

Oriental Education Society's



## ORIENTAL INSTITUTE OF MANAGEMENT

Approved by AICTE, D.T.E, affiliated to University of Mumbai & Certified by ISO 9001:2008)

Plot No.149, Sector No.12, Vashi, Navi Mumbai-400 703.

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### 2.5.1: Internal Evaluation Policy

**DIRECTOR**  
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Plot No. 149, Sector - 12,  
Vashi, Navi Mumbai - 400 703.

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### Internal Evaluation Policy

Approved by	Dr R.G.Ratnawat
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#### Preamble:

The new internal evaluation policy is based on continuous evaluation policy as suggested by UGC for the MMS / MBA programme of universities. It provides a comprehensive calendar of evaluation of students in both, full credit subjects and half credit subjects. Every student shall be evaluated as follows:

**Full credit subjects:** 4 evaluations of 10 marks each as mentioned in the format for session plan

**Half credit subjects:** 5 evaluations of 10 marks each

**Evaluation criteria:** This document contains an illustrative list of evaluation criteria meaning that the faculty is free to choose any other criteria in addition to what is described in this document duly approved by Director. The faculty shall choose the criteria suitable for the respective subjects(s). However, 'presentation' should be included as one of the evaluation criteria as far as possible.

- Subject wise criteria of evaluation are reflected in the session plans of individual subjects. The evaluation shall be conducted as per standard format and the records shall be submitted by the respective faculty to the academic coordinator / exam section as the case may be.
- Each session plan shall have a summary of the plan on the first page (A typical summary is given below)
- In each of the assessments if the students fail, the students should be given enough opportunity for improvement for which reassessment can be conducted as per feasibility.
- In case of any ambiguity or difference of perception / opinion about the internal evaluation criteria, weightage etc, the Director's decision shall be final.

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## Summary of Session Plan

Class: .....

Sem: I / II / III / IV

Subject: .....

Name of the Faculty :.....

Sr.No.	Unit	Teaching (Hours)	Enrichment activity*(Hours)	Evaluation Activity (Hours)

- Enrichment activities shall include all the activities other than conventional teaching

Signature of the Faculty



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## Format: Detailed Session Plan

Academic Year : 2022-23

Semester :

Name of course : MMS / MMM/MFM/MHRDM

Name of Subject : (Core/ elective)

Name of Faculty :

Program outcomes:

- 1.
- 2.
- 3.

Mode of Assessment:

Examination	Marks
End term exam	60
IEV1:Mid-term examination	10
IEV2:Attendance & Class participation	10
IEV3:.....(pl specify)	10
IEV4:.....(pl specify)	10
Total	100

### Session Schedule

Session No	Date	Topic	Alignment with Program outcome no.	Pedagogy	References

\* No. of program outcomes may vary with subjects

Signature of faculty

  
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## Guidelines: criteria-wise evaluation

### 1. Case let / Case study / Situation Analysis

Small cases can be given for analysis as a group activity. The group may have 4 to 5 students each.

Evaluation criteria shall be as follows:

Sr. No.	Name of students	Case facts	Understanding of problem	In-depth Analysis of problem	Solution recommended	Presentation	Total
		(5)	(15)	(15)	(10)	(5)	(50)

50 marks evaluation shall be scaled down to 10 marks.

### 2. Class Test (Preannounced / Surprise)

Two set of question paper may be drawn for maximum 20 marks having five questions carrying 5 marks each with an internal option which means the students shall be asked to attempt any four questions, based on the syllabus covered till date of test. These questions should preferably be indirect so that students are made to apply the knowledge. Alternatively, an online MCQ type test can be conducted giving 20 questions of 1 marks each and it then be scaled down to 10 marks evaluation

### 3. Mini / Small group projects and viva:

Students shall be allotted small projects in groups of four-five students each well in advance and viva shall be conducted on the date of evaluation. The final marks shall be equally divided into project report and viva. Evaluation of small group project shall comprise of

- i) A project report (5 marks) to be evaluated on the content adequacy, relevance, structure, and overall design.(equal marks to each student in the group assuming that each one has contributed equally)
- ii) Viva (5 marks) there shall normally be five questions asked for 1 mark each (marks to each student will depend upon his/ her performance in viva).

### 4. Scrap Book:

Scrap book is collection of news / articles / blogs / presentations and other relevant published material pasted in a notebook having no rulers. The items shall be pasted in sequential order.

Evaluation of scrap book shall be based on **story board** and **tidiness** with 5 marks each.

