



1.1.1: The institution ensures effective curriculum delivery through a well-planned and documented process

- a) SOP- Academic Calendar
- b) Format- Comprehensive Concurrent Evaluation (CCE)
- c) Sample- Academic Calendar AY2020-21





Academic Calendar SOP

Document Type	SOP
Name	Academic Calendar
Date	02.06.2021
Developed by	Prof. Vikrant Nangare
Position	Assit. Professor, ZIMCA, Pune
Copy Controlled By	Academic Coordinator, ZIMCA , Pune
SOP No.	ZIMCA-3-S-00-2

In the academic institutions the role of academic calendar is very crucial because this document is useful for making the plan of action on every activity and program. The institutional academic calendar is a road map which includes holidays, vacations, events, programs, workshops, PAT exam, Preliminary and university online as well as written exams. Academic calendar is nothing but the overall plan of action for the coming academic year. In the academic year includes two terms; first term is from July to December and second term is from January to June. The process of academic calendar preparation is as follows:

Call for meeting:

For the preparation of academic calendar the academic coordinator calls the meeting in the presence of Director and all teaching and non-teaching faculty members. In the meeting, all present members discuss on the following points:

- Academic coordinators reads affiliating university academic calendar
- Director reads ZES list of holidays
- Director discuss the various list of holidays & vacations
- Tentative university exam dates
- Guest Lectures
- PAT & Preliminary Exam
- Events, workshops & seminars
- Industrial Visit
- SIP/Dissertation coordinators plans on presentations and viva
- Days celebration
- Alumni meet
- Also individual faculty proposes the idea about events. All faculty members discuss and groom the idea & finalize the same.

After the discussion of above mentioned important points, academic coordinator starts to prepare





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academic calendar. Academic Coordinator circulates the Minutes of Meeting among the all teaching and non-teaching faculty members.

Academic Calendar preparation & Authorization:

- All teaching and non teaching faculty members are agreeing on academic calendar.
- Once the all faculty members are agree and confirm for academic calendar, academic coordinator takes the approval of Director.
- After the finalization of content of academic calendar for both the terms, Academic coordinator takes the signature on academic calendar of Director, Campus Director & Executive Director.

Academic calendar publication & circulation:

- The academic calendar is circulated among the students, teaching and non-teaching faculty members.
- All the faculty members start their work prior on the basis of given responsibilities and with the help of academic calendar.
- Academic coordinator submits a copy of academic calendar to Director, Campus Director & Executive Director.

File:

- Academic Calendar

Maintained by:

- Director
- Academic coordinator
- Class Coordinators
- All faculty members in course file





MBA SEM I – DIV-A- BOM-106

Comprehensive Concurrent Evaluation (CCE)

Course Name with Course Code:							
Course Coordinator:							
General	Q. No.					Total Marks	
	Blooms						
	CO						
	PO						
Roll Number	Student Name	Marks out of					





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Academic Calendar 2020-21 (First Half)
 wef. 28.01.2021 To 22.05.2021
MBA SEM I

Week No.	Month	Week days						Events and Activities
		Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
1	Jan. 2021					1	2	25; Induction Program 26; Republic Day Celebration 27 Jan - 2 Feb; Preparatory Classes
2		4	5	6	7	8	9	
3		11	12	13	14	15	16	
4		18	19	20	21	22	23	
5		25	26	27	28	29	30	
6	Feb. 2021	1	2	3	4	5	6	8; Commencement of Online Classes for SEM I 19; Chhatrapati Shivaji Maharaj Birth Anniversary Celebrations. ZES's Traditional Day 21; Shivjayanti Celebration on Virtual Mode
7		8	9	10	11	12	13	
8		15	16	17	18	19	20	
9		22	23	24	25	26	27	
10	March. 2021	1	2	3	4	5	6	7; Screen Addiction in Childern 8; Women's in Action Event 20; Virtual Tour of Photography Studio and Session 22-27; Mid Term Exam 29; Holiday: Dhulivandan
11		8	9	10	11	12	13	
12		15	16	17	18	19	20	
13		22	23	24	25	26	27	
14		29	30	31				
15	Apr-21				1	2	3	5-12; Mid Term Exam 8; One Woman many Roles : Video Competition 13; Holiday - Gudhipadwa 14; Holiday: Dr. Babasaheb Ambedkar Birth Anniversary 15; Suryanamaskar Competition 19; SPPU Exam 21; Training on Poster making at Canva 22; Feel the Artistics- Poetry, Singing, Stand up Comedy 23; Poster competition 27; Meet the Author
16		5	6	7	8	9	10	
17		12	13	14	15	16	17	
18		19	20	21	22	23	24	
19		26	27	28	29	30		





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20	May-21						1	1; Holiday: Maharashtra Din 14; SPPU Exam 29; Guest Lecture
21		3	4	5	6	7	8	
22		10	11	12	13	14	15	
23		17	18	19	20	21	22	
24		24	25	26	27	28	29	
25		31						

ZIMCA-3-F-02-2

*Note: 10% deviation is admissible & permitted.

Praveen

Academic Coordinator

Asavari

Head Management Programmes

*Note: Conduction of MBA online classes as well as university examinations will be inline with SPPU & other competent authority guidelines.





Academic Calendar 2020-21 (Second Half)
wef. 15.06.2021 To 01.10.2021

MBA SEM II

Week No.	Month	Week days						Events and Activities
		Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
1	Jun-21		1	2	3	4	5	7; Commencement of Online Classes for SEM I
2		7	8	9	10	11	12	21; International Yoga Day
3		14	15	16	17	18	19	25; GLO LAB - International Guest Lecture
4		21	22	23	24	25	26	27; International Micro, Small, & Medium-sized Enterprises Day
5		28	29	30				28; Mid Term Exam - SEM IV
6	July-21				1	2	3	1; Doctor's Day Celebration
7		5	6	7	8	9	10	16; GLO LAB - International Guest Lecture
8		12	13	14	15	16	17	17; World Emoji Day
9		19	20	21	22	23	24	24; Guru Purnima Celebration
10		26	27	28	29	30	31	26-31; Mid Term Exam- SEM II
11	August-21	2	3	4	5	6	7	3; Guest Lecture
12		9	10	11	12	13	14	9; SEM IV- SPPU Exam
13		16	17	18	19	20	21	15; Indian Independence day Celebration
14		23	24	25	26	27	28	19; Photography day Celebration
15		30	31					28; Zeal Entrepreneurship Awards Program
16	Sep - 21			1	2	3	4	29; National Sports day Celebration
17		6	7	8	9	10	11	9; Club Activity
18		13	14	15	16	17	18	10; Ganesh Caturthi Holiday
19		20	21	22	23	24	25	13; Gauripoojan Holiday
20		27	28	29	30			25; Guest Lecture
21	Oct - 21					1	2	1; SPPU Exam - SEM II
22		4	5	6	7	8	9	
23		11	12	13	14	15	16	





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24		18	19	20	21	22	23
25		25	26	27	28	29	30

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[Signature]

Academic Coordinator

[Signature]

Head Management Programmes

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[Signature]

Director

**Zeal Institute of Management
 & Computer Application
 Pune - 411 041.**

