

SIES College of Management Studies (SIESCOMS)
Examination, Assessment and Academic Progression Policy
Master of Management Studies (MMS)

(In accordance with the University of Mumbai NEP 2020 Curriculum, Examination Regulations, Ordinances and Circulars issued from time to time)
Effective from Academic Year 2024-25

1. Preamble

SIES College of Management Studies (SIESCOMS), Navi Mumbai, is committed to maintaining a fair, transparent, student-centric and outcome-driven examination and assessment system. The assessment process is designed to encourage continuous learning, academic excellence, professional competence, ethical conduct and industry readiness among students.

The Institute follows the curriculum framework prescribed by the University of Mumbai under the National Education Policy (NEP) 2020 and adopts a balanced approach to assessment through classroom learning, experiential learning, industry engagement, projects, internships and research-based activities.

This policy provides broad guidelines relating to examination, assessment, evaluation, academic progression, internships, projects and related academic processes applicable to students enrolled in the Master of Management Studies (MMS) programme.

2. Assessment Philosophy

At SIESCOMS, assessment is viewed as an integral part of the learning process and not merely as a measure of academic performance.

The Institute believes that management education should evaluate not only subject knowledge but also the ability to:

- Apply management concepts in real-life situations.
- Analyse business problems and develop solutions.
- Work effectively in teams.
- Communicate ideas professionally.
- Conduct research and interpret data.

- Demonstrate ethical and responsible managerial behaviour.
- Develop industry-relevant skills and competencies.

Accordingly, assessment methods may include examinations, case studies, assignments, presentations, simulations, live projects, field projects, internships, research work and other experiential learning activities.

3. Programme Assessment Structure

The MMS programme follows the Credit-Based Semester System prescribed by the University of Mumbai and consists of four semesters.

Assessment in the programme includes:

- Internal Assessment (IA)
- End Semester Examination (ESE)
- On-the-Job Training (OJT) / Field Project
- Summer Internship
- Seminar Paper
- Research Project
- Project-based evaluations, wherever applicable

For theory courses, the evaluation ratio shall generally be:

Internal Assessment (40%) : End Semester Examination (60%)

4. Internal Assessment (IA)

Internal Assessment forms an important component of the evaluation process and carries 40% weightage in theory courses.

Assessment methods may include:

- Class tests
- Assignments
- Case study analysis
- Individual presentations
- Group presentations
- Projects
- Quizzes
- Simulations

- Class participation
- Industry-based exercises
- Research-based assignments
- Live projects
- Other innovative evaluation methods approved by the Institute

Indicative Distribution

Component	Marks
Class Participation	10
Continuous Evaluation Components	30
Total	40

Faculty members shall communicate the evaluation plan at the beginning of each semester. Assessment activities shall be designed to evaluate the relevant Course Outcomes and learning objectives.

5. End Semester Examination (ESE)

The End Semester Examination carries 60% weightage and ordinarily covers the entire syllabus prescribed for the respective course.

Four-Credit Courses

- Maximum Marks: 60
- Duration: 2 Hours

Two-Credit Courses

- Maximum Marks: 30
- Duration: 1 Hour

The examination may include:

- Case-based questions
- Conceptual questions
- Application-oriented questions
- Analytical questions
- Problem-solving exercises
- Quantitative questions wherever applicable

The examination process shall be conducted as per guidelines prescribed by the University of Mumbai and the Institute.

6. On-the-Job Training (OJT) / Field Project

The On-the-Job Training (OJT) / Field Project is a mandatory experiential learning component in Semester II carrying 4 credits.

Objectives

The OJT/Field Project aims to:

- Connect classroom learning with workplace practices.
- Develop practical managerial skills.
- Improve professional readiness and employability.
- Enhance problem-solving and decision-making skills.
- Encourage experiential learning and industry exposure.

Evaluation

Internal Assessment (50%)

Based on:

- Attendance and participation
- Periodic review by faculty mentor
- Learning diary / progress reports
- Industry mentor feedback (where applicable)
- Quality of work performed
- Project report

External Assessment (50%)

Based on:

- Project report evaluation
- Presentation
- Viva-voce
- Application of management concepts
- Problem-solving ability
- Learning outcomes achieved

Successful completion of the OJT/Field Project is mandatory for award of credits

7. Summer Internship

Summer Internship is a mandatory component of Semester III carrying 8 credits and provides students with an opportunity to gain practical exposure to industry and business organizations.

Evaluation

Internal Assessment (50%)

Based on:

- Attendance and punctuality
- Professional conduct
- Weekly reports and logbooks
- Initiative and learning attitude
- Contribution to the organization
- Internship report

External Assessment (50%)

Based on:

- Project presentation
- Understanding of project objectives
- Application of management concepts
- Innovation and problem-solving approach
- Viva-voce performance

Mandatory Submission

- Internship Completion Certificate
 - Internship Report
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8. Seminar Paper

Students shall undertake a Seminar Paper in Semester IV as prescribed under the curriculum.

Evaluation may include:

- Selection and relevance of topic
- Literature review
- Conceptual understanding
- Analytical depth

- Research orientation
- Academic writing quality
- Presentation and viva-voce

The Seminar Paper aims to strengthen research, analytical and communication skills.

9. Research Project

The Research Project carries 8 credits and forms an important component of Semester IV.

