



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

NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: G-50909

CRITERION 2 – Teaching and Learning Resources

Key Indicator- 2.5 Evaluation Process and Reforms

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent time bound and efficient

Documents Uploaded

Sr. No.	Particulars
1	Emails of the students related to the grievances



F. R. Ruy
Director
Zeal Institute of Management
& Computer Application
Pune - 411 041.



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PUN CODE: INMP015576

DE CODE: MB6027

AISHE CODE: C-50000

Document Type	SOP
Name	Concurrent Evaluation
Date	02.12.2021
Developed by	Mr. Vikrant Nangare
Position	Assistant Professor, ZIMCA, Pune
Copy Controlled By	Academic Coordinator, ZIMCA, Pune
SOP No.	ZIMCA-3-S-03-5

As per SPPIU guidelines Choice Based Credit System (CBCS) requires concurrent evaluation system which makes the learning process continuous and learner-centric. The evaluation is designed to recognize the capability and talent of a student. A continuous assessment system in semester system (also known as internal assessment/comprehensive assessment) is spread through the duration of course by the teaching faculty.

As a part of concurrent evaluation, the learners are evaluating on a continuous basis by the faculty members for developing students. Concurrent evaluation components are design for monitoring the student learning & development. The faculty shares the outcome of each concurrent evaluation component with the students for betterment.

Individual subject faculty member have the flexibility to design the concurrent evaluation components for balanced assessment of student capabilities across Attitude, Skills & Knowledge. (ASK) dimensions based on variety of concurrent evaluation parameters which is assigned by the university.

The process of concurrent evaluation plan preparation is as follows:

Concurrent Evaluation plan preparation:

After the finalization of faculty wise subjects (External & Internal) each subject faculty starts to prepare their concurrent evaluation plan on the basis of university guidelines which includes minimum three concurrent evaluation components (25 marks min. per component) for full credit course and five concurrent evaluation components (50 marks) for each half credit course. As per University guidelines Subject faculty selects concurrent evaluation parameters.

Academic coordinator checks the course wise parameters from course files in front of subject faculty give suggestions if required. After that director finalized the concurrent evaluation parameters with the signature.

The common criteria of concurrent evaluation parameters assessment are student's subject knowledge, time & execution.





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Concurrent evaluation parameters Authorization:

- After the finalization of course wise concurrent evaluation parameters academic coordinator check document and sign. Subject faculty keeps the copy of the same in their course file.

File:

- Component of course file

Maintained by:

- Subject faculty member



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Document Type	Standard Operating Process (SOP)
Name	Examination & Evaluations (Internal & External)
Date	04/01/2021
Developed by	Prof. Sachin Wadekar
Position	Associate Professor
Copy Controlled By	College Examination Officer, ZIMCA, Pune
Document no.	ZIMCA-5-S-00-1

STANDARD OPERATING PROCEDURES UNIVERSITY & INTERNAL EXAMINATIONS

Internal Examination:

Internal exam is nothing but exams conducted in Institute and the papers are evaluated by the teachers of that Institute. Internal examination is the part of concurrent evaluation as per rules laid down by Savitribai Phule Pune University, Pune.

Purpose:

The Purpose of this SOP is to assist in the coordinated and consistent examination practices for all units in the end of the term as well as in the midterm. It helps to evaluate the progress of the students time to time before appearing to university examination.

Scope:

This SOP applies to all the students admitted in the current academic year.

Procedure for Internal Examination;

In the semester internal examination is conducted three times by the institute known as

- 1) CIE1 (Pre-Midterm exam)
- 2) Midterm examination
- 3) CIE 3 (Post-Midterm exam)

While preparing the Academic calendar for the current academic year the date of the internal examinations is set with the collective discussion of coordinators.

The students and course coordinator were informed by the examination department of the institute prior to 15 days.

1. Time Table





Once examination schedule is finalized, the time table of the internal examination is prepared by the examination personnel under the guidance and instructions of Academic head and Director. The timetable of the examination is circulated to students and displayed on the notice board 15 days before of the commencement of the examination.

