



Tejha Singh Charitable Trust's (Regd.)

**THAKUR INSTITUTE OF  
MANAGEMENT STUDIES & RESEARCH**

(Approved by AICTE, Gov. of Maharashtra & Affiliated to University of Mumbai)

• ISO 21001 : 2018 Certified

• Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)

• MMS Program Accredited by National Board of Accreditation (NBA)

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## Evaluation and Assessment Policy for MMS Batch 2025-27 (Autonomous)

The Evaluation and Assessment Policy at TIMSR is designed to comprehensively evaluate students' academic progress using a balance of formative and summative assessments, in line with the National Education Policy (NEP) framework, UGC and AICTE Guidelines. The evaluation ensures both academic rigour and skill development. The weightage structure of formative and summative would be 50%.

The evaluation process for each course comprises of three continuous assessment tools and semester-end examination for both 3-credit and 2-credit courses.

3 credit course / 100 marks		2 credit course / 50 marks	
Component	Marks	Component	Marks
Concurrent Evaluations (CCE) 1	10	Concurrent Evaluations (CCE) 1	5
Concurrent Evaluations (CCE) 2	30	Concurrent Evaluations (CCE) 2	15
Concurrent Evaluations (CCE) 3	10	Concurrent Evaluations (CCE) 3	10
Semester end examination + Experiential/Applied Component	50 (40+10*)	Semester end examination + Experiential/Applied Component	25 (20+5*)
<b>Total</b>	<b>100</b>	<b>Total</b>	<b>50</b>

\* The Experiential / Applied Component is a practical element of the course that students will undertake during the semester, and it shall be evaluated at the end of the term.

### 1. Evaluation and Assessment:

The **Formative Assessment (FA)** is designed to continuously assess students' participation and understanding throughout the course. It includes various Concurrent Evaluations (CCE) parameters that are designed to enhance students' overall personality and skills set.

1. The course teacher shall prepare the scheme of Concurrent Evaluation (Formative Assessment) before commencement of the term and communicate same to the students, not later than the first week of the term.
2. The Director / Head of the Department / designated academic authority shall approve the scheme of Formative Assessment (FA) / Concurrent Evaluation with or without modifications.



3. Teachers are required to select options as mentioned from each of the assessment method baskets listed below while designing the CCE scheme for their course

<b>CCE 1</b> • (ANY 1)	<b>CCE 2</b> • (Minimum 1) – 2 credits • (Minimum 2) – 3 credits	<b>CCE 3</b> • (Not more than 1)	<b>Experiential/Applied Component</b> • (Not more than 1)
MCQ	Written mid sem exam	Presentations	Model Development
Quiz	Case Study	Role Play	Simulation Exercises
	Situation / Industry Analysis	Story Telling	Field Visit / Study tour report
	Field Visit / Study tour	Designing comic strips	Gamification Exercises
	Creative writing, email, memo, etc.	Creating Brochures / Bumper Stickers / Fliers	
	Work Portfolio, Job description, etc.	Creating & Presenting Posters	
	Drafting a Policy Brief	Creating podcasts / Newscast	
	Research Publications - Literature Review	Creating infographics / infomercial	
	Research Publications - Publishing a Research Paper	Creating Webpage / Website / Blog	
	Research articles review from EBSCO / ProQuest	Research Publications - Paper Presentation	
	Research Publications - Creating Concept maps		
	Webinar based assessment		

*Any other INNOVATIVE evaluation method but only after approval of concerned authorities*

4. Appropriate period for the conduct of evaluations

<b>FA / CCE</b>	<b>Module</b>	<b>2 credits</b>	<b>3 credits</b>
CCE 1	Module 1	4 <sup>th</sup> – 5 <sup>th</sup> session	6 <sup>th</sup> – 7 <sup>th</sup> session
CCE 2	Module 2 & 3	12 <sup>th</sup> – 13 <sup>th</sup> session	18 <sup>th</sup> – 19 <sup>th</sup> session
CCE 3	Module 4	16 <sup>th</sup> – 17 <sup>th</sup> session	24 <sup>th</sup> – 25 <sup>th</sup> session
Sem End	All 5 modules	20 <sup>th</sup> session	30 <sup>th</sup> session

5. Each course teacher must seek prior approval for the proposed rubrics from the Director, Head of the Department, or any other designated academic authority. Once approved, the rubrics must be shared with students at the beginning of the course to ensure transparency and clarity in evaluation.



The **Summative Assessment** is conducted through semester-end examination and Experiential/Applied Component tool, which together make up 50% of the final marks.

