

Suryadatta College of Management Information Research & Technology

Bavdhan, Pune

Examinations

The institution follows formative and summative assessment approaches as a mechanism of internal assessment.

- Formative and Summative Assessment Approaches:

Summative Assessment: As far as the summative assessment is concerned, the institution follows a Centralized Continuous Internal Evaluation System. The main objective of summative assessment is to evaluate student learning at regular intervals by conducting CIA Tests, term end Examinations, Classroom assessment and Projects, Viva- Voce and Practicals.

Academic performance of students is evaluated both by Continuous Internal Assessment (CIA) and University Semester Examinations. The following is the ratio of marks allotted for CIA and University Examinations.

Course	CIA	University Examination
UG	20%	80%
PG	50%	50%

20% of the total marks in each course is assessed by CIA Tests, Model Examinations, Assignments/ Seminars and Attendance in respect of theory courses and Lab involvement and records in respect of Practical/Viva-Voce.

The College conducts one CIA Tests per semester in a centralised manner and two CIA class tests. Attendance in all the three CIA tests is compulsory. CIA Exam Timetable is duly prepared and circulated among the students in advance. Portions for CIA's are divided according to the unit based on the syllabus. For CIA Test I, Unit I & II is the syllabus and CIA Test II, Unit III & IV is the syllabus and CIA Test III, Unit V and all rest of all the units are the portions.

To ensure transparency of the evaluation process, the marks allotted are displayed on the Notice Board. Internal Marks are calculated on the basis of the marks secured in the tests, seminars/ assignments, classroom performance. There is no internal minimum and the candidate has to secure 40% to pass in UG and 50% pass in PG. Internal marks are not given to the absentees.

The test papers of both theory and practical are distributed to the students after every internal test. The students shall go through the answer script, check and acknowledge the marks secured and return the paper to the faculty concerned. The test papers are preserved in the departments till the

completion of the student's course of study. Test marks will be displayed on the Department Notice Board.

Formative Assessment:

Formative assessment is part of the instructional process which is done by the faculty concerned in their respective subjects to monitor student learning and to provide ongoing feedback to improve their teaching. Some of the formative assessments are

- Activity Based Learning
- Seminar Presentation
- Role Plays o Subjects Quizzes
- Case Studies
- Group Discussions
- Debates
- Brain Storming Sessions
- Online Tests
- Field Work/ Field Visit

Rigor and transparency in the internal assessment are achieved by

- Setting up of CIA Examination committee for transparent assessment.
- Publishing the internal assessment components in advance through tutorial meetings, College Calendar, Notice Boards and announcement system
- Circulating and publishing the internal assessment marks with break-up for components
- Making valued answer scripts available for scrutiny
- Giving opportunity for the students to approach three-tier grievances redressal committees - Department, College and University levels
- By discussing the internal assessment in tutorial and class wise Parent Teachers Meetings
- Maintaining and updating Student Profile

For information regarding University examination please [click](#) here.

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

Redressal of Grievances at College Level Examinations:

1. Student have to approach CEO.
2. Student have to submit application to CEO.
3. CEO will consult with respective head of the department and teacher.
4. After taking opinion from HOD and teacher the student will be informed.
5. The process will be complete transparent.

Click for [Grievance Form](#)

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 and forwarded to University. After getting feedback from University it is forwarded to the student immediately.