2. A) Communication to paper setters :

The course coordinator known as internal examination paper setter are informed by email and notice 15 days before to prepare question papers as per completion of syllabus (expected least 2 unit should be covered) and submit it to head of the examination as a confidential document.

B) Instructions for paper setters

- Confidentiality must be strictly maintained.
- Examination papers must be typed under secure conditions with disks, pen drive and master copies kept locked away after use.
- Papers should be typed/printed in the format as:
Paper size: A4; Font style: **Times New Roman**; Font size: **12**; Line spacing: **1.5**
Header portion should be in font size 14 with bold and capital letters.
- The print should be sufficiently dark and clear to produce good quality photocopies.
- Each page must be numbered clearly. (e.g.) Page 1 of 2, at the middle bottom of the page.
- Use only one side of the paper when printing the examination paper.
- 'Instructions to the examinee' should be correctly specified on first page of the question paper.
- The question paper should be fairly distributed over the whole syllabus prescribed for the course during the academic semester. No question or part thereof should be out of the prescribed syllabus. Repetition of question must be avoided.
- A question/sub question should not be split across two pages, it should appear on the same page.
- Serial number of question should be given on the left hand margin and marks allotted to each question should be mentioned on right hand side of the paper.
- Where a question is divided into parts, the marks assigned to each part should also be indicated on the right side of the paper.





- Graphs, diagrams, maps, tables etc. must be originals and suitable for photocopying. They must either be incorporated in the typescript OR if they are to appear as separate sheets, they must be in A4 format and bear the paper number and must identify clearly the question to which it refers.
- The name of examination, subject and subject code as given in the heading should be carefully checked from the syllabus, available on university web site.
- Abbreviation of all kinds should be avoided, except those in special subjects.
- Ensure that the question paper does not contain any objectionable/unlawful contents/questions of politically or religiously sensitive issues.
- Submit question paper through email or hard copy to examination department
- Question paper should follow Blooms Taxonomy and must match CO's of a course.

C) Collection of answer sheets for assessment:

All the course coordinator are requested to collect answer sheets from examination department immediate after conduction of examination and the return assessed papers to Examination department along with mark sheet/s within 72 Hrs. from collected answer sheets.

3. Preparation of Invigilators schedule :

The department of examination prepare invigilators schedule of the examination and timetable and communicate to the invigilators through email and notice.

4. Examination rooms :

The class rooms are used for examination and the place of the same communicated to the students and all invigilators examination personnel by department of the examination.

5. Room wise seating plan :

Examination pad/bundle is prepared by department of examination. The pad contains following material-

- Question papers
- Answer sheets
- Supplements
- Attendance sheet
- Thread

6. Bell Timing :

The generally bell time is set as per midterm or CIE examination





CIE1 & CIE3 examination – 1:00 HRS

- First Bell : 15 min. Prior to exam start
- Second Bell : Examination start
- Third bell : Warning bell – 10 min. prior to end of examination
- Fourth Bell : End of the examination

End term examination (50 Marks Paper) - 2:15 Hrs

- First Bell : 15 min. Prior to exam start
- Second Bell : Examination start
- Third Bell : After 1 Hrs
- Fourth Bell: After 2 Hrs.
- Fifth bell : Warning bell – 10 min. prior to end of examination
- Sixth Bell : End of the examination

End term examination (70 Marks Paper) - 3:00 Hrs

- First Bell : 15 min. Prior to exam start
- Second Bell : Examination start
- Third Bell : After 1 Hrs
- Fourth Bell: After 2 Hrs.
- Fifth bell : Warning bell – 10 min. prior to end of examination
- Sixth Bell : End of the examination

7. Class room board cleaning :

Assign the class room boards cleaning duty to the menial staff

8. Collection of the answer sheets :

Class wise answer sheets are collected from invigilators with marked absentees. Last date of the submission are specifies while circulating those answer sheets to the course coordinator.

