



## **D Y Patil Deemed to be University, School of Management, Navi Mumbai**

### **EXAMINATION MANUAL**

### **UG & PG PROGRAMMES OF MANAGEMENT**

D Y Patil Deemed to be University, School of Management has been established with an aim to provide Quality Management Education fulfilling the needs of the corporate world. The learning ambiance at DYPUSM provides ample opportunity to our students for enhancing Managerial skills and to develop one's Personality for a challenging future. Student managed committee, new initiatives and social development/ voluntary programs are some of the diverse activities that students are engaged in at the Department.

This provides students with a wider perspective on the concepts taught in the classroom. A unique feature of this program is the interplay between classroom activities, fieldwork, and corporate interactions. The degree of rigor of this interplay coupled with a strong emphasis on quantitative tools increases gradually with each semester as the student moves from the foundation areas to specialized areas of **Management. Schools** have been a vital building block of our society.

Examination is an integral part of the school. The School understands that academic autonomy, while providing creative opportunities for the faculty in designing curriculum and developing evaluation methods on the parameters of employability, programme outcomes, and stipulated graduate attributes, is also a challenge to ensure integrity, quality and accuracy in the domain of evaluation/examination systems.

This Examination Manual incorporates the clauses and conditions of the major rules and provisions of D Y Patil Deemed to be University's Examination Manual and the experiential knowledge and wisdom of the faculty of the school. The School firmly believes that this examination manual with its well thought out rules, regulations, provisions and procedures will constitute an effective examination system.



### **OBJECTIVE:**

- ✓ To conduct Semester End Examinations and Internal Assessment Tests as per the guidelines given by the D Y Patil Deemed to be University, Navi Mumbai
- ✓ To declare results of the students
- ✓ To assess students and conduct overall evaluations as per the norms & regulations of University as a statutory requirement

### **SCOPE :**

- ✓ Applicable for Degree College Under Graduate and Post Graduate Courses.
- ✓ Continuous Evaluation of students' progress Semester wise.

### **EXAMINATION COMMITTEE OF DYPUSM :**

Structure of Examination Committee have an Examination Committee based on UGC Guidelines and D Y Patil Deemed to be University's Guidelines. The Committee shall consist of

1. The Director
2. The Dean of Academics
3. Administrative Head
4. **The** permanent faculty nominated by the Director on the basis of potential of the person as Coordinator of Examinations.
5. Office Staff:-
  - a) 1 Office Superintendent
  - b) 1 Sr. Clerk
  - c) 2 Data Entry Operators
  - d) 1 Peons

### **THE ROLES AND RESPONSIBILITIES OF EXAM COMMITTEE :**

1. The Examination Committee shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.



2. The examination Committee shall prepare the detailed time table of examinations for every semester and upload it on website, School's Notice board and LMS dashboard with prior approval of Director
3. The Examination Committee shall ensure smooth and organized conduct of examination by following means:
  - i) The Examination Committee shall prepare the detailed time table of examinations for every semester
  - ii) Appointing paper setters and evaluators for all exams including theory as well as practical well in advance.
  - iii) Strict vigilance during exam.
  - iv) In case of any complaint regarding exam, the disciplinary actions recommended by Redressal Committee will be endorsed by examination committee.
4. The Examination Committee shall prepare the exam budget for every academic year.
5. The members of Examination Committee shall meet at least 4 times during the academic year and at other times as and when necessary.
6. The various formats shall be prepared by Examination Committee for record keeping and monitoring all examination related activities.
7. Coordinator of Examinations and a team carry out the following activities during Continuous Evaluation / Internal Assessment & Semester End Examinations.
  - i. Issuing Appointment Letters for Paper Setting, Assessment of paper setting and Printing
  - ii. Conducting Theory Examinations
  - iii. Issuing Appointment Letters for Project/Dissertation
  - iv. Coordination of assessment of answer books
  - v. Preparation and declaration of provisional grades
  - vi. Preparation and declaration of final results
  - vii. Issue of transcripts, provisional passing certificate, mark list, preparation of exam calendar, appointments of examiners.

## **Examination Section Infrastructures**

### **Description of Area**



1. Cap Room: It is used for Central Assessment of all answer books of Semester End Examination and Additional / Supplementary / Repeaters Examination.
2. Store Room: All stationary required for examination, printing of question papers as well as storage of examination gazettes is done in strong room.
3. Working Area: Area for working of exam related staff along with control room during Unit Test Semester End Examination and Additional / Supplementary/ Repeaters Examination.

#### **CCTV Surveillance :**

1. Examination Section is also furnished with CCTV cameras, 1 in store room, 1 in CAP room and 2 in exam office.
2. Also have CCTV cameras in classrooms.

#### **Declaration of Tentative Examination Schedule Semester wise:**

- ✓ Semester wise Tentative Examination Schedule is circulated for students and faculties well in advance for Regular / A.T.K.T (Internal / External) Examinations
- ✓ Detailed time schedule of examinations is displayed on the students' notice board and uploaded on college website at least 20 days prior to the commencement of examinations.
- ✓ Examination hall tickets are made available for students which include exam seat number, examination schedule and other details.

#### **Procedure for Conducting Examinations and Result Declaration :**

The various examinations for U.G./ P.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G. and P.G. courses respectively and also as per the Examination Calendar.

The Odd semester examinations are usually held in Winter session (October – November ) and even semesters examinations are held in Summers **ession** (March – April )

The evaluation of a student for each semester shall be as per the marking scheme given by the respective subject board. The marksheet will be issued on the basis of credit point.

*Credit Point:* It is the product of grade point and number of credits for a course.

*Grade Point:* It is a numerical weight allotted to each letter grade on a 10-point



*Letter Grade:* It is an index of the performance of students in a said course.

