

**ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL
MANAGEMENT**

“Affiliated to Mumbai University”

Rules and Regulations for Examination

(FIRST HALF 2024)

**Bipin Jadhav
(Chief of Examination)**

**Prajakta Dhuri
(Examination In Charge)**

Examination System

BSc. Hospitality Studies examinations are planned according to the Regulations of **AMICHM**. Various modules in syllabi and model question are designed on the basis of approved curriculum.

The evaluation of Theory/Practical/Assignments shall be carried out in three parts.

- 1) Test – 1 Class test and Assignment (25 Marks)
- 2) Test – 2 Sem End (75 Marks)
- 3) Practical and Journals/Files (50 Marks)

The Following guidelines shall be followed for setting the question paper by paper setter.

- The question paper format with common instructions printed on it will be provided to the question paper setter.
- The question paper for SEMESTER END will normally be of 75 marks and 2 and 1/2 hours durations.
- The paper setter will have to submit three sets of question paper.
- The nature of question paper should be precise. Paper setter should design the question paper in such a way that the questions:
 - i. Are unambiguous
 - ii. Are written in simple and meaningful word.
 - iii. Are asked for appropriate marks
 - iv. Cover the entire syllabus prescribed for the course.
- Question should be set in such a way that it should test the skill of applying the knowledge acquired, rather than testing the memory. Question should not be based on merely book information.
- The questions will be serially numbered as 01, 02, 03, 04 & 05.
- The number of sub questions, if any, will be numbered as a, b, c, d and so on.
- Marks allotted to question or sub-question will be indicated on the right side of that question or sub-question.
- In evaluation scheme, distribution of marks for different stages should be mentioned.
- The paper setter will specifically mention the charts, tables, other document etc.

The use of which will be permitted during the actual conduct of the examination.

- Question paper setter after finishing the work of paper setting will submit soft copy of question paper
- Exam In charge appeals to the internal examiners on email to submit the question papers and declares the last date for submitting the same.

Time Table preparation:

The dates of commencement of examinations shall be as indicated in the academic Calendar of the institute. The detailed timetable of end semester examination would be displayed to 3 weeks prior to the commencement of the examination.

Examination clerk duties.

- Issue examination forms to students.
- Identify the requirement of examination stationery and order them.
- Prepare supervision chart block wise.
- Prepare and issue office order as per supervision chart to the respected exam hall supervisors.
- Issues answer paper bundles to respected subject faculties for correction.
- Prepare consolidated results sheet and prepare the final mark sheet.
- Upload external marks on university portal under the guidance of Exam in charge and Principal.

Seating arrangement:

Seating arrangement shall be made centrally as per the master plan for seating arrangement. All rooms and benches therein will be counted in a physical verification survey. Arrangements for shifting the benches where ever necessary will be made with help of admin. / Security staff Course wise student count to be obtained. Depending on count & room capacity a branch wise semester wise seating arrangement will be prepared.

Classroom wise attendance list preparation

Prints of classroom wise attendance list will be generated.

Numbering the benches as per seating arrangement.

All of the benches in exam halls are marked with the students PRN number indicating the seats for writing the examination. The printed stickers are used for this purpose. It is ensured that all halls are ready with the numbering on the previous day of the start of examination. The printed attendance sheets are displayed outside the Examination hall.

Answer book block wise bunch preparing

Bunches of answer books as per block wise student count will be kept ready before 1 week of commencement.

Preparation of invigilation duties

For assignment of invigilation duties, a total number of duties are counted from time table scheduled as per sitting arrangement. The total count is then divided as per number of Faculties.

Exam cell staff then assigns duties to each invigilator and communicate the schedule of invigilation to all concern.

i There shall be one invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.

ii Reliever: One reliever per class rooms .

iii Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.

Ensure the readiness

2 days before commencement of exam Controller of Examinations takes a review whether all Pre-examination processes are completed successfully

- On the previous day of commencement each successive day of exam, Exam cell staff ensures following.
 - All the answer book bunches for both the sessions of next day's exam are ready along with accomplishment of course specific special requirements and placed on issue table
 - All question paper envelops for both the sessions of next day's exam are ready along with attendance sheets marked with detentions
 - All invigilators, Class III persons, squad, relievers, deputed from other departments have been communicated about their assignments
 - Attendance sheet is printed and displayed on the issue table for the signature of next day's exam invigilator's
 - Exam cell staff ensures every cupboard and door is sealed properly before retiring for the day

Vigilance.

The Examination in Charge works as Vigilance officer. Vigilance duty chart is prepared and office order is issued to the respective vigilance officer.

Duties of Vigilance.

1. These members take one or multiple round of each classroom in the session.
2. Malpractices and usage of unfair means does not take place in any exam hall. If found it is reported in writing.
3. No student is using and / or belonging mobile phones and / or any electronic gadgets.
4. Invigilators services are being rendered seriously and they are not engaging themselves in other activities in the exam hall like answer book evaluation, using laptops, talking on mobile phone and so on.
5. Provisions of lights fans ventilation are in proper place and students are provided with sufficiently comfortable environment so as to write the exam peacefully. Discrepancies are reported in writing.
6. Students are being provided with necessary stationary, drawing sheets, graph paper, etc. to answer the questions correctly.
7. Drinking water is provided to the students in the examination hall.
8. Take proper decisions to resolve the unforeseen mishaps like sickness of students, etc.

Staff	Signature
1)Mrs.Deepa Uplalp	
2)Mr.Arunkumar Pillai	
3)Mrs. Prajkata Dhuri	
4)Mrs.Preeti Sharma	
5)Mr.Ajaykumar Pandhre	
6) Mrs Magalaxmi Bhoir	
7) Mr.Biswajit Das	
8) Mrs.Ashwini Sapat	
9) Mr.Kedar Gupte	

Prajakta Dhuri
Exam In Charge

Bipin Jadhav
Principal

