



6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Sr. No.	Name of Activity- AY-2021-22
1	Academic Committee Composition
2	Information Dissemination & Communication
3	Corrective Action Plan- Academic Process
4	Summer Internship Policy
5	Mentorship Program
6	EBSCO e-resource access through mobile
7	NDL Club Registration





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APPLICATION (ZIMCA)**

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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:

- To improve the learners result performance.
- To focus on attainment of course outcome
- To implement student centric pedagogy
- 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

Checked By

Approved By

Director/Executive Director





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Document Type	SOP
Name	Information Dissemination and Communication
Date	01.12.2021
Developed by	Mr. Vikrant Nangare
Position	Assistant Professor, ZIMCA, Pune
Copy Controlled By	Academic Coordinator, ZIMCA, Pune
SOP No.	ZIMCA-3-S-03-7

To conduct daily activities in an institute we need to prepare and disseminate information to utilize process and design desired outcome/output for further utilization and this information cycle we find everywhere. There are three types on information dissemination

- a. **Internal Information Dissemination:** The “office use information only” can be disseminated internally to facilitate internal activities. The information cannot be spread outside the organization at any cause with prior approval from competent authority.
 - b. **Public Information Dissemination:** The information which is meant to disseminate for public e.g. Web portals, Manuals, Brochures etc.... This type of information is meant for public knowledge and open for all. The information dissemination always transparent, true and authentic, hence, it required more care and multiple revisions before sharing the information.
 - c. **Confidential Information Dissemination:**
2. **Information Dissemination:**
- a. In-charge/Coordinator/ Head The information originator/generator revise the information and authenticate the information with own preparatory signature.
 - b. The information generator/originator produces specific information through proper channel to the Director.
 - i. Proper Channel: a Communication channel created/defined by competent authority to check the genuinity of the produced information.
 - c. The Director discusses the information with information in-charge/coordinator (information Originator/Generator) and signs the information document.
 - d. The signature of the Director only makes Information Document Authenticate and genuine.
 - e. Once the Director authenticates information Document, then only In-charge/Coordinator/Head can disseminate information through Photocopy/ Mail/scan or any other digital and/or traditional formats.





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3. Information dissemination among learner:

- a. The information associated to learner is communicating through institute notice board, WhatsApp formal group, website and e-mail. This information is related with results, programs, events, exams, admission and guest lecture etc.
- b. Internal and external information is communicating with proper media on the basis of information and type of learner.
- c. If any changes in the plan, respective member of the institute is communicating with learner as early as possible.

2. File(s):

- a. Information as per information Caption and in all files

3. Maintained By:

All faculty members





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Rev. No: 03		CORRECTIVE ACTION PLAN							Doc. No: 01	
S.No.	Requirement	Finding	Evidence	Correction	Root Cause	Corrective Action	Target Date	Responsibility	Status	Closing Date
1	Remedial Classes	Students require remedial classes for Business Research Methods (BRM) & Managerial Accounting (MA) subjects	GFM Meeting & Feedback	Rededial Classes	1. BRM & MA subjects have many calculations 2. Non Commerce Background students	1. Arranged remedial classes for BRM & MA subjects 2. Important question answer discussion	02.03.2022	Prof. Varsha Kedar	Completed	15.03.2022
2	Improvement in Result	Organizational Behaviour (OB) subjects have low result in university exam	Result Analysis	Extra Sessions	Due to administrative work faculty has handover the subject to Prof. Expert Faculty	1. Meeting with faculty 2. Suggestion for further improvement 3. Arranging extra sessions for failed students	02.03.2022	Prof. Sachin wadekar	Completed	15.03.2022

Prepared By: Prof. Vikrant Nangare

Approved By: Dr. R. M Patil

Checked by: Dr. R. M Patil

ZIMCA-3-F-03-25

"Classified as internal"

Issue Date:

Rev. Date:





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Rev. No: 03

CORRECTIVE ACTION PLAN

Doc. No: 01

S.No.	Requirement	Finding	Evidence	Correction	Root Cause	Corrective Action	Target Date	Responsibility	Status	Closing Date
1	Review Lectures for MBA SEM IV students before Online Exam	Students require review lectures all external courses in SEM IV	GFM Meeting	Review Lectures	Corona Pandemic situation affects on students study	1. Arranged review lectures for MBA sem IV sudnets 2. Important question answer discussion	16.07.2022	All course faculties	Completed	30.07.2022
"Classified as interna"										

Prepared By: Prof. Vikrant Nangare

Approved By: Dr.R M Patil

Checked by: Dr.R M Patil

ZIMCA-3-F-03-25



Pune-41.

**REVISED SUMMER INTERNSHIP POLICY AY- 2021-22**

At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.

The SIP may or may not have a Functional Focus, i.e. the student may take up a SIP in his/her intended area of specialization or in any other functional area of management. Ideally the SIP should exhibit a cross-functional orientation. SIP can be carried out in a Corporate Entity / NGO / SME / Government Undertaking / Cooperative Sector. SIP may be a research project

based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of the workplace.

Objectives:

1. To create awareness amongst students regarding the two months Summer Internship Project.
2. To acquaint MBA/MCA students with practical industrial knowledge that aims bridges the gap between theory & practice.
3. To assist the students in receiving S.I.P that are genuine and helps in attaining final placements in companies of repute.
4. To make students undertake research projects.

Process:

The summer internship process is a two months (60 days) activity undertaken to make students aware about the practical implications of research methodology & it provides an edge to learn practical insights about the functioning of corporates.

