1.1.1 The Institute ensures effective curriculum delivery through a well planned and documented process.

Summary(A.Y.2022-23)

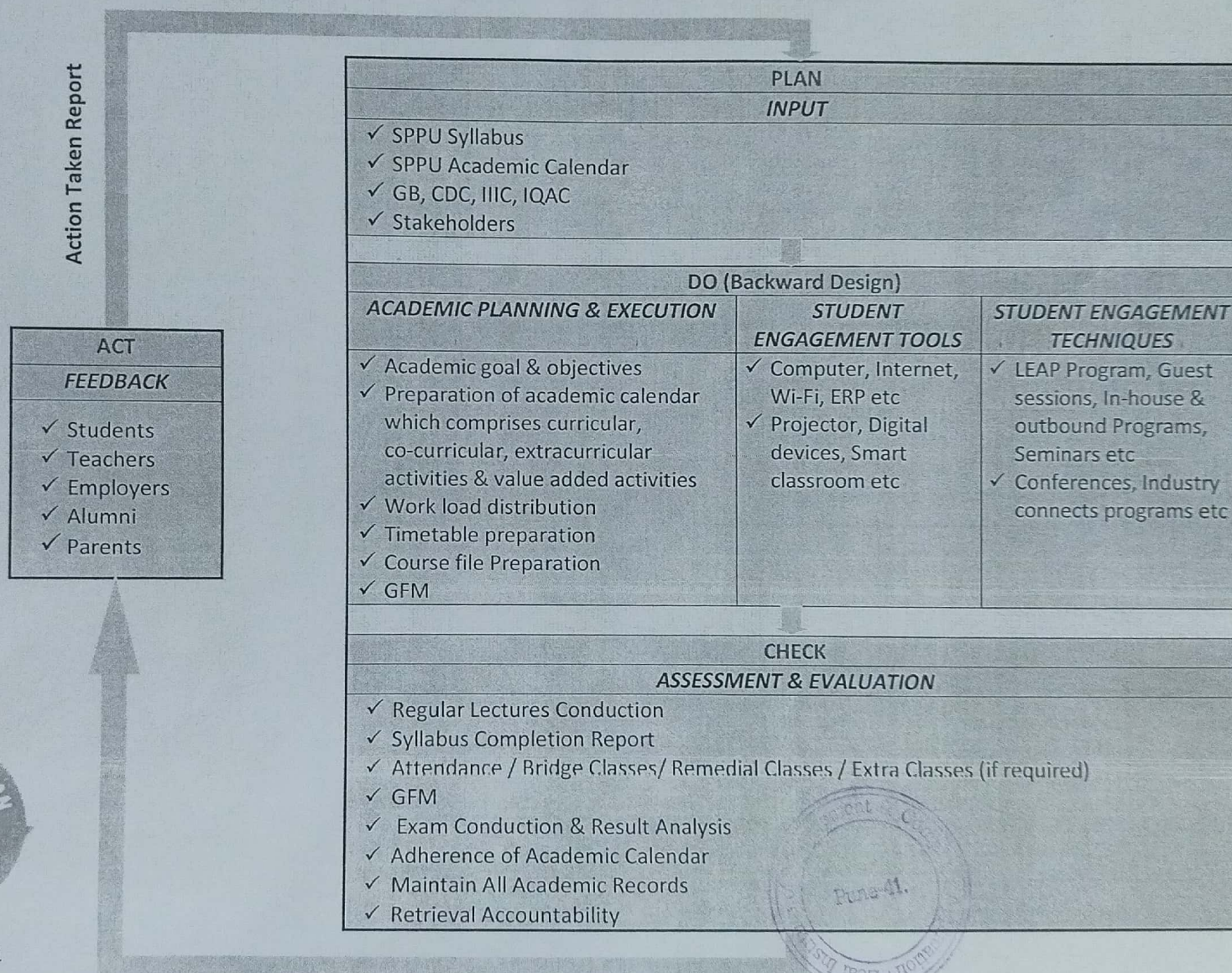| Sr. No.	Particular
1.	PDCA Cycle
2.	Academic Committee Composition
3.	Roles and Responsibilities- Programme Coordinator and Class Coordinator
4.	SOP of Academic Calendar
5.	Academic Calendar
6.	Activity Completion Report
7.	Action Taken Report

1.1 Curricular Planning and Implementation

Action Taken Report

PLAN
INPUT
✓ SPPU Syllabus
✓ SPPU Academic Calendar
✓ GB, CDC, IIIC, IQAC
✓ Stakeholders