- **Semester End Examination: Structure of question paper (2 credit)**
  - a. Duration: 1 hour 30 minutes
  - b. Total Marks: 20
  - c. Instructions:
    - i. Attempt any TWO questions out of the four.
    - ii. Each question carries 10 marks.
    - iii. All questions are application-based, designed to assess higher-order thinking skills as per Bloom's Taxonomy Levels 4–6 (Application, Analysis, Evaluation, and Creation).
    - iv. Questions are framed to assess integrated learning across **all modules** of the course.
- **Semester End Examination: Structure of question paper (3 credit)**
  - a. Duration: 2 hour 30 minutes
  - b. Total Marks: 40
  - c. Instructions:
    - i. Attempt any FOUR questions out of the six.
    - ii. Each question carries 10 marks.
    - iii. All questions are application-based, designed to assess higher-order thinking skills as per Bloom's Taxonomy Levels 4–6 (Application, Analysis, Evaluation, and Creation).
    - iv. Questions are framed to assess integrated learning across **all modules** of the course.

## 2. **Passing Standards:**

- A student shall be deemed to have earned the credits for a course only upon securing a minimum of 50% marks in aggregate.
- Formative (Internal) and Summative (External) assessments shall be treated as separate heads of passing, and a student must meet the minimum requirement in each independently.
- To be declared as "Pass" in any course, the learner must secure at least 50% marks in both the Internal Evaluation (Formative Assessment) and the Semester-End Examination (Summative Assessment).
- For a 3-credit course (100 marks), the learner must secure:
  - Minimum 25 out of 50 in Internals
  - Minimum 25 out of 50 in Semester-End Examination
- For a 2-credit course (50 marks), the learner must secure:
  - Minimum 13 out of 25 in Internals
  - Minimum 13 out of 25 in Semester-End Examination



**3. Eligibility for appearing for Semester end examinations:**

Students are permitted to appear for all the above assessments only if he/she fulfills at least seventy-five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. It is mandatory for every learner to have minimum 50% attendance for each course & average attendance must be 75%. (as per UoM Ordinance 6086)

**4. Absence in Formative Assessment / Concurrent Evaluation:**

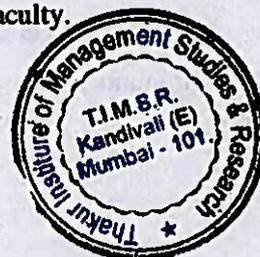
- A learner who has not appeared in the internal examinations conducted by the institute due to hospitalization shall, as a special case, be permitted to appear in those subject(s)/course(s)/paper(s) in the supplementary examination conducted by the institute after the learner furnishes a valid medical certificate certified by a civil surgeon or superintendent of a Government hospital to the satisfaction of the Director of the institute. Such students shall be required to pay a fee of ₹200/- per CCE per subject/course, as per institutional policy.
- A student who remains absent for the Formative Assessment in one or more courses while officially representing the college/university in activities such as sports, cultural events, NSS, NCC, sports training camps organized by recognized bodies/authorities, or inter-collegiate competitions shall be treated as "Not Appeared." Such students may be granted permission to reappear for the missed CCE(s) without any fee, subject to approval by the competent authority.

**5. Absence in Semester end examinations:**

- A student who remains absent for the Semester-End Examination in one or more courses due to medical reasons or while officially representing the college/university in activities such as sports, cultural events, NSS, NCC, or sports training camps organized by recognized bodies/authorities, or inter collegiate competitions shall be treated as "Not Appeared."
- Such students may be permitted to re-appear for the examination at the discretion of the Controller of Examinations and the Director. However, if the student has missed the Semester-End Exam, they will be required to enroll for a Crash Course before becoming eligible for the Re-examination. The student must pay Crash Course Enrollment Fee (₹1000/-), and Re-exam Fee (₹600/-\* per subject), as per institutional policy. (\*The fees are subject to change according to the University of Mumbai.)

**6. Conduct of Remedial Classes:**

If a student has scored less than 50% marks in the mid-Term exam, he/she has to attain a remedial class conducted by the respective course faculty.



## 7. Revaluation:

- a. A student can apply for revaluation of answer sheets within a week after the declaration of the result of the semester by paying the prescribed fee of ₹ 260/- for every course.
- b. The result of revaluation will be declared within seven working days after receipt of applications. After the Revaluation process, the marks obtained in that course will be considered only if the change in marks is more / less than 10% of the marks scored in comparison with the previous assessment.
- c. For further scope of improvement and transparency photocopies of assessed answer books can be provided to the student after payment of ₹ 60/- for every course.

