



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



CRITERION 2 – Teaching and Learning Resources

Key Indicator- 2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal Assessment is transparent and robust in terms of frequency and mode

Documents Uploaded

Sr. No.	Particulars
1	Exam Notice- Staff
2	Exam Notice- Students
3	Exam Schedule



F. Ramesh
Director

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



Internal Examination

Internal assessment is done as per the norms of concerned programme i.e MBA offered by the institute of management and career courses affiliated to SPPU.

Institute Conduct following types of internal examination for MBA Course.

- 1) Concurrent Evaluation-1
- 2) Concurrent Evaluation-2
- 3) Term End Examination

Course Type	Credit	Internal Assessment Tool	Frequency	Mode	CIE-1	CIE-2	Term End	Total	Converted
Generic Core (GC)	3	CIE	3 in Semester	Off Line	25	25	50	100	50
Subject Core (SC)	3	CIE	3 in Semester	Off Line	25	25	50	100	50
Generic Elective (GE-UL)	2	CIE	2 in Semester	Off Line	25	0	50	75	50
Generic Elective (GE-IL)	2	CIE	2 in Semester	Off Line	25	0	50	75	50
Subject Elective (SE-IL)	2	CIE	1 in Semester	Off Line/OnLine	0	0	50	50	50
Summer Internship Project (SIP)	6	VIVA	1 in semester	Off Line	0	0	0	50	50

1) Concurrent Evaluation-1

Concurrent evaluation is conducted by the institute for every subject depending on the credits given by the SPPU and as per the guide lines for the conduction of the same. The frequency for the evaluation for CIE-1 is 4 weeks or completion of 10 lectures for each subject of 3 credits subject, and CIE-1 for 2 credits subject is on completion of 12 lectures and CIE-1 for 1 credits subject is after the completion of the semester.

2) Concurrent Evaluation-2

The frequency for the evaluation for CIE-2 is 8 weeks or completion of 20 lectures for each subject of 3 credit subject, and CIE-1 for 2 credit subjects is on completion of 24 lectures.

3) Term End Examination

Term End Examination is the Concurrent evaluation is conducted by the institute for every subject. The term end examination is conducted at the end of the semester after the successful completion of the portion before the SPPU external Examination. The term end examination is conducted by the institute for 3 credit and 2 credit subjects.

The Mode of conduction of the Concurrent Evaluation.

CIE-1 and CIE-2 is conducted Offline for 3 credit and 2 credit subjects and CIE for the 1 credit subjects is conducted online. CIE-1 and CIE-2 Can be conducted as per the instruction given in the Syllabus from the SPPU like Class room test, open book test, ppt presentation, online certification, case studies etc.



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The MBA programme is a combination of

- Three Credit Courses (50 Marks each)
- Two Credit Courses (50 Marks each)
- one Credit Courses (50 Marks each)

Examination Scheme

For each credit course 50 will be based on internal evaluation and 50 marks for semester end and examination conducted by the university, unless otherwise stated.


Sr. No.	EXAM	Marks	Converted
1	CIE-1	25	15
2	CIE-2	25	15
3	TERM END	50	20

Complete internal examination scheme of three credits Course

Summer Internship Project- Students have to undertake the 60 days summer internship Project as per the guidelines given in the SPPU Syllabus. SIP guides are allotted to each student as per the specialization of the students. The faculty guide keeps the check on the daily working of the student during the tenure of the SIP. After completion of the project SIP Guide prepares the schedule for the submission of the project. At the ends of the semester students have to deliver project presentation and Viva. Summer Internship Project Course also carry's 100 marks out of which 50 marks are Internal for internal presentation and Viva- voce.


Prof. Deepak Shirke
Exam CEO




Prof. Sanjay Mahadik
Director- ZIMCA



Document Type	Policy
Name	Examination & Evaluation Policy
Date	01/06/2022
Developed By	Prof. Sachin Wadekar
Position	CEO & Assit. Professor, ZIMCA
Document No.	ZIMCA-5-P-00-1

Policy statement:

Zeal Education Society is committed to conduct obstacle free examination where all Individuals are treated as same and followed all rules and regulations laid down by competent authorities.