DO (Backward Design)

ACADEMIC PLANNING & EXECUTION	STUDENT ENGAGEMENT TOOLS	STUDENT ENGAGEMENT TECHNIQUES
✓ Academic goal & objectives ✓ Preparation of academic calendar which comprises curricular, co-curricular, extracurricular activities & value added activities ✓ Work load distribution ✓ Timetable preparation ✓ Course file Preparation ✓ GFM	✓ Computer, Internet, Wi-Fi, ERP etc ✓ Projector, Digital devices, Smart classroom etc	✓ LEAP Program, Guest sessions, In-house & outbound Programs, Seminars etc ✓ Conferences, Industry connects programs etc

ACT

FEEDBACK
✓ Students
✓ Teachers
✓ Employers
✓ Alumni
✓ Parents

CHECK

ASSESSMENT & EVALUATION
✓ Regular Lectures Conduction
✓ Syllabus Completion Report
✓ Attendance / Bridge Classes/ Remedial Classes / Extra Classes (if required)
✓ GFM
✓ Exam Conduction & Result Analysis
✓ Adherence of Academic Calendar
✓ Maintain All Academic Records
✓ Retrieval Accountability

ACT — PLAN — CHECK — DO

Document Type	Committee/Cell Composition
Name of the Committee	Academic Committee
Date	20.09.2022
Developed by	Mr. Vikrant Nangare
Position	Assistant 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:**
   - Enhancing learner performance outcomes.
   - Emphasizing the development of the curriculum.
   - Applying pedagogical approaches centered around students.
   - Aligning academic delivery with predetermined student 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.	Prof. Deepak Shirke	Member
4.	Prof. Sachin Wadekar	Member
5.	Prof. Vikrant Nangare	Member-Secretary (Academic Coordinator)

Prepared By   Checked By

Approved By

Director/Executive Director

Page 1 of 1

Date: 10.11.2022

Roles, Responsibilities and Authority(A.Y.2022-23)

Role:

Programme Coordinator

Responsibilities:

1. Preparation of Academic Calendar in consultation with IQAC Coordinator, Director and other department Heads.
2. Preparation of Subject preference forms and allocate subject to respective faculty members as per the preferences.
3. Prepare workload and allocate the subjects to the faculty members well in advance before commencement of the semester/year.
4. Preparation of Master time table
5. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
6. Interact with students (Division wise) 15 days once, identify the problems and find solutions in consultation with the Director.
7. Instruct the respective class coordinators to implement the dress code among the students.
8. Inspection of Course files on regular basis.
9. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
10. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as finalised by Director. Communicate a copy to the Director.
11. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class coordinators.
12. Counsel the students who are absent for the assessment tests or irregular to the class.
13. Appoint faculty as mentors and allocate students to the mentors in the beginning of the academic year.
14. Inform the concerned authorities about any important events taking place in the Department from time to time.
15. Arrange special classes if necessary for the benefit of below average students.
16. Ensure academic discipline in the department.
17. Encouraging the innovation and creativity ideas of the students.
18. Encourage students to participate in various Co-curricular and Extra-curricular activities like MOOCs, workshops, competitions, certifications etc.

Authorities:

1. **Academic Leadership**: Programme Coordinators are responsible for providing academic leadership within the respective department and Institute. They oversee curriculum development, implementation, and evaluation to ensure high-quality education.

2. **Staff Supervision**: They have authority over the faculty teaching.

3. **Student Discipline**: Programme Coordinators have authority over student discipline. They enforce Institute rules and policies and may make decisions related to student suspensions, expulsions, or other disciplinary actions.

4. **Budget Management**: They are often responsible for managing the department budget, allocating resources, and making financial decisions to support the department operations.

5. **Department Operations**: Programme Coordinators have authority over the day-to-day academic operations of the department.

6. **Parent and Community Engagement**: They are responsible for engaging with parents, families, and the broader community to build support for the institute and foster positive relationships.

7. **Curriculum and Program Development**: They have authority over the development and enhancement of educational programs and extracurricular activities.

8. **Assessment and Evaluation**: Programme Coordinators oversee assessment and evaluation processes to measure student achievement and Institute performance. They use this data to make improvements.

9. **Safety and Security**: They have authority over Institute safety and security measures. This includes implementing emergency procedures, ensuring a safe learning environment, and responding to security threats.

