



M.C.E. Society's

**M. A. Rangoonwala Institute of Hotel Management and Research**

Azam Campus, Pune - 411001. Tele No.: 020-26442261/62 Email: [info@marhotelmanagement.com](mailto:info@marhotelmanagement.com)

Website: [www.marhotelmanagement.com](http://www.marhotelmanagement.com)

# Examination Handbook

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## Introduction

M.C.E. Society's M.A.Rangoonwala Institute of Hotel Management and Research is affiliated to Savitribai Phule Pune University. College abides to the Statutes and Guidelines provided by the Savitribai Phule Pune University pertaining to the examinations.

## Objectives

1. To design the policy, mechanism and strategies to do the tasks related to the assessment of performance of students at college level.
2. To establish the process to avoid any misconduct or fraud during the examination.
3. To establish the process of internal examination which is transparent.
4. To improve the quality of Internal Examination.
5. To schedule the Internal Theory and Practical Examinations for students.

## Composition of Examination Committee

The college has constituted the examination committee comprising of following Members;

S.No.	Member	Designation in College
1	Chairperson: Head of the Institution	Principal
2	College Examination Officer	Assistant Professor
3	IQAC Co-ordinator	Associate Professor
4	Asst. to College Examination Officer	Assistant Professor
5	Two Students from Students Council	Student

## Rules & Regulations:

(As per the rules and guidelines in the syllabus of B.Sc. HS provided by the Savitribai Phule Pune University).

- It is mandatory for a student to acquire minimum of 75% attendance in all students to be eligible to appear for the Examination.
- Students with shortage of attendance below 65% in aggregate shall not be allowed to register for the Examination.
- Students who have not registered for Examination are not allowed to attend the Examination.
- In deserving cases on medical grounds, the prescribed attendance requirements is

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condoned to a maximum extent of 10% on production of a valid medical certificate from a doctor not less than the rank of a civil surgeon ,and payment of the prescribed fee.

**Evaluation Pattern:**

(As per the rules and guidelines in the syllabus of B.Sc. HS provided by the Savitribai Phule Pune University).

- The course carrying 100 marks shall be evaluated with Continuous Assessment (CA) and University Evaluation (UE) mechanism.
- Continuous assessment shall be of 30 marks while University Evaluation shall be of 70 marks. To pass in a course of 4 credit, a student has to secure minimum 40 marks provided that he should secure minimum 28 marks in University Evaluation (UE) and 12 marks (40%) in continuous assessment.
- The course carrying 50 marks shall be evaluated with Continuous Assessment (CA) and University Evaluation (UE) mechanism. Continuous assessment shall be of 15 marks while University Evaluation shall be of 35 marks.
- To pass in a course of 2 or 1.5 credit, a student has to secure minimum 20 marks provided that he/she should secure minimum 14 marks in University Evaluation (UE) and 6 marks (40%) in continuous assessment.
- For Internal examination minimum two tests per paper of which one has to be a written test 10 Marks
- Methods of assessment for internal exams: Seminars, Viva-voce, Projects Surveys, Field visits, Tutorials, Assignment, Group Discussion, etc. (on approval of the head of the center).
- There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.

**ATKT Rules:**

(As per the rules and guidelines in the syllabus of B.Sc. HS provided by the Savitribai Phule Pune University).