## 8. Grace marks

### A. Grace marks for passing the examination.

The examinee shall be given the benefit of grace marks only for passing each course/head of passing in External / Semester End Examination or Internal Examination Assessment as follows:

Head of Passing	Grace Marks Up to
Up to - 50	2
051 - 100	3

- Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.
- Provided further that the benefit of gracing marks under this Ordinance shall be applicable only if the candidate passes the entire examination of semester / year.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

### B. Grace marks for getting higher class:

A student who passes in all the subjects/courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short of securing Second Class / Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher or grade as the case may be.

### C. Grace Marks for getting distinction / Grade 'O' in the subject/course only.

A student who passes all the courses or Subjects/ Heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks



in the courses/ subject/s falls short by not more than three marks for getting Grade 'O'/ distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

**9. Condonation**

If a student fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course/head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to a maximum of up to 10 marks only.

**10. Moderation**

- 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course/paper.
- Where marks awarded by the moderator vary from those awarded the by original examiner, the marks awarded by the moderator shall be taken as final.

**11. Re-examination:**

After the declaration of results, students who could not secure the minimum required 50% in the semester-end examination of each course may be given a chance to appear for re-examination shall be conducted within 30 working days after declaration of the result by paying the prescribed fee of ₹600/-\* per course. (\*The fees are subject to change according to the University of Mumbai.)

**12. Declaration of result**

The result of the semester-end examination shall be declared within thirty working days of examination closure.

**13. Eligibility for subsequent Semesters:**

- A learner who has passed in all the paper(s)/subject(s)/course(s) of the Semester I examination shall proceed to semester II of the MMS program.
- A learner failing in two or less than two subjects/papers/courses in Semester I examination shall be allowed to keep terms into Semester II of the MMS program. Learner will however be required to pass in those respective subjects/papers/courses (two or less) in the supplementary examinations, held by the institute.
- A learner failing in two or less than two subjects in Semester I or Semester II or both (Semester I and Semester II taken together), shall be required to re-appear in the supplementary examination and pass. Such supplementary examinations will be held for Semester I and for Semester II, as per institution's schedule or commencement of Semester



III and upon passing of which, the learner will become eligible to enroll for the Semester III MMS Program.

- A learner who has passed in both the semester examinations conducted by the institute i.e.: Semester I and Semester II examinations shall be eligible for admission into Semester III of the MMS program.
- A learner failing in not more than two subjects/papers/courses in the Semester III examination shall be allowed to keep terms in Semester IV of the MMS program.
- A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of his/her second year MMS program. Learner will, however, be eligible to re – appear in the subjects in which he /she has failed in the third semester by re – registering himself/herself in the supplementary examination to be conducted by the institute/university or both.
- A learner who has passed in all of the semester examinations of MMS i.e. Semester I, Semester II, Semester III, Semester IV examinations shall not be allowed to re –register himself/herself for improvement of his/her semester examination results.

**14. Unfair means/fraud / malpractices**

- a.) Unfair means relating to examination, means and includes directly or indirectly committing and attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractices with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- b.) “Unfair means material” means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten, or otherwise on the person or on clothes, or body of the student or on wood or other material or scribbled on the question paper, in any manner or in the form of a chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.
- c.) “Possession of unfair means material by student” means having any unauthorized material on his/her person or desk or chair or table or mobile or any electronic device or at any place within his / her reach, in the examination center and its environ or premises at any time from the commencement of the examination till its conclusion.
- d.) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by Jr. supervisor, Sr. supervisor, examination squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible.



- e.) "Material related to the course of examination" means and includes if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause 12(d) above, the presumption shall be that the material did relate to the course of examination.
- f.) On receipt of report regarding use of unfair means by any student at examination, including breach of any of the rules laid down by the examination department, for proper conduct of the examination, the institute shall have power at any time to conduct an enquiry and to take action deemed fit on such unfair means or breach of the rules.
- g.) Unfair means committee – Students involved in unfair means in the examination will have to appear in front of the Discipline and Unfair Means Committee.

#### 15. Grading system

The 10-point grading system is mentioned below:

Range of Percentage of marks	Grade Points	Letter Grade	Performance	SGPA / CGPA Range
80 and above	10	O	Outstanding	9.51-10
75-79.99	9	A+	Excellent	8.51-9.50
70-74.99	8	A	Very Good	7.51-8.50
65-69.99	7	B+	Good	6.51-7.50
60-64.99	6	B	Fair	5.51-6.50
55-59.99	5	C	Average	4.51-5.50
50-54.99	4	P	Pass	4.0-4.50
Below 50	0	F	Fail	< 4
Absent	0	AB	Fail	

#### 16. Degree Distribution Ceremony

On successful completion of the program, students will be honored with Degree certificates in Degree Distribution Ceremony as announced by University of Mumbai.

  
01.07.25

Controller of Examinations

  
Deputy Director



Director

