

Standard Operating Procedure Number:

JSPM'S JSIMR_001

Approved By: Dr. Anita Khatke

Approval Date: 30/06/2013

Signature: _____



	Process Name	Examination System
	Process Made by	Prof. Umesh Nath
	Process organization	JSPM'S JSIMR
	Process Objectives	To understand the Standard operating procedure for the Examination System

Standard Operating Procedure for Examination System in JSPM'S JSIMR

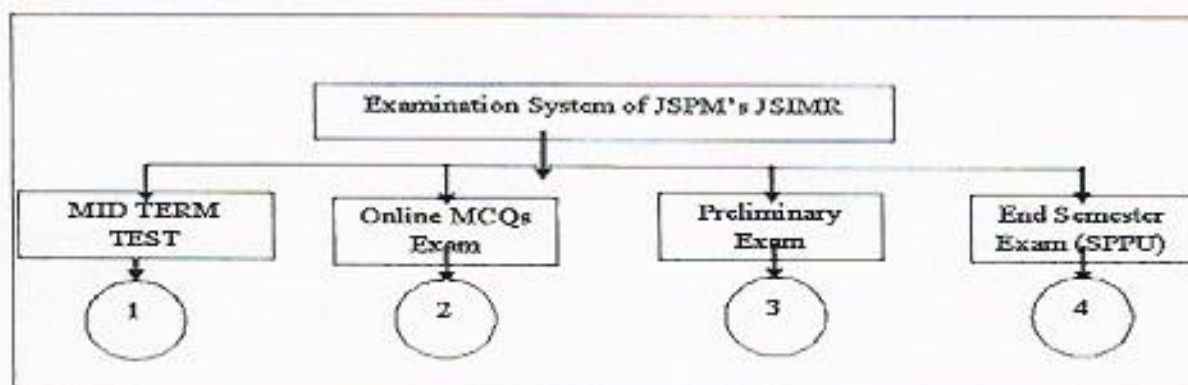
Introduction:

As per guidelines set by the Savitribai Phule Pune University Examination (SPPU) for MBA program, it is compulsory for an institute affiliated to SPPU to conduct these exams. Following the guidelines JSPM'S JSIMR conducts 4 types of examination which are as follows:

1. MID TERM TEST (Pre Assessment Test) (conducted by the JSPM'S JSIMR)
2. Online MCQs Exam (conducted by the SPPU)
3. PRELIMINARY EXAMINATION (Semester Internal Test (conducted by JSIMR)
4. End Semester Exam (conducted by the SPPU)

The following flow chart consists of the various activities involved in each of the exams:

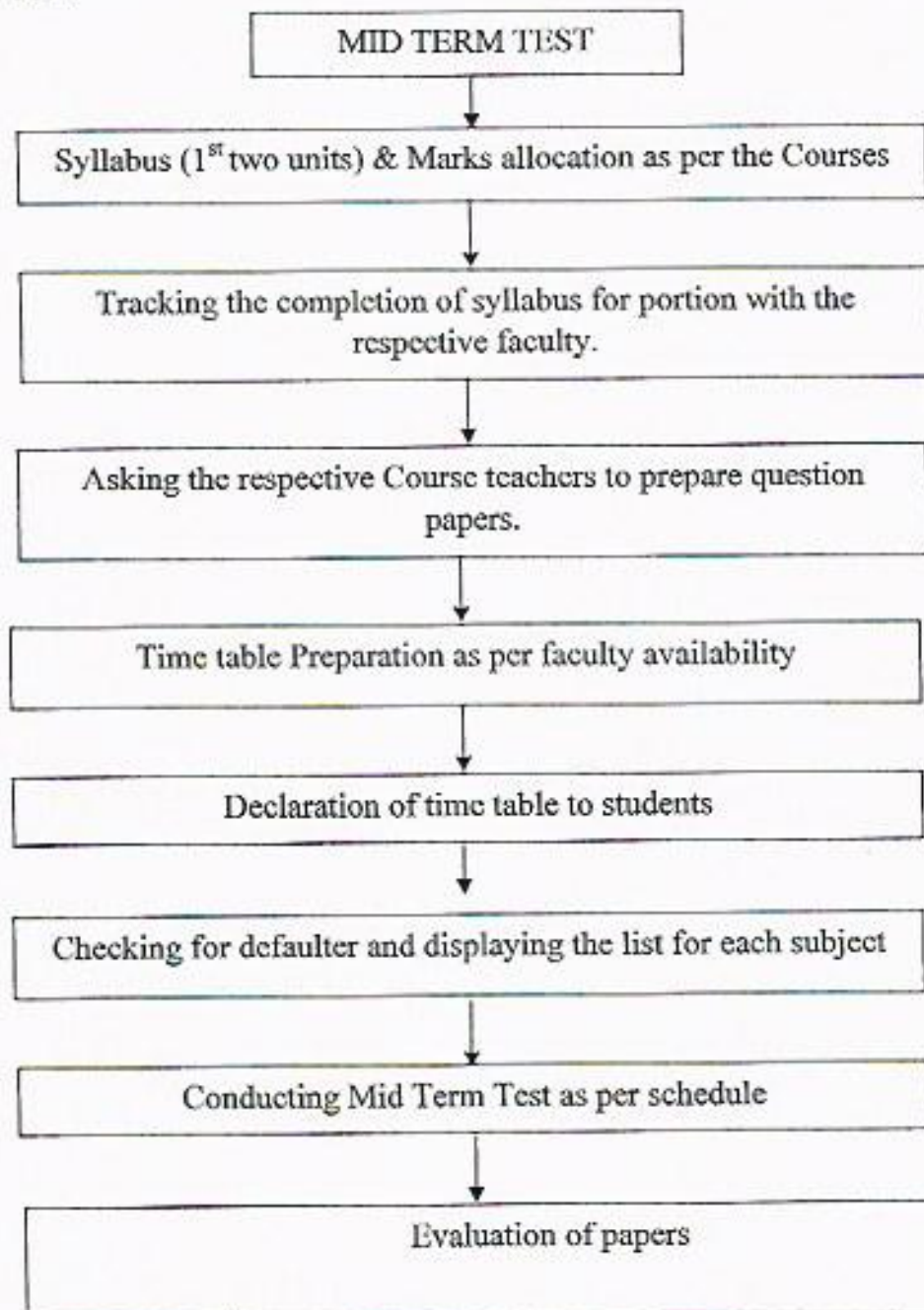
FLOW CHART:





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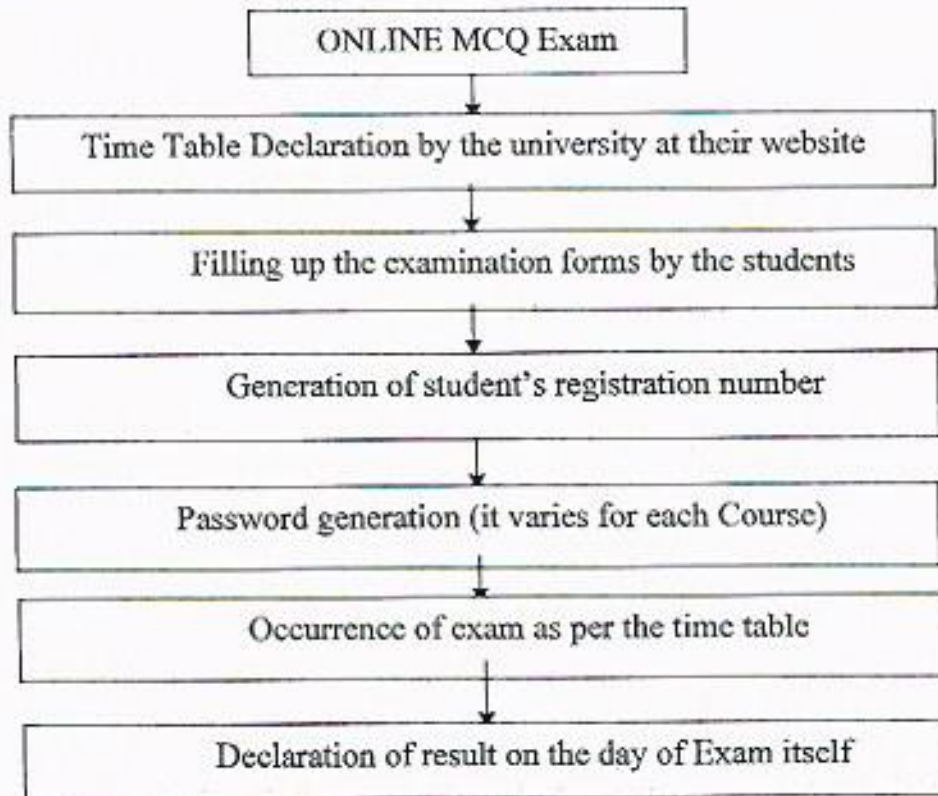
For MID TERM TEST:





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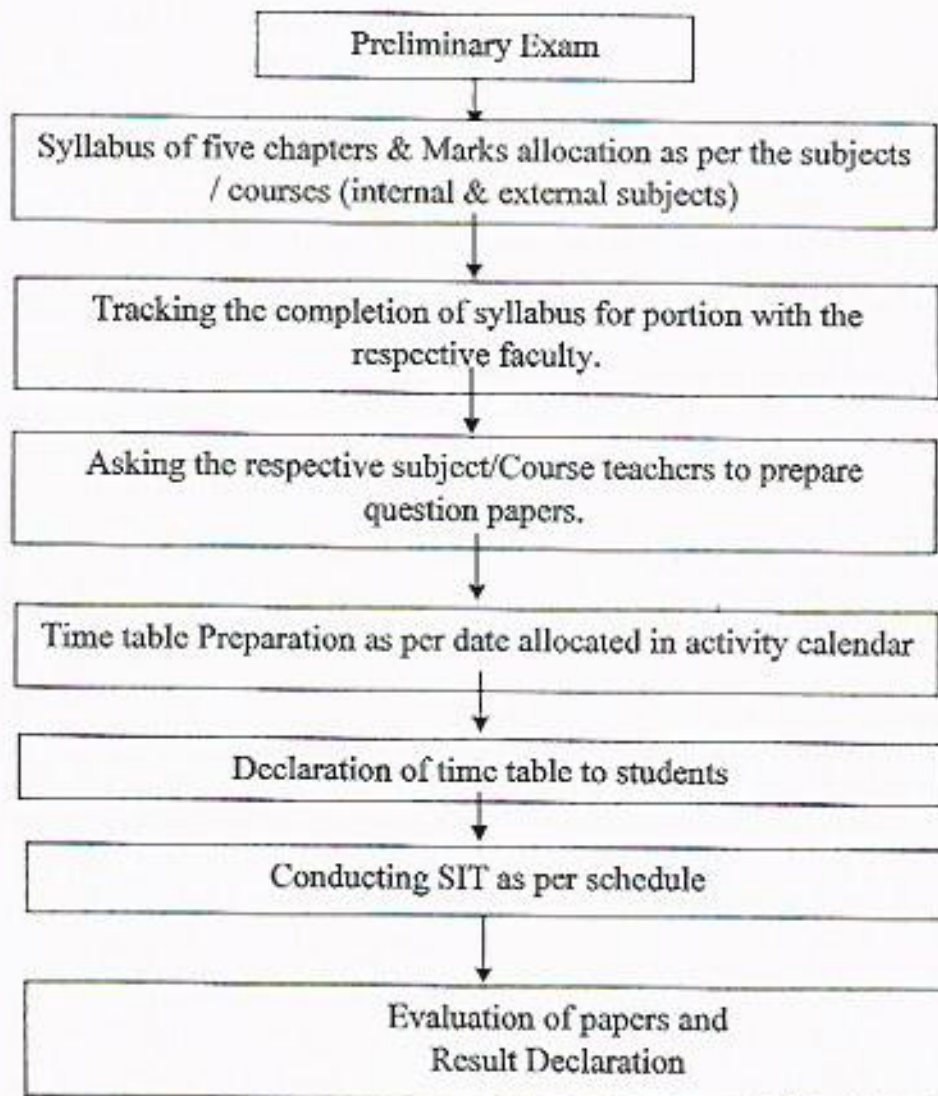
For ONLINE Exam:




