



ZEAL EDUCATION SOCIETY'S
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**



NARHE | PUNE | INDIA

PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

Document Type	Committee/Cell Composition
Name of the Committee	Academic Committee
Date	20.09.2021
Developed by	Mr. Vikrant Nangare
Position	Associate Professor, ZIMCA, Pune
Document No	ZIMCA-3-F-03-20

1. Purpose:

The main purpose of the academic committee is to oversee the academic affairs of the institute and make recommendations to the Director and Management about academic programs and strategic priorities. To develop serious teaching-learning culture and atmosphere for enhancing students' interests and capabilities in learning.

2. Scope:

The academic committee provides a platform for its members to review and to make suggestions for policies on curriculum development. The scope of this committee extends to all teaching learning and evaluation related processes and procedures. eg. Academic calendar, Session plan etc.

3. Objectives:

- A. To improve the learners result performance.
- B. To focus on attainment of course outcome
- C. To implement student centric pedagogy
- D. To align academic delivery with predefined students attributes

4. Frequency of Meeting: Once in Semester/ Twice in Year

5. Composition:

Sr. No	Name	Designation
1.	Dr. Ravindra Patil	Chairman (Director)
2.	Prof. Sanjay Mahadik	Member
3.	Dr. Ekta Talwar	Member
4.	Prof. Sachin Wadekar	Member
5.	Prof. Vikrant Nangare	Member-Secretary (Academic Coordinator)

Prepared By

Approved By

Checked By

Director/Executive Director





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





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Academic Calendar 2021-22 (First Half)

wef. 10.12.2021 To 18.04.2022

MBA SEM I & III

Week No.	Month	Week days						Events and Activities
		Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
1	Dec. 2021			1	2	3	4	13; Commencement of III SEM MBA 24; Induction Program 25; Christmas Holiday 25; Geeta Day Celebration
2		6	7	8	9	10	11	
3		13	14	15	16	17	18	
4		20	21	22	23	24	25	
5		27	28	29	30	31		
6	Jan. 2022						1	1; Commencement of Offline Classes for SEM I MBA 26; Republic Day celebration
7		3	4	5	6	7	8	
8		10	11	12	13	14	15	
9		17	18	19	20	21	22	
10		24	25	26	27	28	29	
11	Feb. 2022	31						1; Maha shivratri 19; Shiv Jayanty
12		7	8	9	10	11	12	
13		14	15	16	17	18	19	
14		21	22	23	24	25	26	
17		28						
18	March. 2022		1	2	3	4	5	10; International women Day 16 to 25; internal viva voce and mark submission 18; Dhulivandan holiday
19		6	7	8	9	10	11	
20		13	14	15	16	17	18	
21	April. 2022	20	21	22	23	24	25	2; Holiday: Gudipadwa 7 to 14; Udaan Annual Gathering 9 to 22; SPPU Exam 23; Alumni Meet 14; Ambedkar Birth anniversary Holiday 30; End of Semester
22		27	28	29	30	31		
23				1	2	3	4	
24		6	7	8	9	10	11	
25		13	14	15	16	17	18	
26		20	21	22	23	24	25	
		27	28	29	30			

ZIMCA-3-F-03-2

*Note: 10% deviation is admissible & permitted.

Apart from above mentioned activities, remaining slots are allocated for regular classes.

Academic Coordinator

Director





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Academic Calendar 2021-22(Second Half)
wef. 02.05.2022 To 16.08.2022

