



BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY)
INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
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2.5.4 Reforms in the process and procedure in the conduct of evaluation/examination; including Continuous Internal Assessment to improve the examination system.

• **Examination procedures**

The Office of the Controller of Examinations incorporated Information Technology into the Examination System's administration. Mark registration, Grade, Percentage and Cumulative Grade Point Average (CGPA), as well as result preparation and evaluation, are automated. Computer-generated Challan for the payment of Examination fee and hall permits. Online payment of the Examination Fee has been implemented.

• **Continuous internal evaluation method:**

Except for Ability Enhancing Elective Courses and Skill Enhancing Elective Courses, the candidate's final total assessment is comprised of Internal Assessment (IA) and External Assessment (EA) for each course. Internal evaluation is administered by the institute, while external evaluation is administered by the university. The external evaluation is founded on the entire curriculum. IA, CA, and EA are distinct sources of passing and are displayed separately in transcripts.

The internal assessment to external assessment ratio for each course is 40:60.

Internal assessment (IA) is computed as follows: 50% is based on Attendance, class participation, performance, journal work, classroom exercises, presentations, quizzes, group tasks, self-study assignments, classroom discussion, etc., and 50% is based on the performance in a minimum of two class examinations throughout the semester.

External Assessment (EA) is based on the end-of-semester examinations administered by the university.

• **Workplace-based assessment:** Continuous Assessment is based on the Performance Appraisal filled out by the departmental heads of the numerous operational departments of a hotel where the student participates in Industrial Exposure. The Training Report must be prepared and submitted to the Principal for evaluation within the allotted time frame. The Training Report is evaluated by a panel of examiners appointed by the University, which consists of one internal examiner and one external examiner (preferably the HOD of a three-star or higher hotel or a senior faculty member from a recognized institute of hotel management).

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