Introduction & Purpose:

Examination and evaluation process is committed to determine whether students have achieved course and programme outcomes and level or degree to which students have learned the course material. Also conduct Internal as well as External examination as per rules and regulations laid down by SPPU, Pune. Some other aspects of this process are to conduct examination in transparent form to evaluate that the ultimate objective of the courses have been achieved and to set evaluation method in order to access whether students have been benefited from the course as expected and set the strategies accordingly.

The basic purpose of this policy is to support the execution of examination processes

Scope :

Zeal Institute of Management & Computer Application, Pune

Objectives:

- 1) To conduct examination as per norms laid down by Institute & university.
- 2) To maintain malpractice free environment.
- 3) To enforce timely execution of examination activities as per schedule,

Code of conduct:

The students are expected to report 30 minutes prior to scheduled examination time, Institute will deny the entry to the examination in case of late arrival of the student. Students are not





allowed to leave the examination hall (for any reason what so ever) till he/she submits his/her answer sheets. Students are not allowed to submit the answer sheet half an hour before the concluding time of the exam.

- Students are not allowed to
 - Write anything on the question paper
 - Pass / ask for any type of stationary/ calculators
 - Discuss anything once they enter the examination hall
 - Written chits or writing on hand, body or clothing.
 - Carry baggage /study material inside the exam hall.
- Any types of queries are to be directed only to the invigilator.
- The students are not allowed to use the corridors when an examination is in progress.
- Any malpractice during examination would be viewed seriously and punished as decided by INSTITUTE / SPPU authorities. Minimum punishment for the above is to debar the guilty student from three papers and communication to their parents. One who copies and one who helps the other are equally guilty and shall be punished equally: as per the Maharashtra Prevention of Malpractices at the Examination Act.
- Students are prohibited to carry cell phones in examination hall. INSTITUTE is not responsible for the safekeeping of the cell-phones during examination.
- Copy case during midterm examination and class test will be viewed very seriously. In that case student will not be allowed for campus placement.





EXAMINATION PROCESS (INTERNAL AND EXTERNAL)

1.0 Purpose:

- To evaluate students effectively as a part of performance appraisal.

2.0 Inputs:

- Student data base.
- Teaching staff data base.
- University Syllabus.
- Subject data base.
- Academic calendar of events issued by University.
- Academic calendar of Institute.
- Institute examination timetable.
- Institute circular related to tests.
- Supervision chart.
- Internal test (PAT/CIE) question paper.
- University examination timetable.
- University circulars related to examination.
- University regulations on course.
- University examination manual
- Dully filled & signed application for University examination.
- University examination result
- Duly filled application for Regulation / Re-totaling / Photocopy of answer script
- University results of revaluation / re-totaling
- University convocation application form
- University convocation degree certificate.
- Application for provisional degree certificate of university
- University provisional degree certificate.

3.0 Process Owner:

- University Examination Department.
- Director.
- College Examination Officer (CEO).
- Program Head.
- Class coordinator.
- Staff.
- GFM

4.0 Process:

4.1 Examination Process

Examination has two components; one is examination conducted by college called as Internal Examination and the other is examination conducted by university called as





University examination. Internal examination includes two unit test and one Midterm exam. University Examination includes written test of Term end exam and practical examination. Students have to score a minimum prescribed mark in each course in the university examination as per guidelines given by University and also prescribed minimum marks in the aggregate inclusive of the concurrent Internal Evaluation (CIE) to get eligibility for passing.

4.1.1 Planning and conduct of internal test:

To award CIE, each course coordinator conducts Two CIE as per university guided buckets of parameter and Midterm exam of 50 marks are conducted as per Academic calendar of Institute. CIE marks depends on student's average attendance, test performance and marks of assignments. As per the requirements of university, the CIE marks are sent to university. The planning and conduct of internal test involve following activities:

- Formation of internal test committee.
- Preparation of internal test timetable as per academic calendar.
- Preparation of subject wise no. of students giving the test.
- Preparation of list of available blocks with sitting capacity.
- Preparation of block allotment list.
- Preparation of list of students in a block.
- Preparation of supervision duty chart.
- Compilation of attendance list and assessment marks list in consolidated forms.

4.1.2 Planning and conduction of University exam:

For smooth conduction of the university examination, university appoints following staff to take care of the examination work at each center.