9. Collection of the corrected answer sheets from course coordinators:

Answer sheets are collected from course coordinator with the verification of entered marks by course coordinator.

10. Result display/ Result communication to students :

The result of the internal examination is communicated to the students by displayed on the notice board.





11. Discussion with students regarding examination result :

All faculty members discuss the result with the students personally in classroom during one of the class session about the improvement of the result.

12. Preservation of Internal Examination Result:

The standard period to maintain the students' internal examination result is 5 years as university syllabus is changed after every 3 years.

Director
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Pune - 411 041.





External / University Examination

1. Exam Form filling :

University release the notification for online form filling procedure two months before the examination. Institute inform and appeal to students to fill online exam form and submit it with fees duly signed by candidate within restricted time.

2. Examination Notification from University.

Once university release the notification and time table for the examination. The time table is duly signed by the director and circulates and communicates to the students by displaying on the notice board as well as through digital communication.

3. Inward examination form on university portal :

Once received all the exam form from the students admin office of the institute inward the all exam form details on the University portal in within time specified by university.

4. Practical/Project/SIP & Dissertation Examination :

When Practical/Project/SIP & Dissertation examination notification released by University. Students were informed by the examination department of the institute immediate after receiving the notification from the university through displaying on notice board and by digital communication. Panel member names are received from university and internal examiners are appointed by Director.

5. Theory Examination :

- a) The detailed timetable of the examination informed to the students through display notice on notice board a month before of the examination
- b) Place the order of required stationary from the university a couple of month before examination
- c) Collect stationary from university
- d) Nominate & deputation of Internal supervisor
- e) Communication with University appointed External Sr. Supervisor
- f) Identify invigilators
- g) Prepared invigilation schedule and inform to all the invigilators
- h) Prepare required documents for the examination
 - 1) Invigilators register
 - 2) Students attendace register
 - 3) Supplement register





- 4) Squad register
- 5) Seating arrangement documents
- 6) Communication letter to CAP
- 7) Letter to Police department asking for protection
- 8) Dos and don'ts rules for students
- i) Identify blocks / rooms for examination
- j) Identify Peon for the support of the examination
- k) Place requisition for the internal security
- l) Prepare seating arrangement as per examination summary
- m) Prepare bell timing as per time table
- n) Arrange all necessary requirements for examination
 - 1) Thread
 - 2) Stapler
 - 3) Water bottles
 - 4) Medical kit
 - a) Prepare Exam Pad
 - 1) Answer sheets
 - 2) Jr. Supervisor report
 - 3) Thread
 - 4) Supplements
 - 5) Mask
 - 6) Barcode stickers (Seat Nos.)
 - b) Question papers :

Download the question paper from university portal under the electronic surveillance.
 - c) Maintain the attendance of the students
 - d) Dispatch of the Answer sheets :

Answer sheets dispatched to the allocated CAP center within time (daily) for assessment with required documents (CAP letter).
 - e) Collection of result from university
 - f) Distribute the result to the Students





13. Result display/ Result communication to students :

The declaration of result of the External examination is communicated to the students by message through digital media like, mail, text and/or WhatsApp.

14. Preservation of External Examination Result:

The standard period to maintain the students' external examination result is 5 years as university syllabus is changed after every 3 years.

15. Notify students for revaluation or rechecking of the result:

Students are informed regarding revaluation or rechecking of the result process application process immediate after received University circular.

16. Update result analysis after revaluation process result:

The result analysis process update once again receiving after revaluation or rechecking result of the student/s.