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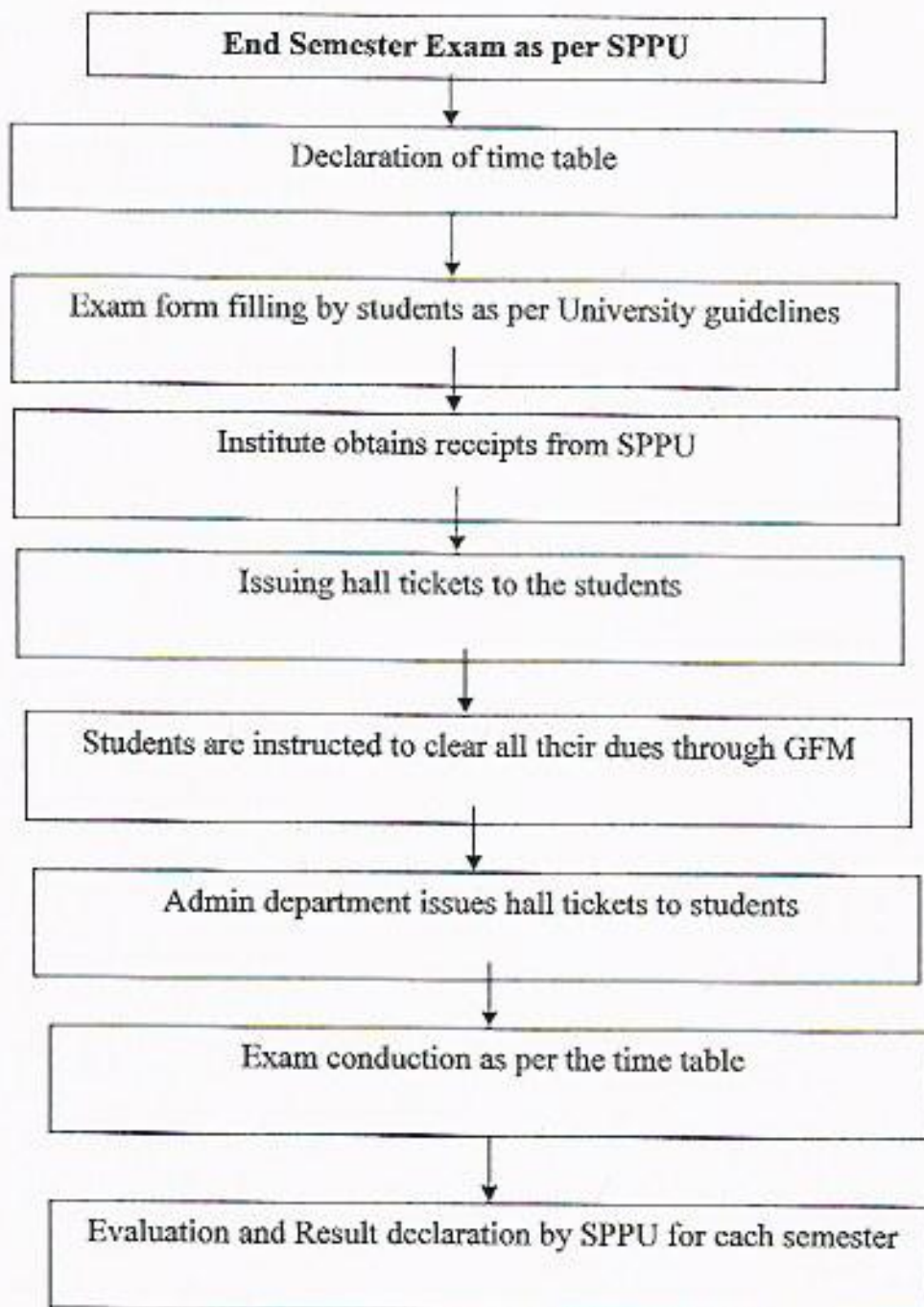
FOR Preliminary Examination