  
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### 5. Group Discussion:

Evaluation shall be based on criteria as tabulated below and total 50 marks evaluation shall be scaled down to 10 marks

Communication skills (Language, speaking, listening, body language)	Leadership skills (confidence, initiation, Conceptualizing)	Team Skills (Collaboration, Time mgt, Persuasion)	Reasoning Skills	Overall performance
10	10	10	10	10

### 6. Role play / Story telling: evaluation shall be based on criteria as tabulated below:

Understanding and analysis of Situation	Presentation of ideas and concepts	Use of proper terminology	Overall Performance (Appropriate appearance, poise, confidence, presentation technique.)
[10]	[10]	[10]	[10]

- Total 40 marks evaluation shall be scaled down to 10 marks

### 7. Individual term paper / Thematic presentation

Individual term paper shall consist of a short and concise presentation of subject concepts taught in the class preferably with examples. At least **ten terms** shall be included in the term paper.

Each term presentation shall be evaluated for 10 marks on the topics allotted in advance.

### 8. Literature review / Book review:

The literature review shall be evaluated as per the following format. Total 50 marks evaluation shall be scaled down to 10 marks

Quality of sources of Literature review	Quality of Literature	Relevance with topic	Quality of writing Lit review / summarizing	Bibliography(style)
(10)	(10)	(10)	(10)	(10)

For book review, the students shall be asked to write book reviews and the same shall be evaluated for 10 marks. The evaluation criteria shall normally be

- Introduction
- Body / explanation – conciseness
- Ending / wrap up / conclusion and author information

### 9. Model Development / Marketing Simulation:

Students shall be evaluated for 10 marks based on models of products they prepare / develop for which the students shall be asked to start this activity right from beginning.

For simulation – the students shall be asked to hard sell the products and evaluation shall be based on selling and negotiation / convincing skills.

### 10. In-depth Viva:

Students shall be evaluated for 10 marks based on question answer session. The questions shall be subject related and important from the placement perspective. Number of questions to be asked may be decided by the faculty.

### 11. Quiz

The students shall be evaluated individually based on 10 MCQ /objective type questions each question shall carry 1 mark.

### 12. Presentation:

Topic based group presentation by students with a group size of 4 to 5 students each. The presentation shall be evaluated for max. 50 marks as per the following format.

Sr. No.	Name of student	Content			Presentation	
		Adequacy	Relevance	Structure	Communication skills including Body Language	Q & A


### 13. Assignment / Reports:

Individual students shall be asked to write analytical report on the given topic. Alternatively, they shall be given a set of questions to which they must write the answers and submit. The questions should preferably be application oriented.

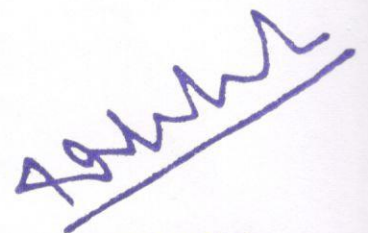
### 14. Industry visit / Field visit / Market survey:

The students may be given some topic to conduct the market research and submit group wise report. Else, they can be asked to visit industry and submit the report in the format suggested by faculty. The report shall be evaluated for 10 marks

**15. Class participation:** The student's in-class performance shall be one of the compulsory criteria of evaluation.

  
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- In addition to above, if the subject teacher devises some other evaluations criteria, it should be properly incorporated in the session plan, explained to students, and documented.
- Any deviation in evaluation parameters should be pre-approved by Director.
- The detailed session plan including evaluation criteria should be notified to students in the first session only. The session plan should also be mailed to the students with a cc to academic coordinator/ exam section as the case may be.
- The course faculty should display the marks obtained by the students within 3 days of each component of internal evaluation and simultaneously submit a copy of the result to the academic coordinator / exam section as the case may be.
- At the time of final internal evaluation, cumulative marks of all the evaluations till date should be displayed so that the students can understand their final result in internal evaluation.
- All the faculty members are requested to keep all the records updated and produce as and when asked for. At the end of semester they should submit the records on internal evaluation with supporting documents if any to exam section.



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**Subject-wise internal evaluation criteria as finalized by faculty.**

Sem I:

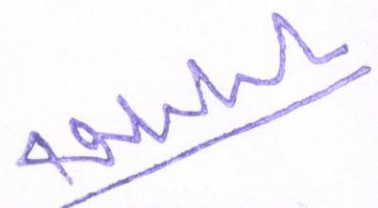
Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem II :

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: Finance

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							



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Sem III: Marketing

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: HR


Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: Operation

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: Systems

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

  
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Sem IV: Marketing

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: Finance

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: HR

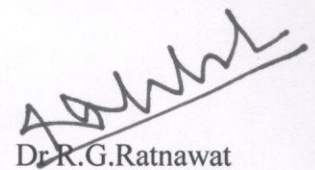
Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: Operation

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: System

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							



Dr. R.G. Ratnawat

Director