10. **Professional Development**: Programme Coordinators may make decisions related to the professional development of teachers and staff, ensuring that educators receive training to enhance their skills.

11. **Attendance and Enrollment**: Programme Coordinators have authority over Institute enrollment and attendance. They may make decisions related to admissions, transfers, and attendance policies.

12. **Institute Improvement**: They are responsible for setting goals for Instituteimprovement and developing strategies to achieve those goals.

13. **Advocacy**: Programme Coordinators may advocate for the school and its students to local, state, and federal education authorities or policymakers.

Date: 10.11.2022

Roles, Responsibilities and Authority(A.Y.2022-23)

Role:

Class Coordinator

Responsibilities:
Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs. Develop and manage comprehensive academic support program. Provide guidance to students on academic goals and educational issues. Assist students on course selection, study habits and career selection.

1. **Quality**-Maintain quality and consistency of instruction in multiple-section courses.

2. **Advisory** - giving information or advice or a recommendation about what should be done. Training and awareness – teaching and raising awareness of access and privacy responsibilities.

3. **Feedback and Evaluation:** Collect feedback from students regarding events and activities to assess their effectiveness and identify areas for improvement, ensuring that future initiatives align with student interests and needs.

4. **Communication:** Acting as a liaison between students, teachers, and administration by disseminating information, relaying concerns, and facilitating effective communication among all parties.

5. **Scheduling and Planning:** Organizing class schedules, events, meetings, and activities. This involves coordinating with teachers to plan lessons, exams, and other academic activities.

6. **Record Keeping:** Maintaining accurate records of attendance, grades, and other pertinent information related to students' academic progress.

7. **Support for Teachers:** Assisting teachers by providing resources, materials, and logistical support needed for effective classroom management and teaching.

8. **Student Support:** Offering guidance and support to students, addressing their concerns, and providing assistance in academic or personal matters.

9. **Conflict Resolution:** Resolving conflicts among students or between students and teachers, promoting a positive and harmonious learning environment.

10. **Parental Involvement:** Engaging parents or guardians by keeping them informed about their child's progress, organizing parent-teacher meetings, and addressing parental concerns.

11. **Administrative Tasks:** Assisting in administrative tasks such as coordinating with other departments, managing budgets allocated for class activities, and ensuring compliance with school policies and regulations.

12. **Collaboration:** Collaborating with other class coordinators or school staff to ensure consistency and coordination across different classes or grade levels.

13. **Continuous Improvement:** Identifying areas for improvement in the class structure, curriculum, or student support systems, and working towards enhancing the overall educational experience.
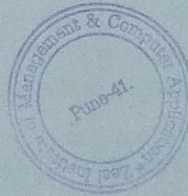
Authorities:

1. **Administrative Oversight:** Supervising and managing class-related administrative tasks such as scheduling, maintaining records, and coordinating activities within the class.

2. **Communication Authority:** Serving as a primary point of contact between students, teachers, parents, and administration, relaying important information and announcements, and facilitating effective communication.

3. **Resource Allocation:** Making decisions regarding the allocation of resources, materials, and facilities necessary for class activities, in alignment with the school's guidelines and budget.

4. **Collaboration and Coordination:** Collaborating with teachers, school administrators, and other class coordinators to ensure alignment in curriculum, activities, and policies across classes or grade levels.

5. **Student Support and Guidance:** Providing guidance and support to students, addressing their academic or personal concerns, and taking appropriate actions to ensure their well-being within the class.

6. **Conflict Resolution:** Handling conflicts or disciplinary issues within the class, in collaboration with teachers and school administration, and implementing measures to maintain a conducive learning environment.

7. **Planning and Implementation:** Participating in the planning and execution of class-related events, activities, and educational programs, ensuring they align with the school's objectives and policies.

8. **Policy Implementation:** Implementing school policies and guidelines within the class setting, ensuring compliance among students and teachers.

9. **Parental Involvement:** Engaging parents or guardians by organizing meetings, providing updates on student progress, and addressing parental concerns related to the class.

| Document Type	SOP
Name	Academic Calendar
Date	10.10.2022
Developed by	Mr. Vikrant Nangare
Position	Assistant Professor, ZIMCA, Pune
Copy Controlled By	Academic Coordinator, ZIMCA, Pune
SOP No.	ZIMCA-3-S-03-2

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 read affiliating university academic calendar
- Director reads ZES list of holidays
- Director discusses the various list of holidays & vacations
- Tentative university exam dates
- Guest Lectures
- PAT & Preliminary Exam
- Events, workshops & seminars
- Industrial Visit
- SIP/Dissertation coordinators plan 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
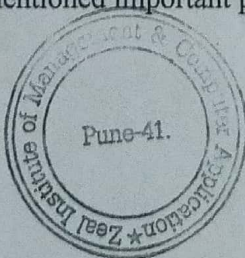
academic calendar. Academic Coordinator circulates the Minutes of Meeting among the all teaching and non-teaching faculty members.