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Guidelines for Paper Setter- MBA Programs

Guidelines for Preparation Question Paper:

1. Please mention all the required instruction to the student in the question paper.
2. Strictly follow the given question paper format.
3. Diagrams should be neat and clearly visible with minute details and should be preferably drawn in black inked pen or in software. Figure number shall be written at the bottom of the figure with number specifying question and sub question number like Fig. 3b. The figure number must be cited in the question e.g. Find the CG of composite lamina as shown in Fig. 3b. Check the unit wise weight age for all the questions.
4. Paper setting shall be strictly as per the syllabus of the course.
5. All questions are to be set considering the Course Outcomes (COs) and expected levels from Bloom's Taxonomy. COs are to be indicated against the question No for mapping purpose. (Refer SPPU syllabus for Course Outcomes CO).
6. Attention to be paid while writing units, m in meter shall be small, kg in kilogram must be written in small etc.
7. Page number out of total pages is at the footer of the document please pay attention to it.
8. Please pay attention while typing program, school, department, course code, course title, semester, day and date of examination, type of examination, duration and maximum marks.
9. CIE must be of 25 or More marks and Mid Term must be as Per SPPU Exam marks (50 for MBA)
10. If you are using any other parameter than written exam for CIE/CCE. Please bifurcate total marks in a way that the evaluation will cover CO, PO and Blooms taxonomy.

Guidelines for setting paper as per blooms taxonomy

Programme	Level in %					
	Remember (L1)	Understand (L2)	Apply (L3)	Analyse (L4)	Evaluate (L5)	Create (L6)
MBA	20	20	20	20	20	20