MBA SEM II & IV

Week No.	Month Month	Week days						Events and Activities
		Mon.	Tue.	Wed.	Thu.	Fri.	Sat .	
1	May-22	2	3	4	5	6	7	1; Holiday: Maharashtra Din. 2; Commencement of Offline Classes for SEM II & IV 3; Holiday: Akshay tritiya and Ramjan Ed 24; Image consultant Event 30 to 31 May CIE-1
2		9	10	11	12	13	14	
3		16	17	18	19	20	21	
4		23	24	25	26	27	28	
5		30	31					
6	Jun-22			1	2	3	4	21; International Yoga Day Celebration 21; Blood Donation Campain - 24-25; Faculty Development Program
7		6	7	8	9	10	11	
8		13	14	15	16	17	18	
9		20	21	22	23	24	25	
10		27	28	29	30			
11								
12	Jul-22					1	2	4 to 12 ;Mid Term Exam 23; Tracking and Tree plantation activity at Korigad
13		4	5	6	7	8	9	
14		11	12	13	14	15	16	
15		18	19	20	21	22	23	
16		25	26	27	28	29	30	
17	Aug-22	1	2	3	4	5	6	3; CIE-3 15; Independence Day 16; Term End University Examination Offline 30; Conclusion of Sem 31; Holiday Ganesh Chaturthi
18		8	9	10	11	12	13	
19		15	16	17	18	19	20	
20		22	23	24	25	26	27	
21		28	29	30	31			

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*Note: 10% deviation is admissible & permitted.

Apart from above mentioned activities, remaining slots are allocated for regular classes.

Academic Coordinator

Director





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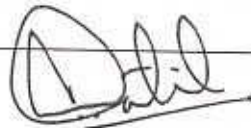
AISHE CODE: C-50909

Action Taken Report- Academics-2021-22

Sr. No.	Focal Point	Action taken
1	Training about utilization of ICT tools	Conducted training program for faculties and students for using ICT tools
2	Usage of Digital Library	Instructed to increase and provide digital library resources for faculties and students
3	IQAC strengthening	For quality improvement and better functioning committee revision has been done
4	Participation in webinar, FDPs & Training program during lockdown	Students & faculties have participated in various Seminars, FDPs & Training program during lockdown for improvement in skills and knowledge.
5	Research Publication	Faculties and students have published research papers in reputed journals
6	International Project with students	Completed "Nusantara Project " with students on international platform
7	NBA Accreditation Planning and preparation	Starts the preparation for the institute NBA Accreditation
8	ISO recertification planning and preparation	Starts the preparation for the ISO recertification
9	Guest lecture with international speakers	Conducted the international speakers guest lectures for the students
10	Consultancy	Some faculty members got consultancy from company


IQAC Coordinator




Director



ZIMCA-3-F-03-25

ACTIVITY COMPLETION REPORT
Academic Year: 2021-22

Activity No	Activity	Responsibility	Target Date	Criterion/Inputs	Status
1	Preparation of Academic Calendar	Academic Coordinator	08.12.2021	University Academic Calendar, Previous Academic Calendar, List of Holidays, Committee/Cell wise academic calendar	Complete
2	Load Distribution for Teaching Faculty	Academic Coordinator	20.11.2021	University syllabus, Subject preference sheet	Complete
3	Preparation of Time Table	Time Table Coordinator	08.12.2021	Load Distribution Sheet, List of Faculty members	Complete
4	Preparation of course file	Subject faculty	08.12.2021	Course file index, Session plan, syllabus, notes, Institute vision & Mission, University/Unit Test/ PAT exam question papers, question bank etc.	Complete
5	Preparation of Students Attendance	Subject Faculty	08.12.2021	List of students	Complete
6	Selection of concurrent evaluation parameter	Subject Faculty	08.12.2021	University syllabus	Complete
7	Planning of SLP	SIP Coordinator	13.12.2021	University SLP guidelines, Specializationwise guide allotment sheet	Complete
8	Planning of students online/offline activities	Student Activity coordinator	15.11.2021	Academic calendar, list of activities	Complete
9	Collection of students feedback	Class Coordinator	23.02.2021	Feedback form, Students list	Complete
10	Preparation of GFM activity	GFM Coordinator	26.12.2021	List of mentor-mentee, meeting/attendance formats	Complete
11	Preparation of students evaluation sheet	Subject faculty	27.12.2021	List of concurrent evaluation parameters, students list, evaluation sheet	Complete

Prepared By



Approved By

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 92 of 2022

Important Notification

Revised Dates of Commencement and Conclusion of terms of U.G. / P.G. Courses for the Academic Year 2021-22 for Affiliated Colleges / Recognised Institutes.

