



Savitribai Phule Pune University (SPPU) Examination and Evaluation Process

1. Evaluation Process and Reforms

Mechanism of internal assessment is transparent and robust in terms of frequency and mode

The institution is affiliated with Savitribai Phule Pune University (SPPU) and follows its Examination Scheme and regulations.

Objectives of Internal Assessment:

1. To understand the learning levels of students and evaluate their grasp of course content.
2. To identify slow and advanced learners, enabling the institution to take tailored actions and initiatives to support both groups.
3. To improve student performance in external examinations and ensure better alignment with course outcomes.
4. To evaluate students' performance through various assessment tools, ensuring consistent monitoring of their progress throughout the course.

Assessment Tools for Continuous Internal Evaluation (CIE):

The tools and methods used for Continuous Internal Evaluation (CIE) are determined based on the specific needs of the course and may include the following areas:

- Theory: Periodic tests, quizzes, assignments, and presentations.
- Practical: Lab exercises, practical tests, and skill assessments.
- Project: Evaluation of ongoing project work, including progress reports and presentations.
- Seminar: Participation and performance in seminars.

The frequency and nature of these assessments are determined by the requirements of the course and the subject-specific needs. To ensure transparency and robustness in the internal assessment process, the following key practices are in place:

Assessment Rubrics: Clear rubrics outlining evaluation criteria are provided in advance to help students understand assessment expectations.

- **Student Awareness:** A comprehensive question bank, including oral questions, past exams, and MCQs, is available to aid student preparation.
- **Verification of Question Paper:** The question paper is reviewed and verified by the Domain or Module Coordinator for quality and consistency.



- **Marking Scheme and Solution Key:** A detailed marking scheme and solution key are prepared to ensure transparency in grading and help students understand evaluation standards.
- **Post-Assessment Discussion:** After assessments, solutions and answer sheets are discussed with students to provide feedback and identify areas for improvement.
- **Mode of Assessment:** Assessments are conducted in various formats (online/offline, MCQs/descriptive) for a comprehensive evaluation of student learning.
- **Outcome of Internal Assessments:** Internal assessments enhance student learning, improve academic results, and increase opportunities for internships and placements

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution follows a structured approach to managing grievances related to both internal and external examinations. Here's a summary of the grievance resolution process and areas where students might face issues:

Internal Examinations

Students may encounter the following issues with internal assessments:

- **Personal or Network Issues:** Students may have difficulties attending online internal exams due to personal or technical problems like network issues.
- **Discrepancies in Term Work Marks:** Students may feel that the marks given for their term work do not reflect their performance.

Resolution Process for Internal Grievances:

- **Head of Department (HOD):** Oversees the resolution process for academic-related concerns.
- **Guardian Faculty Members (GFM):** Act as a point of contact and guidance for students, especially for issues related to assessments.
- **Course Teachers:** Address any specific grievances related to the evaluation of assignments, projects, and tests.

External Examinations

Students may face the following issues related to external exams:

- **Problems in University Exam Form Filling:** Errors or confusion during the process of filling out the exam form.
- **Elective Choice Discrepancies:** Problems related to the incorrect choice of electives being registered in the exam form.
- **Inability to Appear Due to Other Commitments:** Students may be unable to attend the exam because they are representing the institution at university or national-level technical or sports events.
- **Question Paper Issues:** Problems like insufficient data or printing errors in the exam question papers.



- Result Discrepancies: Incorrect marks reflected in the final results.
- Scribe Requirement: Students with physical disabilities may require scribes during exams.

Resolution Process for External Grievances:

- Departmental Examination Coordinator: Students first communicate their grievances through the departmental examination coordinator.
- College Examination Officer (CEO): The coordinator escalates the issue to the CEO, who will then forward the grievance to the university authorities.
- University Authorities: The University is responsible for resolving the grievance and communicating the solution back to the institution.

Process of Examination in Autonomous:

The Autonomy Exam is divided into two components: In-Semester Exam (ISE) and End-Semester Exam (ESE), each carrying 50 marks.

1. In-Semester Exam (ISE) - Department Level (50 marks)

The ISE consists of:

- 5 Continuous Class Assessments (CCA) exams, each worth 10 marks, covering one unit per exam.
- Unit Test I (UT I) - 20 marks
- Unit Test II (UT II) - 30 marks

Total CCA marks (100) will be normalized to 50.

2. End-Semester Exam (ESE) - Central Level (50 marks)

The ESE is a comprehensive exam conducted at the central level.

Final Evaluation

The final marks will be aggregated from both ISE and ESE, totalling 100 marks.

Breakdown:

- ISE (Department Level): 50 marks
 - CCA (5 x 10 marks): 50 marks (normalized)
 - UT I: 20 marks
 - UT II: 30 marks
- ESE (Central Level): 50 marks
- Total: 100 marks

This exam structure aims to assess students' understanding and retention throughout the semester, with a balanced emphasis on continuous evaluation and comprehensive assessment.

Juno ERP Module for Examination:

Sr. No.	Task	Explanation
Step 1: Student Enrolment Admission Module		
1	Admission Details	Admission department fills in student details at the time of admission.
2	Roll Number, ID, and Division Allocation	Student section allocates roll numbers, IDs, and divisions to students.
Step 2: Academic Admin Module		
1	Student Allocation	Students are allocated to each subject.
2	Faculty Allocation	Faculty members are assigned to each subject.
3	Timetable	Timetable is created and added to the module.
Step 3: Individual Faculty Login		
1	Lectures	Faculty conducts lectures according to the timetable in their profile.
2	Attendance	Faculty marks attendance for students in their respective subjects.
3	ISE Parameters	Faculty sets evaluation parameters for In-Semester Exams (ISE).
4	ISE Conduct	Faculty conducts ISE as per the timetable and freezes the marks.
Step 4: Exam Admin Module		
1	Exam Schedule	Configure the exam schedule.
2	Exam Form Configuration	Configure the exam form.

3	Form Filling Duration	Set and notify the duration for exam form filling.
4	Fee Configuration	Configure exam form fees, late fees, and super late fees.
5	Form Approval	Approve students' exam forms by checking their attendance, fees, and feedback.
6	Form Submission	Students fill and submit the exam forms and pay the fees.
7	Form Visibility	Exam forms become visible to the exam admin once the process is complete.
8	Hall Ticket Generation	Generate hall tickets using the filled exam form summary.
9	Duty Allocation	Allocate exam duties and paper setting to faculty members.
10	Question Paper Submission	Faculty submits five sets of question papers.
11	Question Paper Finalization	Authority finalizes one question paper from the submitted sets.
12	Suspension Number Creation	Create suspension numbers for exam conduction.
13	Course-wise Suspension Creation	Create subjects course-wise.
14	Bundle Creation	Create and allocate bundles to faculty for paper assessment.
15	Assessment Submission	Faculty submits the mark sheets after assessment.
16	Marks Verification	Exam admin verifies and finalizes the marks.
17	Marks Entry	Clerk enters the marks into the system.
18	Result Declaration	Declare the exam results


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