PLEASE REFER SPPU SYLLABUS FOR COURSE OUTCOMES (CO) & PROGRAMME OUTCOMES

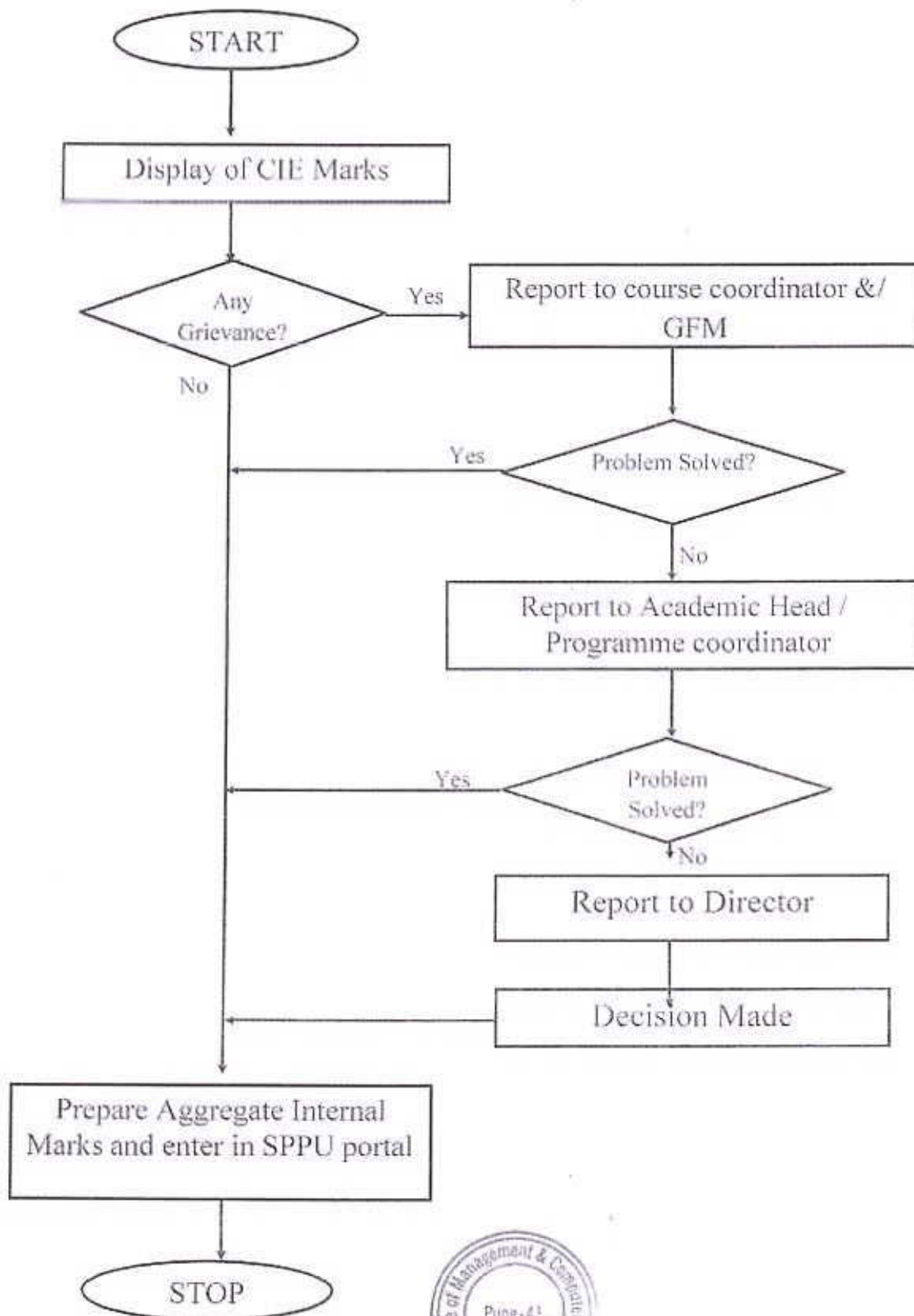
F. Kulkarni
College Examination Officer

Head, ZGMIL Pune
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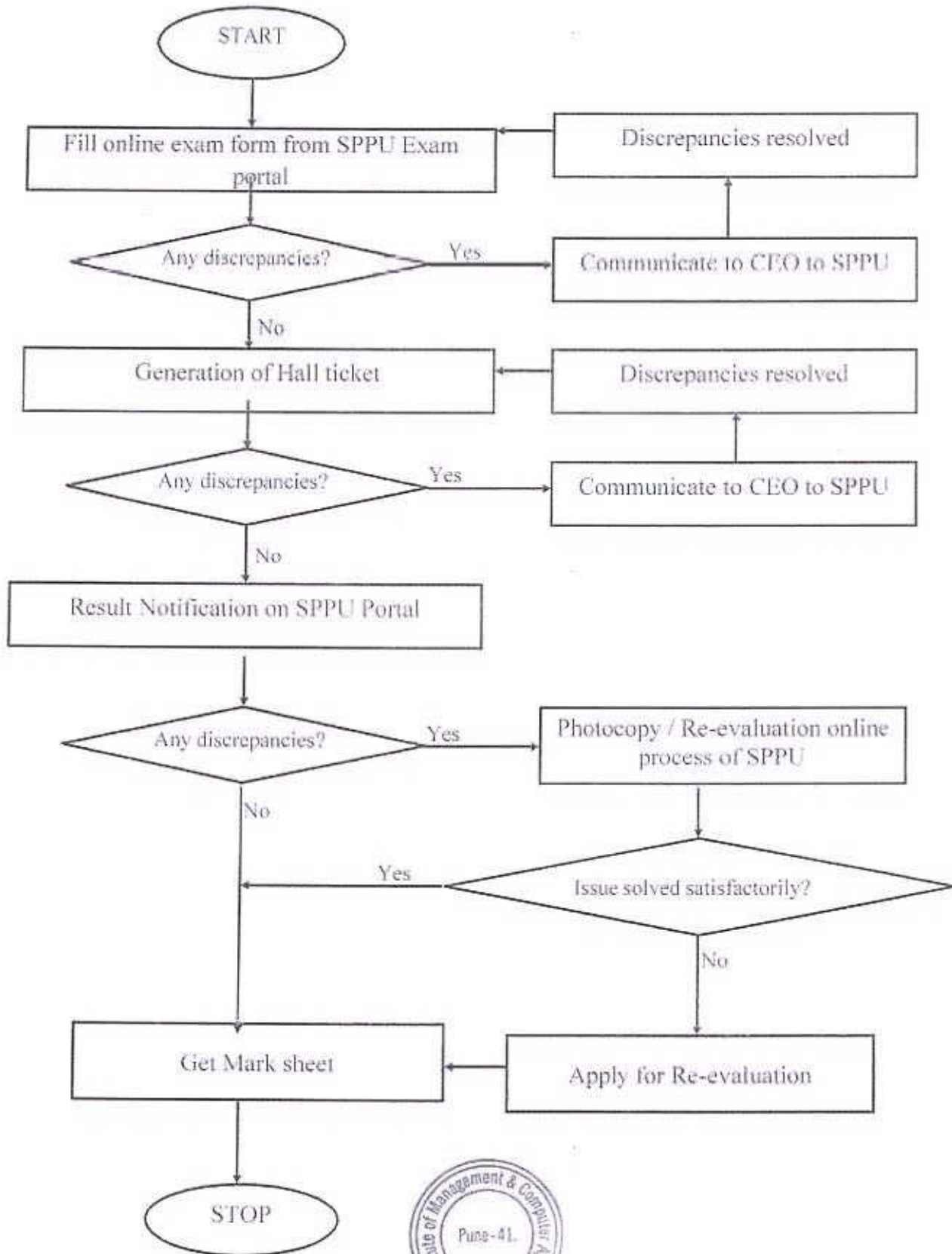