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

Academic Calendar 2022-23 (First Half)
wef. 03.10.2022 To 23.03.2023
MBA SEM I & III

Week No.	Month	Week days						Events and Activities
		Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
1	October 2022	03	04	05	06	07	08	Summer Internship Project of MBA II
2		10	11	12	13	14	15	
3		17	18	19	20	21	22	
4		24	25	26	27	28	29	
5		31						
6	November 2022		1	2	3	4	5	Commencement of MBA I&II as per the notification of DTE and Govt. authority. As per AICTE norms: SIP, Foundation Course, Club Activity 19: International Men's Day. 23-26: Pre-admission Program 23-26: Commencement Test 23-26: Induction Program: Institute and Faculty Introduction, Guest sessions. 23-26: Induction Program 23-26: Constitution Day: Celebration Fresher's Party: Date will be declared after discussion 30: Syllabus Completion Review of MBA
7		7	8	9	10	11	12	
8		14	15	16	17	18	19	
9		21	22	23	24	25	26	
10		28	29	30				
11	December 2022				1	2	3	03: ED Cell Activity 03: Student Council Elections as per SPPU 06: Dr. B.R. Ambedkar's Death anniversary. 10: Universal Human Rights Day-Celebration 12-17: Concurrent Evaluation (CIE-I): MBA-I 15: Celebration of Sardar Vallabhbhai Patel's Death Anniversary 23: Kisan Day 24: National Consumer Rights Day 30: Review of Syllabus Completion MBA-I & II.
12		5	6	7	8	9	10	
13		12	13	14	15	16	17	
14		19	20	21	22	23	24	
15		26	27	28	29	30	31	

16		2	3	4	5	6	7
17		9	10	11	12	13	14
18		16	17	18	19	20	21
19	January 2023	23	24	25	26	27	28
20		30	31				

03: Savitribai Phule Birth Anniversary Celebration
07: Internal SIP Viva MBA II
10: World Hindi Day
12: National Youth Day: Birth 12: Anniversary of Swami Vivekanand
09-13: Concurrent Evaluation (CIE-II): MBA-I & II.
12-17: Traditional Day
14: Makar Sankranti: Holiday
16: Review of syllabus Completion of MBA
26: Republic Day Celebration
18-30: Term- End Exam MBA
30: Death Aniversary of Mahatma Gandgi Review of Syllabus Completion of MBA
30: Conclusion of Term End as per notification of SPPU
SPPU SIP Viva Voce: MBA-II (Dates as declared by SPPU)

21				1	2	3	4
22		6	7	8	9	10	11
23	February 2023	13	14	15	16	17	18
24		20	21	22	23	24	25
25		27	28				

4: HR Meet,
11: OBT Faculty and Non-Teaching Staff
MBA SPPU Examination as per notification of SPPU
Feb/March 2023: Summer Vacation (will be declared in Feb 2023)
23: Shahid Divas Celebration

ZIMCA-3-F-04-2

Note: 10% deviation is admissible and permitted.

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

Prof Vikrant Nangare
Academic Coordinator
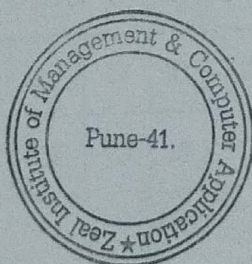
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Prof. Sanjay Mahadik
Director ZIMCA

Academic Calendar 2022-23 (Second Half)
wef. 05.04.2023 To 07.07.2023
MBA SEM II & IV