Grades are denoted by letters O, A+, A, B+, B, C, D and F

### **The Evaluation System:**

The Evaluation System at DY Patil University, School of Management is highly transparent and aimed at bringing out the best performance of students.

The weight age of Term End Semester Examination ( External Assessment) and Continuous Evaluation System/Internal Assessment is 50% and 50% respectively. Student will have to score minimum 40% of total marks allotted for the subject to clear in the respective paper/subject.

Semester End Examination carrying 50 marks shall be of 2 Hours duration and 25 marks shall be of 60 minutes.

### **Continuous Evaluation System / Internal Assessment:**

i. Continuous Evaluation System/ Internal Assessment is based on student's performance in class tests/ assignments/VIVA-VOCE/quizzes/Project Study/ seminars etc conducted by the Subject faculty during the semester. The mode of Continuous Evaluation System/ Internal Assessment is decided and announced by the course faculty at the beginning of the course.

ii. The Continuous Evaluation System/ Internal Assessment marks shall be sent to the Examination Section at the end of the term before the commencement of Semester End Examination.

### **Semester End Examinations/ External Assessment – Rules and Regulations:**

i. There shall be one semester end examination in each semester for every theory course and shall be conducted centrally as per the schedule indicated in the academic calendar.

ii. Seating arrangement shall be prepared centrally by examination cell into considerations the total number of students appearing for the examination and infrastructure available.

iii. The appointment of the required number of invigilators shall be done by Coordinator of Examinations as per the examination schedule. The invigilators shall be from among the faculty.

It is mandatory for the faculties to be available for invigilation during the exam. On the

day of examination, the Controller of Examinations/Department Controllers shall

bring the set of question papers 15 minutes prior the commencement of the examination to the examination hall.



iv. The invigilators assigned duty for an examination shall report to the Examination Section

30 minutes prior to the commencement of the examination. The invigilator shall count the number of answer books provided and check against number of students allotted to the block.

v. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the examination, and question papers at beginning of the examination. He/she shall check the Identity Cards of the students', check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He shall then obtain the signature of the students on the attendance Performa and maintain the record of the absent students of his/her block.

vi. Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the Coordinator of Examinations for further necessary action.

vii. At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand it over to Examination Section.

viii. Students are allowed in examination hall up to 15 minutes after commencement of examinations.

ix. After receiving the answers books from invigilators, Examination section staff shall check them as per the attendance record submitted by the invigilators and in case of multiple course if external are conducted in the same hall / block, the exam section staff check if the answer books of each course are sorted out separately.

x. Examination Section staff shall maintain the account of answers books and supplements received and consumed for the examination. The examination section shall also prepare the bills of remuneration of all staff involved in the examination work.

xi. Students are allowed to enter in the Examination Hall up to 15 minutes after Commencement of Examinations for End Semester.

xii. In case of any emergency, the Chairman, Examination Committee is empowered to reschedule any examination.

xiii. Coordinator of Examinations shall be responsible for smooth and proper conduct of examination in the Institute.



### Controllers shall

- a) Plan for smooth conduct of examination.
- b) Supervising the plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
- c) Get the examination schedule prepared for the entire programme and send the copy of the same to Director/Head of Department and Dean.
- d) Receive the cases of misbehavior, malpractices and copy cases from invigilators or assessors and forward the same to Redressal Committee for further necessary action.

xiv. Coordinator of Examinations shall assign examination duties as per following structure:

- a) Invigilator: Teaching faculty can be appointed for invigilation and reliving duties of examination. One invigilator for a block of 20 students shall be allotted.
- b) Reliever: One reliever per five to six blocks
- c) Examination Peon: as per requirement
- d) Sweeper: as per requirement.

### **Learning Disability**

LD cases if any, certified by Competent Authority from medical field should be reported to Examination In charge along with application and authentic certificates, at least 30 days prior to the commencement of examination.

If any examinee is not in a position to write at all, or write as fluently as normal student, on account of physical disability or injury due to an accident just before the examination and produces a medical certificate from the registered medical practitioner to that effect, then a writer shall be allowed to such examinee.

- i. Such a writer shall neither be a student or a degree holder of any programme / course of this institute or any other Institute in which the examinee is appearing for the respective examination. The examinee shall, however, require applying in a prescribed Performa to Controller of Examinations asking for permission to allow for such a writer. Controller of Examinations shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Controller of Examinations shall



- then take the undertaking from the writer in a prescribed Performa. Such examinee shall produce the permission letter from Controller of Examinations for using writer to the invigilator.
- ii. In case of physically challenged/Learning Disabled examinee, he/she may be allowed an extra time of 30 minutes for writing the examination for all the courses, provided he/she seeks permission from convener examination for extra writing time on account of his/her disability by producing medical certificate from competent authority to this effect.

**Assessment Procedure:**

- i. The answerbooklet assessment has to be done in the CAP room allotted by the Director.
- ii. CAP in charge shall issue answer books to the concerned faculty. He/ She will maintain a register with number of papers issued to and received from the faculty each day.
- iii. The concerned faculty shall assess and submit the assessed answer books to the CAP in charge.
- iv. The assessed answer books shall be scrutinized further by concerned faculty member.  
“Scrutiny” shall include checking for un-assessed answers, totaling of marks, and transfer of marks to main page, blank pages scratched etc.
- v. After the Semester End Examination theory assessment and marks entry in prescribed format, the faculty shall submit the Semester End Examination mark list.

**Preservation of Answer Books:**

All assessed answer books for End Semester Examination and Re-Examinations shall be preserved for 6 months in examination section from the date of examination as suggested by the academic board. It is mandatory to submit the internal assessment marks for all courses (Regular and A.T.K.T) to the Examination Section one week prior to the commencement of Semester End Examination.