- CEO and senior internal supervisor from College.
- Senior external supervisor from University.

As per university guidelines, Director, CEO and Senior internal supervisor of the examination center will take the services of the college staff to discharge the examination duties in various capacities such as:

- Senior internal supervisor.
- Block supervisors / relieving supervisors
- Clerks and other supporting staffs.

Senior external supervisor monitors overall Examination process and communicate it to the University.

University examination process has several activities which have to be performed before, during and after the examination strictly as per the schedule:

- Receipt of examination time table from university and display on notice board.
- Collection of university exam forms from students.





- Submission of summary report (no. of students fresh, repeater – subject wise) to university.
- Receipt of list of students along with seat no. & hall tickets.
- Display of above list on the notice board and issuing of hall tickets.
- Block allotment
- Preparation of supervision schedule.
- Storing of question papers in strong and safe room.
- Arranging blank answer papers for distribution to block supervisors
- Making sealed packets of respective answer papers as per university regulations.
- Forwarding the sealed packets containing answer papers to CAP Center as per the university instructions.

For conduction of practical, project/SIP Oral examination, college appoints internal examiner. University Subject chairman appoints external examiner for conduction of practical and oral examination. Conduction schedule of oral and practical examination is given by University.

4.1.3 Issue of marks sheets and degree certificates:

- Marks sheet received from the university are distribution to the students.
- Provisional and Degree Certificates are issued by university to the eligible students who have applied for the same.
- Course completion certificate is issued to the student on request.
- Transfer certificate is issued to the student on request.

5.0 Output:

Internal Test

- Internal test Time Table.
- List of Subject wise number of students giving the tests.
- Supervision duty chart
- Internal Assessment Marks and class attendance report.

University Examination

- University Examination Forms
- Hall Ticket
- Summary report – Number of Students applied and appeared for examination- Fresh/ Repeater.
- University Examination Time Table.
- Supervision duty chart.
- University Examination results analysis.

6.0 Key Performance Indicators (KPI):

- University Examination results Analysis – Trends.
- Internal Examination result analysis – Trends.



7.0 PDCA Cycle Exam:

Plan

- Determine what
- Plan for next activity

Plan

- Analysis of process
- Root cause analysis
- Define Performance measurement
- Establish improvement Plan
- Identify resources



Check

- Report Analysis
- Root cause
- Action Plan

Do

- Implement improvement plan
- Initiatives of next step
- Review / Standardize
- Assignments
- Smooth conduct the process