At the Institute level

1. The S.I.P preparation begins with firstly sensitizing students about the S.I.P process via a presentation by the S.I.P coordinator and the Placement Coordinator. This is done to encourage students to undertake projects in companies of repute.
2. Parallel to this, a committee comprising of experienced academician representing 3 distinct specializations is formed so as to evaluate the authenticity of Job Description generated through Placement Coordinator.
3. All the interested students' must register themselves for S.I.P as and when the





vacancy is informed.

4. Each student shall be provided with an opportunity to be a part of only one S.I.P.

At the Industry Level

1. Typically, the process of S.I.P at Industry Level begins with shortlisting candidates (students') based on their resumes of the students.
2. This may differ from company to company and may include Group Discussion and Personal Interview.

Role of the S.I.P Approval Committee:

The role of S.I.P Approval Committee is crucial in selection of the students in companies of repute. The Committee shall be provided details of Job Description (JD's) and accordingly shall approve the companies for students'.

The details of the same are as follows:

Sr.No	Name of the Faculty	Specialization
1	Dr. Ravindra Patil	Business Analytics
2	Prof. Vikrant Nangare	Marketing
3	Dr. Ekta Talwar	Human Resource
4	Prof. Sachin Wadekar	T & P Coordinator

Only after approval from the committee regarding the company, the placement Coordinator shall forward the necessary detail to the respective specialization students'.

Role of Placement Coordinator:

The Placement Coordinator shall undertake a rigorous task of assisting the Institute in providing S.I.P through companies of repute.

1. In order to achieve this, the Placement Coordinator shall undertake a screening process of approval of various Job Description for students by the S.I.P approval committee.
2. After the approval from the committee, the students of respective specialization are informed about the vacancy and the details of job description and companies as such.
3. The Placement Coordinator is required to maintain the data of students details and the respective S.I.P placed in the form of a tracker that needs to be updated frequently.
4. Students preferences to undertake S.I.P's shall be considered
5. It is also important to note that students shall be provided with requisite stipend during S.I.P's and due consideration shall be given to students interest and





preferences.

Role of S.I.P Coordinator

The S.I.P coordinator role is instrumental as a liasoning person between students of respective specialization, internal guides and the External Guide at the corporate level.

1. The SIP coordinator is required to create awareness about the process of S.I.P's.
2. The S.I.P coordinator should keep track record of students getting internship and the Job Description approvals pertaining to respective industry requirement. The coordinator is required to work in line with the placement Coordinator for the same.
3. Allot project guide to students based on their S.I.P interest area and specialization.
4. Communicate with allotted internal project guide regarding students' performance & attendance.
5. Collecting & Monitoring of weekly progress report.
6. Scheduling of internal & external viva voce.

Role of Internal project Guide:

1. Internal project guide need to provide guidance to students about the topic of research project and maintain communication with allotted students on a regular basis.
2. The internal project guide are required to collect progress report from students on various parameters in required stipulated time & forward the same to S.I.P coordinator.
3. The internal guide may undertake the S.I.P visit

Role of students' in S.I.P

Every student is expected to undertake the two months S.I.P with sincerity and dedication

1. As per the T&P policy of the Zeal Group of Management Institutes, preference for attaining S.I.P shall be given to firstly those students whose attendance is above 75% followed by remaining students'.
2. Institute will undertake the tedious process of searching S.I.P. However, in the interest of overall student's community, the Institute shall be deemed to provide one S.I.P per student. In this regard, it is to be noted that student shall be required to be completely prepared for the various round of selection and be well versed with conceptual knowledge. Every student is required to attend the process of campus subject to the need of the company.

Evaluation of SIP:

The Summer Internship Project shall be strictly evaluated on the grounds of its authenticity based on following schema of reference by SPPU;





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Cour se Type	Credits	Nature	Comprehensive Concurrent Evaluation (CCE)	End Semester Evaluation (ESE) Marks	Total Marks
Summer Internship Project	06	Project (Compulsory)	50	50	100

The Comprehensive Concurrent Evaluation (CCE) that is required to be undertaken at Institute level will include the following parameters:

Sr.no	Proposal Submission	Fortnightly Report Evaluation (5 marks for each of the 4 reports)	Final Report	Internal Project Viva
1	05	20	10	15

Every student is required to be assessed on the basis of project undertaken with the company. This is done by assessing a student on a continuous basis by internal project guide & company guide through Comprehensive Concurrent Evaluation (CCE) followed by the final viva voce through End Semester Evaluation (ESE).

The learning outcomes of the SIP and utility of the SIP to the host organization must be specifically highlighted in the formal evaluation by the company guide. The SIP evaluation sheet duly signed and stamped by the industry guide shall be included in the final SIP report.

Structure of the S.I.P report

The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by –

1. Institute's Certificate
2. Certificate by the Company
3. Formal feedback from the company guide
4. Executive Summary
5. Organization profile
6. Outline of the problem/task undertaken
7. Research methodology & data analysis (in case of research projects only)





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8. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
9. Learning of the student through the project
10. Contribution to the host organization
11. References in appropriate referencing styles

The completion of the SIP shall be certified by the respective Faculty Guide & approved by the Director of the Institute. The external organization (Corporate Organization) shall also certify the SIP work. The students shall submit a spiral bound copy of the SIP report by the date prescribed by the university. The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks between the dates as prescribed by the University. The Panel shall comprise of two evaluators appointed by the Director of the Institute / Head of Department (for MBA departments in engineering colleges). Institutes are encouraged to involve senior alumni, industry experts, recruiters to conduct the internal viva-voce.


SIP Coordinator


Director





EBSCO E-RESOURCE ACCESS THROUGH MOBILE

The institute had used EBSCO E-RESOURCE through common IP address within a campus for students and faculty members. In 2022 year, Institute also provide EBSCO E-RESOURCE through mobile application were students and faculty members can use this e-resource from anywhere.