UNIVERSITY EXAM REDRESSAL PROCESS





UNIVERSITY EXAM REDRESSAL PROCESS



Sub - Regarding not being able to appear in the examination due to medical emergency.

1 message

Swapna Jadhav <swapnajadhav2000@gmail.com>

Mon, Feb 6, 2023 at 8:41 PM

To: "rushikesh.kakandikar@zealeducation.com" <rushikesh.kakandikar@zealeducation.com>, "vikrant.nangare@zealeducation.com" <vikrant.nangare@zealeducation.com>, deepak.shirke@zealeducation.com, "ravindra.patil@zealeducation.com" <ravindra.patil@zealeducation.com>, "shilpa.dubey@zealeducation.com" <shilpa.dubey@zealeducation.com>

Dear sir/mam,

As per the given timetable our first term exams will be held from 7th to 11th. But due to some medical emergency I have to be admitted in the hospital. So I will not be able to give the CIE 3. But I have completed CIE 1 and CIE 2.

So I request to grant leave for one week.

Regards,
Swapnanjali jadhav,
MBA 1 ZIMCA (A),
Roll no - 37.



Extention Request for CIE-1

1 message

Kamal Shinde <kamalshinde30842@gmail.com>

Mon, May 22, 2023 at 11:39 PM

To: sayli.wankhade@zealeducation.com

Cc: vikrant.nangare@zealeducation.com

Dear Mam,

I am writing to inform you that due to some personal reasons, I will be unable to come to college tomorrow. I have completed the CIE-1 and I am attaching a soft copy of it with this email. I will personally submit the hard copy of my CIE-1 on the day after tomorrow.

Hope you will understand my concern and give fair Chance to submit the same

Sincerely,
Kamal Shinde
ZIMCA B



Market Research CIE 1.pdf

6449K

Sick Leaves

1 message

KOMAL DHANYAL <dhanyalkomal9958@gmail.com>

Fri, Jan 20, 2023 at 10:42 AM

To: "vikrant.nangare@zealeducation.com" <vikrant.nangare@zealeducation.com>

Respected sir,

I am Komal Arjun Dhanyal from MBA, ZIMCA - A. I want leaves from 20th Jan 2023 because I'm sick with the periumbilical Abdominal Pain, Bodyache, Feverish.

Yesterday night I was admitted in Vighnharta Hospital. Doctor prescription is to have 4-5 Sline. Right now I'm travelling to my home for the better treatment,

I hope you understand my situation and grant me to attend the CIE 2. I'll try to recover as soon...

Thank you
Your Faithful
Komal Arjun Dhanyal
MBA, ZIMCA - A,
Roll No - 21