



# ATHARVA INSTITUTE OF MANAGEMENT STUDIES

(Approved by AICTE, DTE & Affiliated to University of Mumbai)

## ATHARVA INSTITUTE OF MANAGEMENT STUDIES(AIMS)

### EXAMINATION POLICY

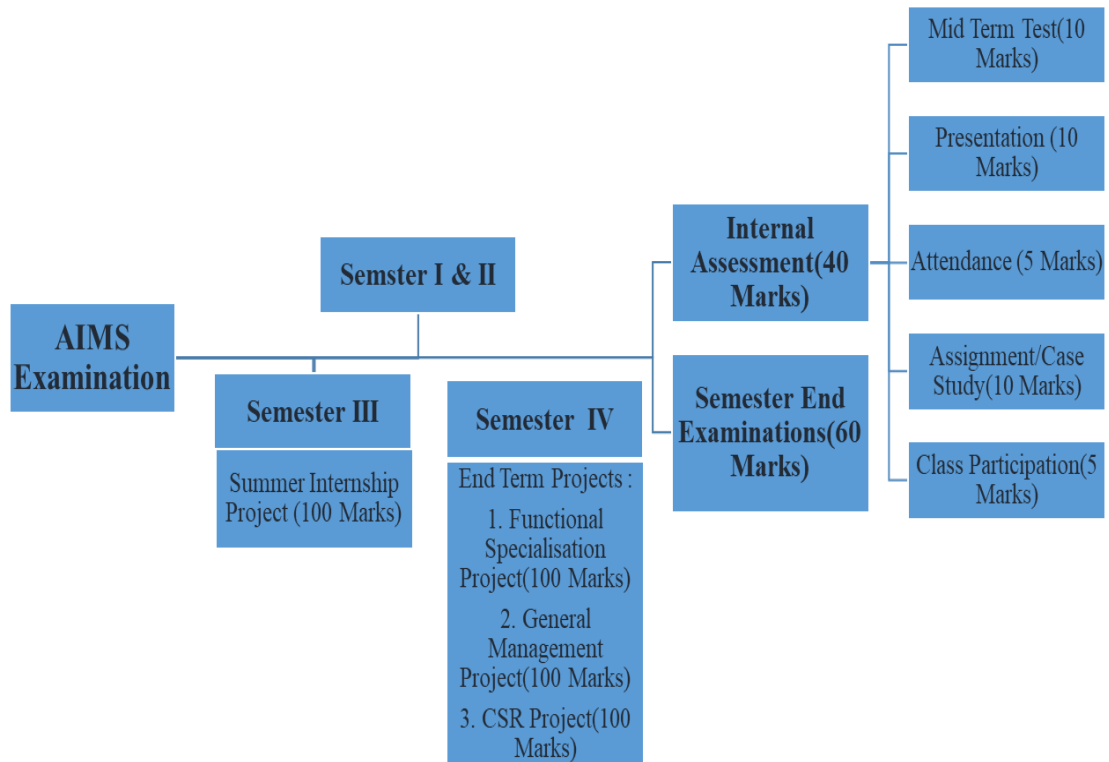
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AET Campus, Malad-Marve Road, Charkop Naka, Malad (West), Mumbai 400 095 INDIA

Phone : + 91 (22) 40294949 / 49059500

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### **Conduct of Internal Assessment Test/Mid-Term Examination**

- One Mid Term Exam is conducted of 10 marks per semester for each subject as per the guidelines provided by the University of Mumbai.
- Bloom's Taxonomy and the course outcomes are used to create the questions.

### **Marking for Internal Marks Out of 40 Marks**

- 10 Marks for Mid-term examinations are recorded based on performance in the mid-term examination.
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term examination.

- The remaining 30 Marks are given based on the performance of the students in Presentations, Assignments, Class – Participation, and Attendance.

## Conduct of Internal Semester End Examination

- Internal Semester End Examination and Re- Examinations are conducted as per the guidelines of the University of Mumbai.
- Exam notice and timetable of the exam mail goes to students.
- Students are required to collect hall tickets from the Exam Department before a week of the commencement of the exam.
- Result is declared within one month of the date of conduct of the examination.
- Students can collect mark sheets after one week from the date of declaration of the result.