Internal Evaluation (50%)

Parameter	Marks
Guide Interaction & Review Meetings	10
Research Methodology	10
Data Analysis & Interpretation	20
Findings, Conclusions & Recommendations	10
Total	50

External Evaluation (50%)

Parameter	Marks
Subject Knowledge	10
Application of Concepts	10
Communication Skills	10
Analytical & Critical Thinking	10
Presentation & Viva-Voce	10
Total	50

10. Passing Standards

Students must secure a minimum of **50% marks separately in each head of passing**, namely Internal Assessment and End Semester Examination, in accordance with University regulations.

For 100-Mark Courses

Component	Minimum Passing Marks
Internal Assessment (40)	20
End Semester Examination (60)	30
Aggregate	50

For 50-Mark Courses

Component	Minimum Passing Marks
Internal Assessment (20)	10
End Semester Examination (30)	15
Aggregate	25

11. Grading System

The grading system shall be as prescribed by the University of Mumbai.

Percentage	Grade	Grade Point
90 – 100	O (Outstanding)	10
80 – < 90	A+ (Excellent)	9
70 – < 80	A (Very Good)	8
60 – < 70	B+ (Good)	7
55 – < 60	B (Above Average)	6
50 – < 55	C (Average)	5
Below 50	F (Fail)	0

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be computed as per University regulations

12. Academic Progression and Promotion

Academic progression, promotion to higher semesters, backlog clearance, credit accumulation, Academic Bank of Credits (ABC) requirements and award of the MMS degree shall be governed by the latest University of Mumbai regulations, ordinances, circulars and notifications applicable to NEP 2020 programmes. The Institute shall

implement the latest University directives, including those relating to student promotion and progression under the NEP framework. Based on the University circular dated 26 August 2025, promotion provisions for first-year postgraduate students under NEP 2020 have been revised by the University

Students promoted to higher semesters shall be required to complete all pending academic requirements, examinations, projects, internships and credit requirements prescribed by the University for award of the MMS degree.

13. Re-Examination and Carry Forward of Marks

Where permitted under University regulations:

- Students passing Internal Assessment but failing the End Semester Examination may retain Internal Assessment marks and reappear for the End Semester Examination.
- Students passing the End Semester Examination but failing the Internal Assessment may retain End Semester marks and complete the prescribed Internal Assessment requirements.
- Supplementary examinations and re-assessment processes shall be conducted as per University and Institute guidelines

14. Attendance and Examination Eligibility

Students are expected to comply with attendance requirements specified by:

- University of Mumbai
- AICTE
- SIES College of Management Studies

Only eligible students satisfying academic and administrative requirements shall be permitted to appear for examinations and evaluations.

15. Academic Integrity and Examination Discipline

Academic integrity is fundamental to the learning process.

Students are expected to maintain honesty and ethical conduct in all academic activities including examinations, assignments, projects, internships and research work.

The following may be treated as academic misconduct:

- Copying during examinations
- Possession of unauthorized material
- Use of prohibited electronic devices
- Impersonation
- Fabrication or falsification of data
- Plagiarism in assignments, reports, projects or dissertations
- Any conduct inconsistent with examination discipline

Cases of academic misconduct shall be dealt with in accordance with applicable University of Mumbai rules and ordinances.

16. Grace Marks, Moderation and Condonation

Award of grace marks, moderation and condonation, wherever applicable, shall be governed by the relevant University of Mumbai Ordinances and notifications issued from time to time

17. Verification, Revaluation and Result-Related Processes

Students may apply for:

- Verification of marks
- Photocopy of answer books (where permitted)
- Revaluation or reassessment (where applicable)
- Correction of examination-related records

Such requests shall be processed in accordance with university rules, procedures, timelines and prescribed fees.

18. Examination Governance and Grievance Redressal

The Examination Department shall oversee:

- Examination scheduling and administration
- Internal Assessment compliance
- Conduct of End Semester Examinations
- Result processing
- Examination grievances
- Academic integrity matters

Students may approach the Institute through the prescribed grievance redressal mechanism for examination-related concerns.

19. University Regulations and Governing Authority

SIESCOMS shall conduct all examinations, assessments and related academic processes in accordance with:

- University of Mumbai Act, Statutes and Ordinances
- University Examination Regulations
- University Circulars and Notifications
- NEP 2020 Curriculum Guidelines
- AICTE Regulations
- Government of Maharashtra directives and other applicable statutory requirements

In the event of any difference between this policy and subsequent University regulations, ordinances, circulars or notifications, the provisions of the University of Mumbai shall apply.

20. Matters Not Covered Under This Policy

Any matter relating to examinations, assessment, grading, moderation, progression, internships, OJT, research projects, student conduct, supplementary examinations or award of degree that is not specifically addressed in this policy shall be governed by the applicable provisions of the University of Mumbai.

The decision of the University of Mumbai and the competent authorities of the Institute shall be final and binding.

21. Review of Policy

This policy shall be reviewed periodically and may be revised based on:

- University of Mumbai regulations and notifications
- Changes under NEP 2020
- AICTE guidelines
- Statutory requirements
- Institutional quality enhancement initiatives

Approval and Authorization

This policy has been approved by the Director of the Institute and shall be implemented by the Examination Department with effect from the date of approval.

Name / Designation	Signature
Deputy Controller of Examinations	
Controller of Examinations	
Dr. Madhavi Dhole Director (I/C) & Chief Controller of Examinations	