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For End Semester Exam as per SPPU




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Summary:

Mid Term Test:

Mid Term Test is Pre assessment test which is conducted by the institute itself. Syllabus included in this is the portion covered by the faculty till the date of the exam. It is conducted for both external and internal subjects. The class teacher has the responsibility to prepare the time table as per the convenient of the subject teachers.

The following is the procedure for Mid Term Test conduction:
As per the Activity Calendar it is the responsibility of the Academic Head to conduct MID Term.

Syllabus (1st two units) & Marks allocation as per the subjects/Courses:

Syllabus:

- i. The syllabus for the Mid Term is the portion covered in the classes till that date by the subject teachers.
- ii. The Academic Head has to enquire about portion covered by them in the classes.

Marks Allocation:

- i. Marks allocated for both external and internal subjects are 40 marks
- ii. Each Course wherein the students are asked to attempt 3 questions out of which 2 are for 20 marks and one major question consists of 20 marks of MCQs

1. Asking the respective subject/Course teachers to prepare question papers.

(Note: The subject teacher should maintained the quality of paper i.e the questions should be application based and MCQs)

2. Time table Preparation as per faculty availability.

After reviewing with the subject teachers, the academic head has to prepare timetable as per the convenience of the subject teachers.

3. Conducting MID TERM TEST as per schedule

- i. MID TERM TEST should be conducted during regular hours of college at the respective classes where the students have their regular lectures.
- ii. Along with the MID TERM TEST regular time table should also be followed.

4. Evaluation of papers and Result Declaration

- i. The papers should be evaluated by the subject/Course teachers
- ii. Result should be displayed to the students on the notice board.

Online MCQs:

As per the concurrent evaluation MID Term Test Online MCQ's is conducted by the Savitribai Phule Pune University Examination itself. It is common for all the colleges in Pune which are affiliated to Pune University Examination. Online MCQ is conducted only for external subjects only. The syllabus for the exam is first two units of each of the external subject. Each paper compromises of 16 to 20 questions.


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where each question carries 1 Or 2 mark each. It is compulsory for students to attempt each question. Passing marks for online are 6 marks in every subject/Course.

The following are the activities conducted by the examination department in JSPM'S JSIMR: Syllabus

1. Time Table:

The time table is prepared as well as displayed at the website of SPPU. Accordingly, a notice of MCQ Exam is communicated to all the colleges. The CEO of institute to ensure the students are well informed about the Online Exam.

2. Examination Form Filling

All students have to fill exam for next semester within dates allotted by the University Examination. Initially, the students should fill online form and then need to submit to JSPM's JSIMR, the hard copy of the form along with the receipt to the admin department.

3. Generation of student's registration number.

Upon receiving the enrolled forms for the exams, the university Examination generates a PRN (Personal Registration Number) of each student. Depending upon those PRNs passwords for each subject/course is generated for each subject/course. These passwords are sent to the colleges a prior to the exam.

4. Conduction of Exams.

Online Exams are conducted in slot of two batches. Each batch consists of 60 students. General instructions are given by the university Examination that should be followed during online Exams

- No Malpractices should be encouraged.

