



Central Hindu Military Education Society's.  
**Dr. Moonje Institute of Management & Computer Studies**

(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)  
(Accredited by NAAC with B+ Grade)

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## **Internal Assessment Guidelines for Teachers (A.Y. 2023-24)**

### **Vision**

To impart Quality Education for developing vibrant Business Leaders and creating I.T Professionals of High caliber with Indian Values, Global Vision and Social Skills.

### **Mission**

We at DMIMCS are committed to impart Professional Education by inculcating three basic values among the students, Building National Character, Quality Education & Developing Management Skills.

### **Examination Department: Quality Policy Statement**

We, at Examination Department of Dr. Moonje Institute of Management and Computer Studies, Nashik are committed to improve the academic results of students through examination practices and continuously strive to get the best of curricular outcomes from our students so as to make them more resourceful and knowledge oriented.

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## I. Introduction:

The content of these guidelines is meant to provide as an overview for teachers and coordinators of the high-quality procedures that Dr. Moonje Institute uses for ensuring that internal assessments for the MBA and MCA are fair and significant. Additionally, it assures improving the standard of evaluation.

## II. Stages of an assessment

The Institute employs a number of systems and quality checks to guarantee that the marks issued to students across all subjects and components are accurate, fair, and correct.

An evaluation is quite reliable if a student would gain the same result if they repeated the assessment on different occasions, and if the assessment was marked by different examiners. At every stage of the assessment cycle, the institute makes a considerable effort to ensure that assessments are measuring what they should and that accurate marking standards are applied.

The assessment cycle is a continuous process, whereby each stage is informed by the previous stage and leads into the next stage.

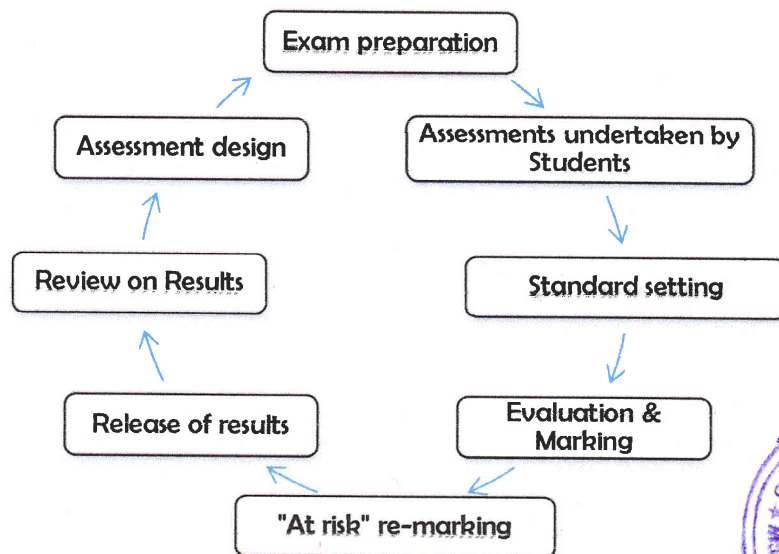


Figure: Internal Assessment cycle



### III. General Guidelines

1. The subject teachers have to assess the students as per the guidelines timely provided by Savitribai Phule Pune University applicable curriculum of MBA / MCA.
2. The subject teacher will conduct the Internal assessment as follows;
  - a) The subject teacher needs to submit the Teaching Plan including all the assessment details to the Academic Coordinator.
  - b) The subject teacher needs to communicate the students about details of Concurrent Evaluation (CE) & its Mode, well in advance.
  - c) The subject teacher can communicate to the students through Notice board/DMI Website/DMI SMS/Official WhatsApp group or in the Classroom announcement.
  - d) It is mandatory for the subject teacher to communicate Marks of each CE to the students with necessary feedback for his/her betterment.
  - e) The subject teacher need to satisfy the queries (if any) regarding the evaluation process.
3. The subject teachers will submit the Authenticated record of Mark sheets, Attendance Sheets, Que. papers etc. to the Exam Dept. at the end of each Semester.
4. In the backlog cases, the subject faculties in consultation with the Academic Coordinator will follow the concurrent evaluation and submit the record of backlog students at the end of Semester.

### IV. Methodology for Conducting Concurrent Evaluation (C.E.)

- 1) The course teacher shall prepare the scheme of Formative Assessment before commencement of the term. The scheme of Formative Assessment shall explicitly state the linkages of each Formative Assessment Item with the Course Outcomes and define the targeted attainment levels for each CO.
- 2) The Director / Head of the Department / designated academic authority shall approve the scheme of Formative Assessment with or without modifications.
- 3) The course teacher shall display, on the notice board, the approved Formative Assessment scheme of the course and the same shall also be hosted on the website, not later than the first week of the term.
- 4) Each Formative Assessment item shall be of minimum 25 marks.