Patil

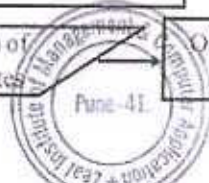
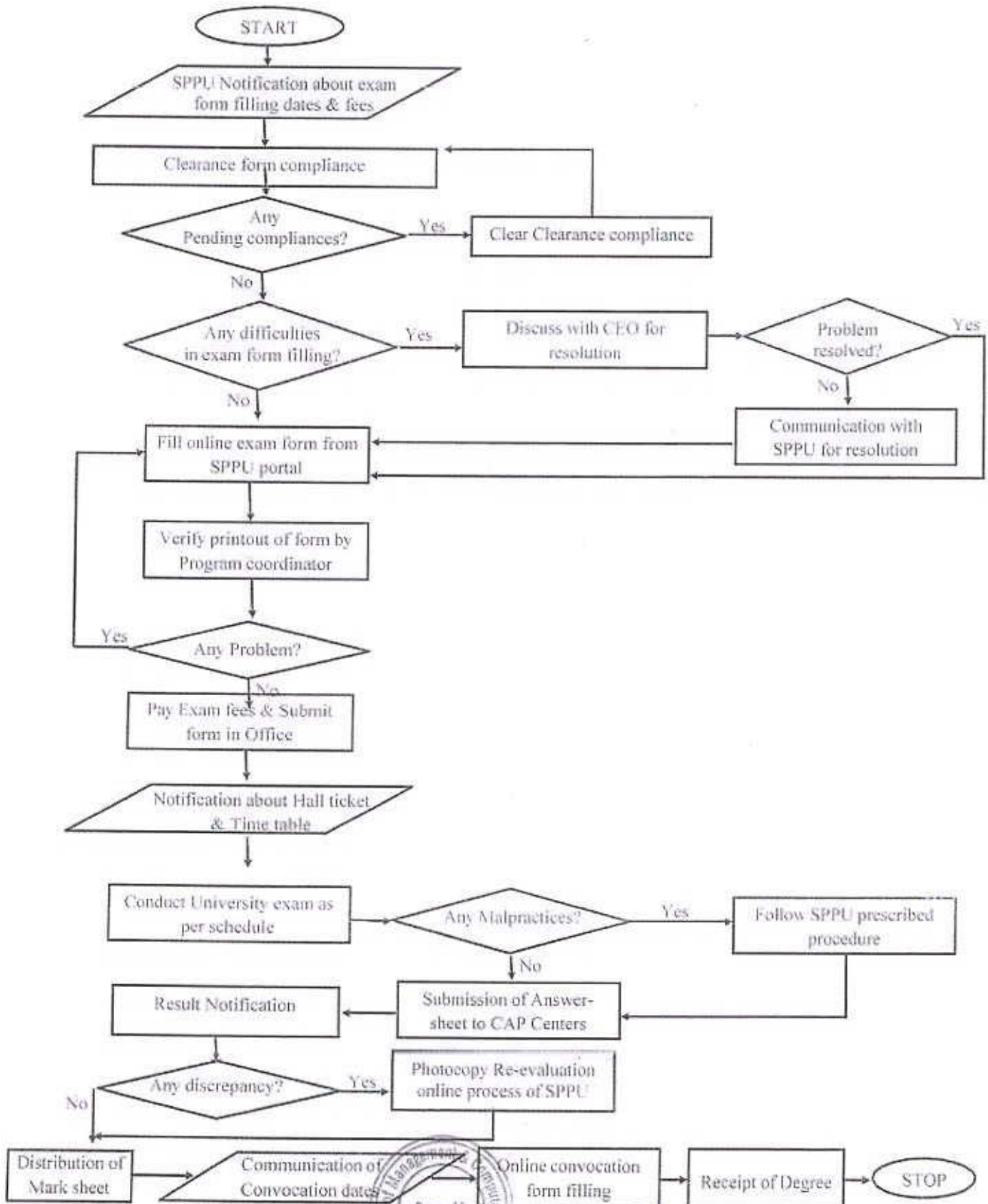
Prepared by: Prof. Deepak Shirke	Approved by: Dr. Ravindra Patil
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 Zeal Institute of Management
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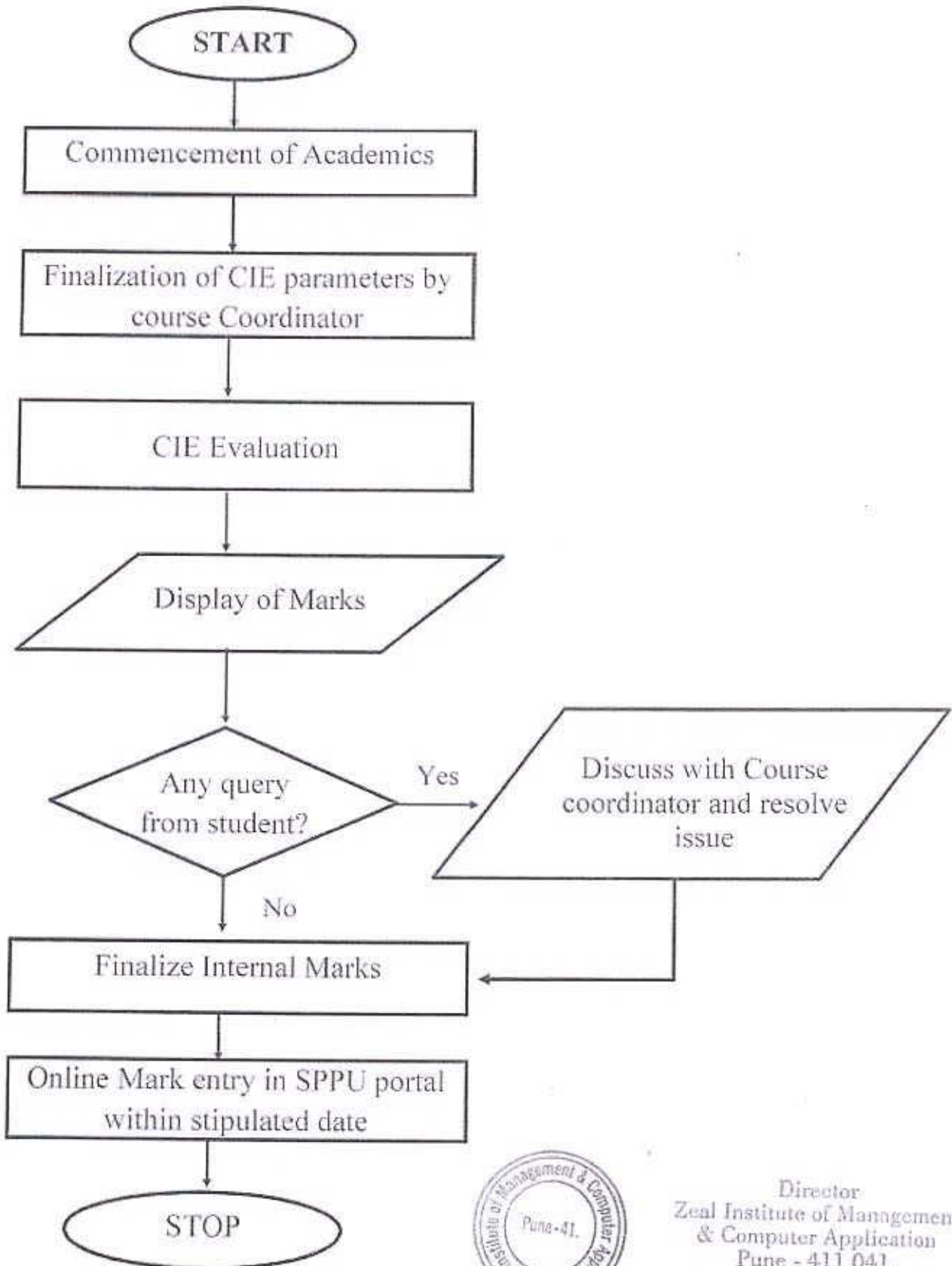


