

Fr. C RODRIGUES INSTITUTE OF MANAGEMENT STUDIES

VASHI, NAVI MUMBAI

EXAMINATION POLICY (MMS COURSE) FOR STUDENTS

1. Candidate should be present at the examination center 15 minutes before the exam timing. They will not be allowed to enter the hall without director's permission, once the exam begins.
2. Candidate should write correct seat number at the place provided on the answer book. Candidate should not write their seat number at any other place in the answer book.
3. Candidate is not allowed to bring any study material and bags to their seat, once the exam starts. Sharing of calculators, tables, stationery and any other material is not permitted.
4. Candidate must strike out the blank portion of every page of the answer book as well as supplements after completion of writing answers to the questions.
5. Candidate should not use any symbol like encircling the question or using color arrows for P.T.O.; this shall be considered as an attempt to readily identify the specific answer book.
6. Candidate should not write on their palms, body or on clothes
7. Mobile phones in examination hall are strictly prohibited. Candidate caught with mobile phone in examination hall will be barred from examination, even if it is switched off.
9. Use of unfair means like copying and helping in copying is a malpractice and a candidate is liable to punishment.
8. Candidate should not write anything on the question paper. Rough work, if any, has to be done on the last page of the answerbook.

Candidate is permitted for only one washroom visit during the paper. Once any student submits his answerbook, washroom visits are not allowed for any other student

Candidate cannot submit the answerbook before 33% of the total duration of the paper

Medical condition, if any, has to be brought to the notice of supervisor, before the exam begins.

EXAMINATION POLICY (MMS COURSE) FOR PAPER SETTER

1. Paper setter has to prepare two sets of question papers for each subject
2. While setting the question paper/s, it is mandatory for a paper setter to strictly abide to the University of Mumbai guidelines for paper setting in final examination
3. A paper setter has to submit two sets of question papers in office, in two different sealed envelopes.
4. Question paper sets are to be submitted 15 days in advance before the last date of semester end.

EXAMINATION POLICY (MMS COURSE) FOR ASSESSOR

1. Paper Assessor has to do assessment of answer papers within 10 days from the date of examination of the subject
2. In case a student fails in internal evaluation, internal reexam paper/assignment/project should be given alongwith the result.
3. The paper assessor has to give separate marks for internal evaluation and end semester exam.
4. Paper assessor has to submit the final marks in office, in sealed envelopes or via mail to the registrar. Pdf copies are preferred when sent by mail.

EXAMINATION POLICY (MMS COURSE) FOR INVIGILATOR

1. Invigilator has to report to exam hall 15 minutes in advance before the time of the start of examination
2. If a candidate is reaching late for the examination, invigilator should ask him to meet the Director. Director shall take a written explanation from students for reaching late in the examination hall. If Director finds the explanation satisfactory,

permission shall be given by the Director to the student to enter the examination hall and write an examination.

3. Invigilator has to verify whether the Director has given permission to the candidate for examination. After verification, invigilator can allow the candidate to write an examination.

4. Invigilator should not allow any candidate to go washroom for more than once during the exam. Record of this has to be maintained by an invigilator.

5. Invigilator shall not allowed any candidate to go to washroom in last 30 minutes of an examination

6. Invigilator will be relieved for 15-20 minutes by the reliever during examination

POLICY FOR REVALUATION

1. Candidate will have to apply for revaluation within 5 days after the declaration of the result
2. Candidate shall pay Rupees 200 towards the revaluation charges per subject
3. Revaluation process will be completed in one weeks' time after the last date for submitting application for revaluation
4. In case the candidate do not clear the subject in revaluation, he/she will have to appear for Re – examination (KT Examination)



Prepared by

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Professor



Approved by

Dr. Sujata Chincholkar

Director