensure the transparency in evaluation of examination paper by displaying marks of the students on the notice board. The students are also guided for their performance in the respective tests. The test marks are displayed after internal test. The test papers are preserved in the departments till the completion of the student's course of study. The final internal marks are given to the students for their performance in classroom activities, assignments, class tests.

**Transparent and robust internal assessment:**

- Setting up of CIE Examination committee for transparent assessment.
- Publishing the internal assessment components in advance through, NoticeBoards, official class *WhatsApp* groups
- Circulating and publishing the internal assessment marks with break-up.
- Giving opportunity for the students to approach three-tier grievances redressal committees - Department, College and University levels
- Internal Examination Grievances can be resolved by concern head of the department and subject teacher
- Counselling sessions through mentor mentee scheme whenever required

**University Examinations:**

For more details regarding Savitribai Phule Pune University (SPPU ) examination check the below link

<http://exam.unipune.ac.in/>

**Examination Grievances Redressal:**

There is complete transparency in the internal assessment. Academic calendar for internal examination is prepared by College Examination Committee. College Examination committee monitors the schedule of internal examination and internal evaluation process. The student's grievances related to internal examination are solved by College Internal examination committee and respective Head of Department.

**Redressal of Grievances at College Level Examinations:**

- Students have to approach College Examination Committee
- Students have to submit application to College Examination Committee.
- College Internal Examination Committee will consult with respective head of the department and teacher.
- After taking opinion from HOD and concern teacher the student will be informed.
- The process will be complete transparent.

**Redressal of grievances at University level:**

- The queries or grievances related results, correction in mark sheets or other certificates issued by Savitribai Phule Pune University are handled by College Examination section.
- Applications regarding these are collected from students and are forwarded to the University.
- CEO monitors the progress of such cases so that students get their grievance redressed as early as possible.
- Regarding revaluation and verification of papers, the application is collected and with necessary fee from the students by the university through student login