

## **ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA**

### **SOP FOR CONDUCT OF EXAMINATIONS & EVALUATION**

#### **Aim**

Each faculty is responsible for maintaining and following the standards of utmost quality in setting up the question papers, evaluating the answer sheets and the measuring student's performance. Internal assessment should also include the code of conduct, attitude and behavioral characteristics of a student. Therefore it should be free from biases, favors and prejudices from the faculty members.

#### **General**

To provide instructions and guidelines for conducting and evaluating Internal Examinations of MBA Programme in AIMT, Greater Noida.

#### **Exam Cell**

The Exam Cell will be responsible for proper conduct of the examinations. Compositions of Exam Cell will be as under:-

- (a) **Chairperson:** A faculty member will be nominated by the Director as Chairperson, Exam Cell.
- (b) **Members- 3 ( One Faculty and Two Clerks)**

#### **Scheme of Internal Examinations**

1. There will be one written examination in each semester. Beside this, a student can also be evaluated through assignments/ projects depending upon the nature of the subject and course content.
2. Generally, the written examination should be conducted as per the slot allocated in Academic Calendar of the University Calendar.
3. Procedure for conducting the written Examination will be as follows:-
  - (a) The Chairperson of Exam Cell must ensure that sufficient number of main and additional answer sheets with proper index numbers are available in the stationary store for conducting the same examination. If not, then he/she must obtain approval of Registrar/Director for printing of answer sheets/ additional sheets at least one month before commencement of the semester.
  - (b) Exam Cell will issue a mail to faculty members/ concerned staff for submission of TWO sets of question papers at least seven days before the examination as per the guidelines/format mentioned below. The individual faculty will submit question papers in a sealed envelope to the Exam Cell.

- (c) The Chairperson of Exam Cell will prepare the date Sheet for the said examination as per GGS1P University calendar and get it approved from the Director at least seven days before the commencement of the examination.
  - (d) The Chairperson of Exam Cell will also obtain the list of debarred students from the Pgme Co-ordinators/ Discipline Committee for various reasons such as shortage of attendance, etc. one week before the examination and put up the same to the Director for approval.
  - (e) The Exam Cell will prepare the Seating Plan for the eligible student and ensure that it should be pasted in prominent places on each day/session.
  - (f) The Exam Cell will prepare the invigilation roster and get it approved from the Director at least 3 days before the examination and circulate among the faculty at least one day before the commencement of examination.
  - (g) The Chairperson of Exam Cell must put up a notice for the students that they should not carry books, any other printed/ handwritten/ course materials, bags, mobile phones, programmable calculators and other electronic gadgets in academic block during examination in advance and students found doing so are to be booked as Unfair Means (UFM).
4. Procedure for conducting and evaluating assignments/projects will be as follows:-
- (a) The faculty will give assignments/projects in a semester.
  - (b) The assignment/project can be individual or in groups/syndicates. Preferably, the minor assignments should be individual and the major should be in group / syndicate.
  - (c) The time required for working on assignments/projects may vary as per the nature and type of research.
  - (d) No assignments/projects will be entertained after the due dates. Name of the defaulters should be put up to the Director through In-Charge Academics on the date of submission itself.
  - (e) The assignment/project should be evaluated through presentations, so as to evaluate the actual contribution of each student and marks will be awarded accordingly by the faculty.
5. Procedure for Post Examination activities will be as follows:-
- (a) Answer Sheets will be evaluated by the concerned faculty within one week after examinations. After evaluation, the concerned faculty will show evaluated answer sheets to their students for verification/corrections if any.

- (b) The subject faculty has to submit the final internal score sheets (signed hard copy and soft copy) and evaluated answer sheets to the Exam Cell for record keeping.
- (c) The Exam Cell will compile the overall result and put up to the Director for approval.
- (d) Finally, the Exam Cell will publish the final approved copy of result sheet on the Notice Board and also provide a copy of the same to the concerned faculty for filling in OMR sheets provided by the University and entry in students Performance record files/registers.

**Guidelines for preparing Question Papers**

- (a) Question Paper is having two parts i.e. Part-A comprises conceptual- based questions and Part-B comprises application-based questions like case studies/caselets/numericals,etc.
- (b) Two sets of question papers are to be prepared by the concerned faculty as per the below mentioned format and submit the same in sealed envelope to the Exam Cell within the due date.



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**MID-TERM CLASS TEST**

**MBA-14/13 Batch Second/Fourth Semester**

**Subject:**  
**Sub Code: MS**

**Duration: 1.5 Hrs**  
**Max. Marks:**

**Instructions:**

- 1.
- 2.

**PART-A**

**Conceptual based questions.**

**PART-B**

**Application based questions.**