Week No.	Month	Week days						Events and Activities
		Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
1							1	5:Commencement of Classes for SEM II & IV
2	Apr-23	3	4	5	6	7	8	7: Holiday- Good Friday
3		10	11	12	13	14	15	8: Alumni Meet 14: Dr B R Ambedkar Jayanti
4		17	18	19	20	21	22	15; Club Activity 22;Holiday-Akshay Tritiya and
5		24	25	26	27	28	29	Ramjan Ed 25; CIE 1 29; Guest Lecture
6	May-23	1	2	3	4	5	6	
7		8	9	10	11	12	13	1; Holiday- Maharashtra Day 3: Mentor-Mentee Meeting
8		15	16	17	18	19	20	6; Industrial Visit 13; Guest Lecture
9		22	23	24	25	26	27	20; Club Activity 22; CIE II
10		29	30	31				27; Club Activity
11	Jun-23			1	2	3		
12		5	6	7	8	9	10	1; Mentor-Mentee Meeting 3; Club Activity
13		12	13	14	15	16	17	17; Guest Lecture 21; International Yoga Day
14		19	20	21	22	23	24	Celebration 24; Club Activity
15		26	27	28	29	30		30; Tree Plantation
16	Jul-23						1	
17		3	4	5	6	7	8	1; Club Activity 3; Term End Examination
18		10	11	12	13	14	15	3; Stakeholders Feedback 8; SIP Orientation Program
19		17	18	19	20	21	22	17;SPPU Examination 29; Holiday- Moharam
20		24	25	26	27	28	29	
21		31						

ZIMCA-3-F-04-02

*Note: 10% deviation is admissible & permitted.
Apart from above mentioned activities, remaining slots are allocated for regular classes.

Prof. Vikrant Nangare
Program Coordinator-HOD
MBA I

Dr. Sanjay Mahadik
Director
ZIMCA

Dr. Rishikaysh Kaakandikar
Head Management Program
ZGMI

ACTIVITY COMPLETION REPORT
Academic Year: 2022-23

Activity No	Activity	Responsibility	Target Date	Criterion/ Inputs	Status
1	Preparation of Academic Calendar	Academic Coordinator	15.09.2022	University Academic Calendar, Previous Academic Calendar, List of Holidays, Committee/Cell wise academic calendar	Complete
2	Load Distribution for Teaching Faculty	Academic Coordinator	17.09.2022	University syllabus, Subject preference sheet	Complete
3	Preparation of Time Table	Time Table Coordinator	18.12.2022	Load Distribution Sheet, List of Faculty members	Complete
4	Preparation of course file	Subject faculty	02.12.2022	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	02.12.2022	List of students	Complete
6	Selection of concurrent evaluation parameter	Subject Faculty	08.12.2022	University syllabus	Complete
7	Planning of Kisan Day	Cultural Club	23.12.2022	National Agricultural policy	Incomplete
8	Planning of National Consumer Rights Day	Cultural Club	24.12.2022	National Consumer Act Consumer Protection Act, 2019	Incomplete
9	Planning of SIP	SIP Coordinator	13.01.2023	University SIP guidelines, Specialization wise guide allotment sheet	Complete
10	Planning of students online/offline activities	Student Activity coordinator	15.01.2023	Academic calendar, list of activities	Complete
11	Collection of students feedback	Class Coordinator	30.01.2023	Feedback form, Students list	Complete
12	Planning HR Meet	T&P Coordinator	04.02.2023	Training and placement policies	Incomplete
13	Preparation of GFM activity	GFM Coordinator	06.02.2023	List of mentor-mentee, meeting/attendance formats	Complete
14	Preparation of students evaluation sheet	Subject faculty	07.02.2023	List of concurrent evaluation parameters, students list, evaluation sheet	Complete
15	Planning outbound visit for teaching and non-teaching staff	Sachin Wadekar	11.02.2023	Faculty meeting	Incomplete

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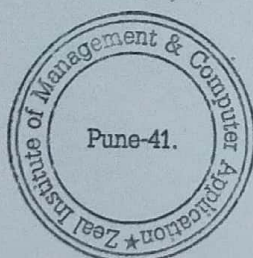
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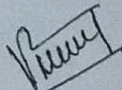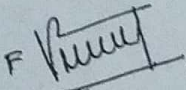
ACTION TAKEN REPORT- ACADEMICS-2022-23

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	Training & Placement	Conduction of Campus to Corporate (C2C) Program
5	Research Publication	Faculties have published research papers in reputed journals
7	NAAC- AQAR & ISO Planning and preparation	Starts the preparation for the institute AQAR & ISO for the given academic year
9	Guest lecture with eminent speakers	Conducted the guest lectures from the eminent speakers for the students
10	Feedback	Students Satisfaction Survey being taken at the end of each semester

ZIMCA-3-F-04-28

IQAC Coordinator　　　　　　　　　　　　　　　　　Director