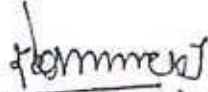
- The dates of commencement and conclusion of First Term and commencement of Second Term shall remain same as notified in the circular no. 134 of 2021 dated 14/05/2021 for UG/PG courses in the faculties of Humanities, Commerce and Science. The revised dates of conclusion of Second Term shall be 25/05/2022 for UG/PG courses in the faculties of Humanities, Commerce and Science. Commencement of academic year 2022-23 shall be 20/06/2022 for Humanities, Commerce and Science faculties.
- The dates of commencement and conclusion of Affiliated Colleges / Recognised Institutes for the Academic year 2021-22 of all those courses whose admission was made under Common Entrance Test (CET) conducted by Government of Maharashtra shall be as under :

Sr. No.	Name of the Faculty	Name of the Courses	Year	2021 – 2022			
				First Term		Second Term	
				Commencement	Conclusion	Commencement	Conclusion
1	Commerce & Management	MBA	I	10/12/2021	18/04/2022	02/05/2022	16/08/2022
		MCA	I	10/12/2021	18/04/2022	02/05/2022	20/08/2022
		MCA	II, III	15/11/2021	03/03/2022	18/04/2022	06/08/2022
2	Science & Technology	B. Pharmacy	I	03/01/2022	30/03/2022	01/04/2022	15/06/2022
		M. Pharmacy	I	27/12/2021	30/03/2022	01/04/2022	15/06/2022
		Engineering	I	13/12/2021	06/04/2022	11/04/2022	30/07/2022
		Engineering	II	20/08/2021	11/12/2021	03/01/2022	15/05/2022
		B. Architecture	I	10/12/2021	25/03/2022	04/04/2022	23/07/2022
		M. Architecture	I	10/12/2021	31/03/2022	04/04/2022	23/07/2022
4	Inter-disciplinary Studies	Physical Education (M.P.Ed.)	I	10/01/2022	30/04/2022	02/05/2022	30/09/2022
		B. Ed. (Annual)	I	14/02/2022	-----		31/08/2022
		M. Ed.	I	10/01/2022	30/04/2022	02/05/2022	30/09/2022
		B. P. Ed.	I	14/02/2022	07/06/2022	08/06/2022	26/09/2022
		B. Lib. / M. Lib.	UG/PG	25/10/2021	21/02/2022	07/03/2022	25/06/2022
		M.A. (JMC)	I, II	11/10/2021	25/01/2022	01/02/2022	25/05/2022
		M.S.W.	PG	15/11/2021	11/03/2022	20/05/2022	30/09/2022
		M.F.A.	PG	25/10/2021	24/01/2022	03/02/2022	03/05/2022
		B.F.A.	UG	25/10/2021	21/02/2022	07/03/2022	25/06/2022



NOTE :

1. The Principals and Teachers are requested to complete the theory and practical syllabus of current term of the academic year 2021-22 within stipulated period.
2. It is to be informed that circular issued by the University bearing no. 74 of 2022 dated 28.03.2022 stands cancelled.


Deputy Registrar
(P.G.Admission)

Ref. No.PGS/ 2344
Date : 30/04/2022.

Copy for favour of necessary action to :

1. The Principals of all Affiliated Colleges, Savitribai Phule Pune University, Pune.
2. The Directors of all Recognized Institutes, Savitribai Phule Pune University, Pune.

Copy for favour of information to :

1. The Members of the Management Council, Savitribai Phule Pune University, Pune.
2. The Registrar, Savitribai Phule Pune University, Pune.
3. The Deans of Faculties, Savitribai Phule Pune University, Pune.
4. The Director, Board of Examinations & Evaluation, Savitribai Phule Pune University, Pune.

