



INDIRA INSTITUTE OF BUSINESS
MANAGEMENT

**EXAMINATION POLICY
AND
GUIDELINES**



Background:

Indira Institute of Business Management (IIBM) was established in 2008, set up by Vishweshwar Education Society (VES), a trust owned by the MOCCB (Malankara Orthodox Church Council of Bombay). Belonging to the erstwhile MOCCB Group of Institutes (more popularly known as the St. Mary's Group of Institutes) in Maharashtra & Gujarat, IIBM offers a two-year full time Masters in Management Studies (MMS), affiliated to the University of Mumbai and approved by AICTE.

Objectives of Examination:

- To conform rules, regulations, guidelines & procedures laid down by regulatory authorities.
- To cover all the activities which are related to the conduct of examinations including project presentations and viva-voce as per the examination cycle.

Examination Committee:

The Examination Committee is an apex body of the Institute. Conduction of all examinations is the prime responsibilities of the Examination committee. Further, Examination committee coordinates with the University regarding all examination matters. The Examination In- Charge reports the director in all examination matters. Any information either received or required to be sent to the University is being dealt by the Examination committee in co-ordination with various departments.

Roles and responsibilities Examination Committee (Examination Committee):

1. To ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
2. To prepare various formats for record keeping and monitoring all examination related activities.
3. To ensure that all written exams are held in accordance with the regulations of the University.

Duties of Examination In charge (In designing, executing & monitoring following processes):

- Circulars, Guidelines, Office Orders, Notifications are received by the Exam cell. Any reply, thereof is authenticated by the Director.
- Prepare guidelines for paper setter to prepare question paper for different examination.
- Prepare precise and lucid instructions regarding
 - Pattern of question paper
 - Types of questions



- Rational marks allotted to different types of questions
- Collection of subject test paper/chapter wise test/weekly test/term test/end year examination/formative and summative assessment
- Giving advanced notice to the teachers/paper setter regarding submitting question paper, mark sheet on time and any other required documents
- Ensure preparation of question paper i.e. final printout before 48 hours. Preparation of standard question paper subject wise according to guidelines given by the Examination. Question paper should be in proper format. Grammatical mistakes should not be there in question paper. Question paper must not exceed or less than the prescribed marks for the particular examination.
- Ensure necessary items to conduct examination i.e. question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirement to the administrative officer.
- Time-table: Making examination time table with the consent from Director and Academic coordinator.
- Duty charge: Prepare examination duty charts for supervisors.
- Seating Arrangement: Making proper seating arrangement for students for different examinations.
- Preparation of marking scheme: Teacher will prepare marking scheme of question with question paper and submit it to the Examination In charge Committee.
- Answer sheets correction: Teacher will submit corrected answer sheet within specified duration after the examination.
- Records keeping:-Keeping records of all the examination held in the school in soft as well as hard copy.
- Result Analysis all of the examination results.
- Preparation of Mark sheets format for different examination.
- Examination In charge will ensure final printing of report card.
- Verification and Conduction of photocopy/revaluation process of university and college examinations accordingly.
- Submission of the Report of the respective Examinations to the Director.



College Examination:

- In semester, At least one **Internal Assessment** Tests is conducted by respective faculty members. Test papers are assessed by respective faculty members. Marks of tests are submitted to Exam Cell for result preparation. Relative weightage for internal assessment is typically 20%.
- For **Semester End Examination** external paper setting has been done. Relative weightage for semester end examination is typically 60% as per University guidelines.

University Examination:

- The End Semester Examination will be held as per the University schedule. The grade for theory courses can be awarded only after successfully completion of both Internal Assessment and End Semester Examination of the respective course as per the curriculum manual of the respective program.
- Marks of Internal Assessment & Semester end examination conducted internally by the institute are uploaded on university portal as per prescribed time schedule for Semester III & Semester IV.

Scheduling:

- All examinations conducted by the institute are planned in advance through academic calendar and uploaded on institute website for reference.
- University examinations are conducted twice in year
 - In November/ December -MMS semester III
 - In May-MMS Semester IV