SPPU EXAM PROCESS





CONTINUOUS INTERNAL EVALUATION (CIE) PROCESS






Date: 12/06/2023

Exam Notice


All course coordinators of MBA Programme are hereby informed that, Term end exam for Even semester is scheduled from 26th June 2023. You are requested to submit Hard Copy of Term end question paper to CEO on or before 24th June 2023..

Note:

1. Question paper must be as per SPPU Format and also informed to follow all guidelines of ZIMCA question paper setting.
2. Term end Exam schedule is attached herewith
3. Don't take leaves during exam period, in unavoidable condition do alternate arraignment of supervision by your own.


Prof. Deepak Shirke
CEO, ZIMCA




Prof. Sanjay Mahadik
Director, ZIMCA



Date: 12/06/2023


Exam Notice

All students of MBA programme are hereby informed that, Term end exam for EvenSemester is scheduled from 26th June 2023. You are informed to remain present in exam hall before 10 minutes of exam time. Attendance for term end exam is compulsory and no reexam will be conducted at any reason.

Note: Exam schedule is attached herewith.


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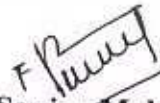
Term End Exam Schedule for academic year 2022-23 (Second Half)

Time: 9.00am to 11.30am

Date	MBA-I	MBA-II
Time	9.00am to 11.30am (OFFLINE)	7.00pm to 11.00pm (ONLINE)
26/06/2023	201- Marketing Management	401- EPM
27/06/2023	202- Financial Management	402- IEBE
28/06/2023	203- Human Resources Management	405- Global Strategic Management
30/06/2023	204- Operations & Supply Chain Management	408- Corporate Social Responsibility & Sustainability
01/07/2023	208- Geopolitics & World Economic Systems	403-Mkt 4.0 403- Fin Laws 403- ODD 403- ENI
03/07/2023	209- Start Up and New Venture Management	404- Mkt Strt 404- CT&CF 404- CT& CH 404- AIBA
04/07/2023	211- Business, Government & Society	
05/07/2023	205- MR 205- FM&BO 205- CBHRM 205- BBAR	
06/07/2023	206- CB 206- PFP 206-ER&LL 206- DM	


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