(Note: Computers should be checked a day prior to the exam)

5. Result Declaration:


- The results for the exams are declared on that day itself.
- The result should be declared in the following MID Term Test:

No of students failed:

No of students passed:

No of students appeared:

No of students absent:


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H. No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100



PRELIMINARY EXAMINATION:

PRELIMINARY EXAMINATION is conducted by the JSPM'S JSIMR as part of concurrent evaluation. The portion for the PRELIMINARY EXAMINATION is last three units. It is conducted for both external as well as internal subjects. The following are activities conducted in the PRELIMINARY EXAMINATION:

1. Syllabus & Marks Allocation:

- The portion varies for both internal as well as subjects.
- For internal subjects the portion for the PRELIMINARY EXAMINATION is all five units and for external subjects it is last three units of each subject.
- PRELIMINARY EXAMINATION comprises of 30 marks for all subjects.

2. Time table Preparation as per date allocated in Activity Calendar:

- Time table for PRELIMINARY EXAMINATION is prepared by the class teachers.
- The time table should be in such a way that every day during the test there should be two papers of which one paper should be external and the other one should be internal. This MID Term Test should be followed for all the papers.

3. Question Paper preparation:

- Every subject teacher has to prepare question as per the syllabus.
- Application based questions should ask in the PRELIMINARY EXAMINATION.

4. Declaration of time table to students

5. Conducting PRELIMINARY EXAMINATION as per schedule:

- MID TERM TEST should be conducted during regular hours of college.
- It should be maintained that there is a gap of at least 2 hours between the papers.

6. Evaluation of papers and Result Declaration:

- After the MID TERM TEST has been conducted the papers should be evaluated by the subject teachers and send them to the respective class teachers for marks entry to the MIS
- Result should be displayed to the students on the notice board.

End Semester Exam:

End Semester Exam is conducted by the University Examination for All Colleges. Before end semester it is mandatory for all colleges to send internal subjects marks to the university examination.

The following are the activities conducted by the examination department:

1. Declaration of time table

The time table for the End Semester is declared to the students as well as to the colleges two-three months prior to the exams. The time table is prepared on the basis of the allotted subject codes.

2. Issuing of hall tickets to the students

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- Hall tickets are initially sent to the college first then they are distributed among the students.
- There are certain formalities to be fulfilled by the students such as clearance of due, submission of missing documents etc.

3. Exam conduction

- Exams are conducted as per the time table.
- General instructions specified by the university Examination should be followed in terms of unfair practices such copying, using phone ring the exams etc

4. Evaluation and Result declaration

- After the exams are completed the respective answers sheet should be sent back to the University Examination for the Evaluation Process.
- Thereupon after nearly gap of two months results are declared on the University Examination.


Dr. Anita Khalke

Director, JSPM's, JSIMR, Pune-28.



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Add Cc Add Bcc Add Reply-To Add Followup-To

Subject Regarding exam form filling query

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Respected Sir,

As our students of MBA II sem- III are busy with exam online form filling and they are facing a p external theory subjects button is disable and is not accepting. So requesting you to please solve possible for smooth exam form filling.

Thanks & Regards,

Jayawant Shikshan Prasarak Mandals, Jaywantrao Sawant Institute of Management And Research

Addr: Survey No 58 handewadi road Hadpsar pune -28

Ta: Haweli(excluding Corporation Area) Dist: Pune

Pun code: IMMP012720

Contact number: 9890663199



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Respected Sir,
Our students of MBA II sem- III are busy with exam online form filling and they are facing a problem in the same as the specialised external theory subjects button is disabled and is not accepting. So requesting you to please solve the above problem as early as possible for both exam form filling.

Thanks & Regards,

Jaywant Shikshan Prasarak Mandals, Jaywantrao Sawant Institute of Management And Research (JSIMR)

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