Examination Policy

1. Objective

1.1The objective is to continuously assess the knowledge and understanding of the students in the class.

1.2 To conduct examinations for the programmes of University of Mumbai viz. MMS (Master in Management Studies), Part-time MMS Programmes for Working Executives (Financial Management/ Marketing Management/ Human Resource Development and Management) &MBA – IEV (Innovation Entrepreneurship and Venture Development).

1.3 To qualify in a paper completing all requirements of continuous assessment and the end term examination is a mandatory requirement.

1.4 To declare timely results for the above-mentioned programmes as per the University of Mumbai guidelines.

2. Applicability

2.1 This policy applies to all examination of University of Mumbai programmes at PTVAIM, and to all staff and students.

3. Policy

The institute follows University of Mumbai examination guidelines. PTVAIM is using EKLAVVYA- online exam platform for conducting online internal/ university assessment for all courses since COVID 19 induced lockdown.

3.1 Faculty (Core and Visiting)

1. Faculty members are required to complete internal assessment during the progress of semester.

2. Assessment pattern to be followed for 100 marks module is as per University of Mumbai circular no. Exam/DBOEE/ICC/2020-21-02 dated Sept. 08, 2020, and Circular No. Exam/DBOEE/ICC/2020-21-04 dated 13th September 2020, Internal Assessments – 40% (40 Marks for papers of 100 Marks)

- Semester End Examination – 60%
  1. For university assessment - 40 marks online exams of 1-hour duration are taken, which is scaled up to 60 marks

2. For internal assessment – 50 marks exams of 1-hour duration are taken, which is scaled up to 60 marks

- Exam papers are set as per aforesaid marks weightage following the guidelines of the University of Mumbai and the standard format of the online exam platform is used (Eklavvya).

2. An email is sent by the examination department for request of question papers before 30 days of the commencement of examination.

3. Faculty members are required to submit two sets of question paper online to examinations@ptvaim.com for MMS Program and Part-time Program as per the email given to them by the examination department. The question paper needs to be submitted before 15 days of the commencement of the examination in the format sent to the faculty members by PTVAIM's Examination Team.

4. Faculty members need to ensure that the question paper for the course(s) taught by them should be set as per the Course Outcomes and all the Course Outcomes are judiciously covered.

5. Faculty members have to submit internal assessment 7 days before the commencement of the end term examination and external evaluations to examination department within 10 days.

6. Faculty members have to be available on call/ email at least during the date and time of examination of their respective subjects for any doubt clarification.

7. Full Time faculty members are required to fulfil examination duties viz. paper setting/ checking/supervision, etc. as per the requirement of the particular examination. The records of the same are maintained by the examination department.

3.2 Students

3.2.1 All subjects / papers/courses of MMS, MBA-IEV & Part-time Programmes will be internally assessed by the Institute. The criteria for the same is given below:

Minimum 2 criteria to be picked up from the below given list:

i. Class Test (Min. 1) to be internally conducted by the respective faculty of the course.
ii. Group Presentations
iii. Role Plays
iv. Case Studies
v. Assignments
vi. Projects

vii.   Quizzes

3.2.2 Semester End Examination (Weightage: 60%)

a) The MMS degree Program under the new credit based grading system shall be of two years duration consisting of Four (04) Semesters. The semester examinations for the Master of Management Studies will be held at the end of every semester i.e at the end of Semester I, Semester II, Semester III and Semester IV. The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e November/December), Semester II examination will be held in the first half of the calendar year (April/May), The Semester III examination will be held in the Second half of the academic year (i.e. November/December), Semester IV examination will be held in the first half of the calendar year (April/May) respectively. The examination time – table are documented with the examination department.

b) Part Time MBA Program for the Working Executives comprise of six end term examinations. The Part-time degree programmes under the revised credit-based grading system shall be of three years duration consisting of Six (06) Semesters. The Semester end examinations for the Part Time MBA Programmes will be held at the end of every semester i.e at the end of Semester I, Semester II, Semester III and Semester IV, Semester V and Semester VI respectively. The Semester I, III and V examination will be held in the Second half of the academic year in which the learner was admitted (i.e November/December), Semester II,IV and VI examination will be held in the first half of the calendar year (April/May). The examination time – table are documented with the examination department.

c) MBA-IEV Program under credit based grading system shall be of two years duration consisting of Four (04) Semesters. The semester examinations for MBA-IEVwill be held at the end of every semester i.e at the end of Semester I, Semester II, Semester III & Semester IV . The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e November/December), Semester II examination will be held in the first half of the calendar year (April/May), The Semester III examination will be held in the Second half of the academic year (i.e. November/December). The examination time – table are documented with the examination department.

c) Eligibility of Candidate for Semester End Examination: To be eligible to appear at the semester end term examination in any course, the candidates are required to fulfil the following conditions:

i.   Eligible candidates are identified based on their assignment responses, term papers and/or completion of any other type of academic exercises prescribed from time to time.
ii.   Should have submitted a duly filled examination form by the due date.
iii.   They should have paid the course fee.
iv.   Their registration for that programme should be valid.

c) A student must secure minimum of 50% in end semester examination in order to be declared as successful.

d) A candidate failing in one or two subjects in the semester is required to appear for the supplementary examination conducted by the institute.

e) Also a student who fails in more than two subjects in the semester shall not progress to the next semester.

f) Ordinances O.5041, O.5042, O.5043 & O.5045 as prescribed by University of Mumbai for grace marks will be implemented. Ordinance O.229 for award of 10 marks grace will be implemented.

g) 10 point grading system for MMS is followed with reference to University of Mumbai circular no. UG/181 of 16-17 dated w.e.f. 22nd November 2016 till further revision.

Range of percentage of Marks	Letter Grade	Grade Point	Performance	SGPA / CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	

h) 7 point grading system for Part Time courses is followed with reference to University of Mumbai circular no. UG/25 of 14 dated w.e.f. 8th August 2014 till further revision.

Range of scores	Grade	Grade	CGPA Range

		Point	
75 and above	O	7	6.5-7
70-74.99	A	6	5.5-6.49
65-69.99	B	5	4.5–5.49
60-64.99	C	4	3.5-4.49
55-59.99	D	3	2.5-3.49
50-54.99	E	2	2-2.49
<=49.99	Fail	1	<2

3.2.3 Results

Declaration of results is done within 45 days of completion of the last exam. Institute declares MMS Year I results (Sem I & Sem II) and Part Time Programmes of Sem I, Sem II, Sem IV and Sem V. & MBA – IEV (Sem I & Sem II). Institute prepares statement of grades for the student which is generated as per the University of Mumbai guidelines.

3.2.4 Supplementary Examination

A student will have to take the supplementary examination/ additional examination on basis of medical grounds, participation at University Sport or Cultural Activities according to University of Mumbai guidelines. In case the student has failed in a subject in end term examination, s/he is required to pay the required supplementary fees and take the supplementary end term examination. The internal marks for the course will be retained and the student will not be required to redo the continuous internal assessment.

3.2.5 Re-evaluation/Photocopy and Grievance if any

As per the guidelines No. Exam./Photo & Rev./Univ./VCD/ 4637 of 2010 of the University of Mumbai revaluation of online examinations is not to be done.

3.2.6 Unfair Means

Student found indulging in unfair means will be liable to be punished as per ordinance O.5050 as prescribed by University of Mumbai.

The online exams platform takes care of the proctoring and unfair means during the exams, the online platform gives warning to students on switching screen move out of the exam page or open any other application during the exam. This will terminate the exam and student may not be allowed to resume the exam again. In case of genuine connectivity issues, Hub Manager may allow to resume exam once as an exception.