

Policy regarding Internal Examination and Examination related Grievance Mechanism at SMS Lucknow

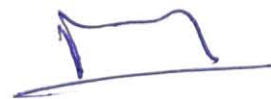
Scope: School of Management Sciences Lucknow is an Institute that is affiliated to University of Lucknow and to Dr. APJ Abdul Kalam Technical University. Rules and guidelines of universities are followed regarding the assessment and evaluation process of performance of students. As the end semester examination is conducted by the affiliating universities, the scope of this policy is limited to the Internal Examinations which are conducted by the college.

Objective: To implement a system of fair, transparent, timely conduct of internal examinations across all the programs and timely redressal of examination related grievances.

Internal Examination Policy:

We at School of Management Sciences, Lucknow follow the following examination policy to improve Students learning and improve their overall result.

- Students are well informed regarding the internal sessional examination policy and the university governed semester end examination ordinance, during the orientation program.
- Academic calendar is prepared at the beginning of each semester and is made available on the notice-boards of the departments. Thus, students know about the dates of class tests (CT), submission of assignments well in advance and hence, can plan accordingly.
- The mechanism of internal assessment is transparent and carried out in a systematic manner for theory courses, laboratory courses, seminars, summer internship and projects.
- The dates and schedule of class tests, assessment of laboratory courses, and projects are also displayed through notices to the students, well in advance.
- The continuous and comprehensive evaluation forms the basis of internal assessment. Usually the internal assessment of students in theory courses consists of two sessional /class tests one pre-university examination, assignments / presentations / quizzes etc.
- The first Sessional examination (CT1) is conducted after one month from the date of commencement of classes or after completion of First Unit or 30% of the syllabus.
- The second Sessional Examination (CT2) is conducted after next one and half month or after completion of two and half units of the syllabus.
- The Pre-Semester Examination is conducted after course completion or fourteen days before starting of University end semester examination.
- CT1 and CT2 are to be conducted with mixed seating plan having time duration of 1 hour 30 minutes and maximum 30 marks.
- Pre-Semester Examination is to be conducted with mixed seating plan having time duration of three hours and maximum 100 marks.
- Question papers are to be prepared by concerned course faculty members, approved by HoD/Dean/ Director and then submitted to the Controller of Examination. Sufficient numbers of copies of the question paper are prepared by the COE in advance.
- Internal exams are conducted in the same pattern as university semester end examination. However the mapping of the question paper with COs and difficulty level as per Bloom's Taxonomy must be provided.
- Before each examination a meeting of Examination Committee is held to discuss the planning regarding examinations.
- Answer sheets are evaluated and checked within 3-4 working days by the concerned course faculty member and returned to the COE.



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- Copies of the written tests are shown to the students to ensure proper corrections and address grievance related issues regarding the internal exam.
- Class tests (CT) results are analyzed and discussed at HoD/Dean level. A comparative evaluation of student's performance is also carried out.
- Internal assessment of lab courses consists of two internal practical examinations, practical record, attendance, viva-voce, presentation; day-to-day performance on the basis of each experiment is assessed.
- The Institute may gradually adopt ERP / use of technology for online assessment and evaluation process in each program.
- Students not appeared in Internal Examination have to give written application with genuine reason along with supporting documents. Alternative evaluation method is adopted as per the decision taken by the concerned authorities. These may include special internal tests or assignments and presentations for such students.

Rules for Students

- All the students should report half an hour before the schedule time.
- Mobile Phones are strictly prohibited in the Examination Hall.
- Students must fill all the entries mentioned in the answer sheet correctly and clearly, this is very important.
- Invigilators should check all the entries before putting signature on answer sheets.
- UFM policy will be same as per University policy.

Notices regarding Internal Examination

- Notice for dates of Sessional examinations – 2 to 3 days in advance
- Notice for invigilation Duty – one day prior to the Sessional exam.
- Seating plan on Notice Board – Same Day
- List of Students who have not appeared in sessional exam is prepared the same day.

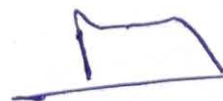
Policy for Sessional Marks

The weightage for the subjects is according to university rules. The total internal assessment for University of Lucknow are of maximum 30 marks, i.e. **CT (15) + Attendance (5) + Class performance (10) = Total (30)**. For AKTU courses the **CTs carry maximum of 30 marks and teachers assessment 10 marks + attendance (10 marks)**, i.e. a **total internal assessment of 50 marks**. At the End of exam, marks are displayed for the students for any rectification of marks (Including both CTs and presemester examination) and then final marks are entered.

Note:- The invigilation duty schedule is floated one day prior to the internal examination and the teachers are expected to do their duty without fail. However, teachers having any genuine reason may exchange/ adjust the invigilation only after prior approval of the authorities.

Internal Examination Grievance Redressal Policy:

- Mechanism to deal with the internal examination related grievances is transparent, time-bound and efficient.
- Grievances, if any, pertaining to the examinations, are being handled by the Examination Grievance Redressal Committee comprising of the Director, COE, two senior faculties, Registrar/Dy Registrar.
- The Committee should meet at least once per semester and as and when required to review and resolve exam related issues.
- Students are free to interact with their teachers to resolve grievances regarding the assessment, if any.
- The mid-term exam / class test answer scripts are distributed to the students to let them check and obtain clarifications from the course faculty.



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- The course faculty takes a note of the issue from the aggrieved student and gets the resolution of the same done by making necessary corrections from his/her end or through the Examination Grievance Redressal Committee.
- The process of resolution of such exam related issue needs to be finalized within a week.
- The grievance related to end semester examination is forwarded to the affiliating university authorities through the Registrar office.
- In case of UFM, the rules as spelled out by the affiliating university are followed.
- A make-up test policy is also introduced for those students who were not able to appear in CT1 or CT2 or pre-semester examinations due to any reasons.

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