- 5) For a 3 Credit Course there shall be a MINIMUM of three Formative Assessment items. The final scores shall be converted to 50, using an average or best two out of three formula.
- 6) For 2 Credit Course there shall be a MINIMUM of two Formative Assessment items. The final scores shall be converted to 50.
- 7) For a 1 Credit Course there shall be a MINIMUM of one Formative Assessment item.
- 8) Formative Assessment shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course.
- 9) The assessment outcome of each Formative Assessment shall be duly signed by the course teacher, programme coordinator / academic head and the Director / Head of the Department / designated academic authority of the Institute.
- 10) A copy of the duly signed Formative Assessment outcome shall be displayed on the notice boards, within a week of the assessment and course teachers shall guide the students on a need basis.
- 11) Institute may conduct additional make up / remedial Formative Assessment items at its discretion.
- 12) At the end of the term aggregate Formative Assessment scores / grades shall be calculated and the CO attainment levels shall be calculated by the course teacher. The same shall be displayed on the notice board

## V. Concurrent Evaluation (C.E.) Methods

Student assessment should be as comprehensive as possible and provide meaningful and constructive feedback to faculty and student about the teaching-learning process. Over-use of question-answers may be discouraged for formative assessments. Course teachers shall opt for a combination of one or more FORMATIVE ASSESSMENT methods listed below.

### Group A (Individual Assessment) – Not more than 1 per course

1. MCQs with multiple correct answers
2. Class Test
3. Open Book Test
4. Written Home Assignment





5. In-depth Viva-Voce

**Group B (Individual Assessment) - Atleast 1 per course**

6. Case Study
7. Caselet
8. Situation Analysis
9. Presentations

**Group C (Group Assessment) - Not more than 1 per course**

10. Field Visit / Study tour and report of the same
11. Small Group Project & Internal Viva-Voce
12. Model Development
13. Role Play
14. Story Telling
15. Fish Bowls

**Group D (Creative - Individual Assessment) - Not more than 1 per course**

16. Learning Diary
17. Scrap Book / Story of the week / Story of the month
18. Creating a Quiz
19. Designing comic strips / Cartoon strips
20. Drama scripts
21. Creating Brochures / Bumper Stickers / Fliers
22. Creating Crossword Puzzles
23. Creating and Presenting Posters
24. Writing an Advice Column
25. Library Magazines based assessment
26. Peer assessment
27. Autobiography/Biography
28. Writing a Memo
29. Work Portfolio

**Group E (Use of Literature / Research Publications- Individual Assessment) - Not more than 1 per course**

30. Book Review
31. Drafting a Policy Brief
32. Drafting an Executive Summary
33. Literature Review



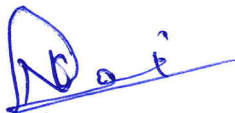
34. Term Paper
35. Thematic Presentation
36. Publishing a Research Paper
37. Annotated Bibliography
38. Creating Taxonomy
39. Creating Concept maps

**Group F (Use of Technology-Individual Assessment)-Not more than 1 per course**

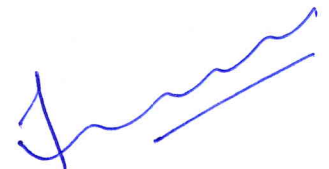
40. E-portfolios
41. Digital stories
42. eNewsletter, eMagazine
43. Recorded interviews of stakeholders posted on You Tube
44. Simulation Exercises
45. Gamification Exercises
46. Presentation based on Google Alerts
47. Webinar based assessment
48. Creating Webpage / Website / Blog
49. Creating infographics / infomercial
50. Creating podcasts / Newscast
51. Discussion Boards

**VI. Safeguards for Credibility of Concurrent Evaluation (C.E.)**

- 1) Involving faculty members from other management institutes.
- 2) Setting multiple question paper sets and choosing the final question paper in a random manner.
- 3) One of the internal faculty members (other than the course teacher) acting as jury during activity based evaluations.
- 4) Involvement of Industry personnel in evaluating projects / field based assignments.
- 5) Involvement of alumni in evaluating presentations, role plays, etc.
- 6) 100% moderation of answer sheets, in exceptional cases.



**College Exam Officer**



**Director**