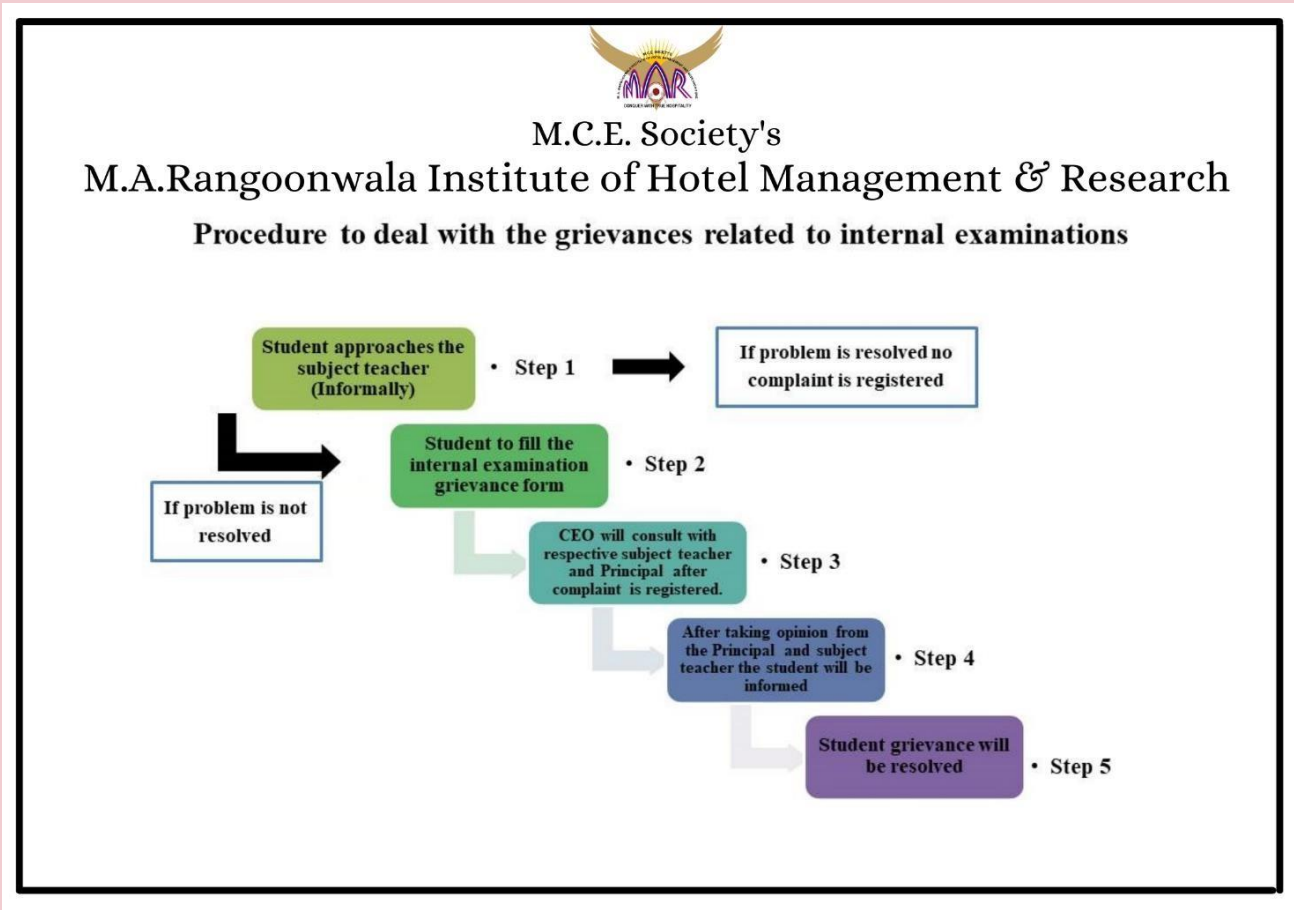
- Minimum number of credits required to take admission to Second Year of B. Sc. HS: 31 [70%].
- Minimum number of credits required to take admission to Third Year of B.Sc. HS: 44 credits [100%] to be completed from F.Y. B.Sc. HS and at least 22 credits from S.Y. B.Sc. HS.

### Examination Process:

- **Examination Forms:** At the beginning of the semester, student shall fill the Examination Form for their respective Semester through the students login section of Savitribai Phule Pune University Website.
- **Hall Tickets:** Each student will receive the hall ticket of respective semester mentioning the details such as Full Name, Mothers Name, PRN, Eligibility Number, College Code, Subject code and name, Date of the examination and Time of the examination.
- **Internal Examination:**
  - **Internal Theory:** Internal theory evaluation per paper will be based on;
    - Class Test: 5 Marks
    - Preliminary Examination (Written Test): 10 Marks
    - Assignments: 15 Marks (3 assignments of 5marks each)
  - **Practical Examination:**
    - Practical examination will be conducted by internal and external examiner.
    - Practical Examination will be based on tasks, presentations, work cards, indent sheets, viva-voce. etc.
    - The examination of internship and project report will be based on the preparation of report, presentation of report, Viva-voce, performance of the student during the training period etc.

➤ **Internal Examination Grievance Procedure:**

- If the student is not satisfied with the evaluation of his/her performance, can fill the Internal Examination Grievance Form available on the website of the college.
- The process of the grievance handling is as follows;



- **Submission of Internal Marks:** As soon as the internal exams are finished, exam department will compile the marks as per subject and submit the marks to University through Internal Marks Portal.
- **University Examination:** External theory examination will be conducted by the Savitribai Phule Pune University at the end of semester as per the schedule. Answer sheets will be examined by the faculty through Centralize Assessment Process at University.
- **Statement of Marks:** Results will be declared by the University within 45 days of the end of exam. Students can see their result through online mode or they can approach to college for the same. The statement of the marks will be provided by the University.

- **Revaluation Process:** If the student is not satisfied with his marks in specific subject, he can apply for the revaluation process through following Link;  
<http://exam.unipune.ac.in/Pages/PhotocopyReval.html>
- New statement of the marks will be provided by the University if there are any changes after the revaluation process. Otherwise the earlier statement of the marks will be considered as final.

**Note:** For the examination Statues and other Guidelines of the Savitribai Phule University, kindly visit <http://www.unipune.ac.in/>

## Internal Examination Grievance Form



Maharashtra Cosmopolitan Education Society's  
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### **Internal Examination Grievance Form**

Academic Year: \_\_\_\_\_

1. Student Name : \_\_\_\_\_ Roll No. : \_\_\_\_\_
  2. Course / Class : \_\_\_\_\_ Semester : \_\_\_\_\_
  3. Mobile Number : \_\_\_\_\_
  4. Email ID : \_\_\_\_\_
  5. Date of the problem : \_\_\_\_\_
  6. Subject Teacher : \_\_\_\_\_ Subject : \_\_\_\_\_  
Name Name
  7. Description of the problem : \_\_\_\_\_  
\_\_\_\_\_
  8. Has the Problem been reported to the subject teacher : Yes  No
  9. If problem reported, any action taken : Yes  No
  10. Cause of Dissatisfaction and Description of Appeal : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Student Signature : \_\_\_\_\_
- Remarks of CEO : \_\_\_\_\_  
\_\_\_\_\_

Signature of CEO : \_\_\_\_\_

Signature of Principal : \_\_\_\_\_