## Vigilance Squad and Treatment of Unfair Means Cases

- As per the University of Mumbai Ordinance .5050 internal vigilance squad members ensure the smooth conduct of the exams and in case of unfair means corrective actions are taken.
- For University Exams, the University forms the vigilance squad committee and takes action as per the ordinance.

## Conduct of University Examinations

- In Semesters III & IV one university paper is there in each semester.

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- The notice, timetable, exam form filling, seating arrangements, hall ticket, and other related details are notified by the University of Mumbai at <https://mu.ac.in/examination#1679065593213-03f1e330-fb4e>.
- Same is informed to all the students by mail.
- The exams are conducted by the University of Mumbai.
- The result is declared by University of Mumbai and make available on its Website.

## Convocation certificate:

- Convocation certificate is given by Mumbai University at the end of the second half of the academic year.
- All the original documents like mark sheets, certificates etc. are available in the examination department. Students can collect the same from examination department after showing “No Dues” form duly signed by all the concerned departments like library, accounts, admin, IT, etc.

## Students Grievances:

Grievances related to name correction, Date of Birth Correction, Grade change in Mark sheet, issue of duplicate mark sheet, evaluation, results and certificates are handled either at institute or university level.

There is a clear and fair mechanism adopted to take care of any unfair practice during examination. Students are required to contact the examination department of AIMS in case of any issues.

### 1. Redressal of grievances at the Internal / Institute level:

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The institute appoints a Senior Supervisor for the smooth conducting of examinations. If students are facing any issue pertaining to the examination process, they are addressed by the Senior Supervisor along with the Examination Committee.

## **2. Redressal of grievances at the External / University level:**

The queries related to University examinations or documents issued by the university are handled at the University examination section after forwarding such queries through the Institute's examination section.

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DIRECTOR  
Atharva Institute of Management Studies  
MUMBAI-95.





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## Do's and Don'ts During Examination

1. Arrive at the exam venue at least 30 minutes before the scheduled start time.
2. Students should wear their regular Uniform/Formals, Tie, and Identity card and carry their Permanent or Temporary hall ticket duly signed by the Director of the Institute.
3. Listen carefully to invigilators and follow all instructions given.
4. Ensure you fill in your details correctly on the answer sheet.
5. Candidates should occupy the correct seats and write the correct seats number and other details in the space provided for the purpose on the answer sheet.
6. Each answer sheet contains twenty (20) pages. Check whether the pages are properly numbered
7. Candidates should write their answers in legible handwriting.
8. Write on both sides of a page. Rough work should be done on the last page of the answer sheet
9. Raise your hand to ask the invigilator if you have any questions or need clarification on a question.
10. Ensure you submit all answer booklets and sheets as instructed.
11. Double-check to make sure your name and other details are filled out correctly.
12. Do not engage in any form of cheating or academic dishonesty.
13. Candidates will not be permitted to leave the examination hall until half an hour after the question paper is distributed
14. A warning bell will be given ten minutes before the close of the examination.  
Candidates will not be allowed to leave the examination hall during the last ten minutes.

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At the final bell, they must stop writing and be ready to hand over their answer books to the invigilator. They should not leave their seats until answer books from all candidates are collected by the Junior Supervisor

15. Maintain silence and avoid any actions that could disturb other students.
16. Don't start writing until instructed to do so.
17. Follow all instructions regarding the exam format, answer sheet submission, and behaviour in the exam hall.
18. Candidates shall write the answers only with BLUE / BLACK ink Ball pen. Use of any other Pen like Gel Ink Fountain ink or any other color ink is prohibited.
19. Disciplinary action will be taken if any candidate disobeys any instructions issued by the invigilator or is found guilty of rude or disobedient behaviour.
20. Candidates suspected to be guilty of any of the aforesaid acts will be allowed to write their paper only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means is binding on them/Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited If candidates want anything, they should approach the Junior Supervisor without disturbing other candidates. However, they should not leave their seats on any account.
21. The seat number should be written only the space provided for the same. Candidate should not write his/her name in any part of the answer-book, Writing Name, Phone/Cell No., putting signature, use of religious invocation, or any writing that is not relevant to the answers anywhere in the answer sheet will be treated as attempts to reveal identity.
22. Candidates are forbidden to:
  - (i) Bring any book, notes, scribbling papers, pages, Mobile phones/smart watches, or any other similar devices.

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- (ii) speak or communicate in any manner to any other candidate, while the examination is in progress, and
- (iii) take with them any answer-book written or blank while leaving the examination hall.

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