CRITERION 1 – CURRICULAR ASPECTS

Key Indicator – 1.1 - Curricular Planning and Implementation

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

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Vision Mission of Institute

Vision

To be recognised as a Management Institute of Excellence by developing an individual's potentials in the field of Management through spread of knowledge and wisdom in an intelligent environment

Mission

By enriching the knowledge and enhancing the facilities through management education with relevance of industry and society as a whole.

By facilitating a harmonious symphony of excellence in teaching with a practical approach which shall be synonymous with academic rigor, research culture and sustained efforts to maximise value based education.

By developing holistic focus on character building along with a range of curricular, co-curricular and extracurricular activities.

1.0 PURPOSE: To define a procedure for Curriculum and summative assessment specifically for Zeal ZIMCA

2.0 SCOPE: This procedure is applicable to all the members of Zeal ZIMCA, Narhe.

3.0 PROCEDURE:

1. Prepare Teaching and Lab Plan for completion of syllabus and lab practical's if extra sessions are required, they are planned as per teaching and lab plan.

2. Progressive / Formative assessment of practical is to be completed as per marking scheme and parameters provided by SPPU.

3. Progressive assessment / Formative Theory part consists of two class tests and one end semester examination.

4. Assessment of Mini Project /SIP is done on the basis of individual and group performance of each student.

5. Progressive / Formative Assessment of theory, practical and project is monitored every week from the start of Semester.

6. Passing criteria for MBA and as per SPPU is 40% in external written examination, SIP /Mini project and practical conducted by SPPU and 40% in Internal evaluation at institute

7. Result improvement program will be implemented for the respective subject if 20% students failed in SPPU examination and retest will be conducted for respective course

Result Analysis:

1. Assess the answer sheets and assignments after the completion of test or submission of assignment within 7 days.
2. Communicate the result with the learners.
3. Prepare and maintain a record of assignments and tests in prescribed formats.
4. Analysis of the results will lead to the generation of a list of slow and advanced learners.

5. Assess the answer sheets of retest within 3 days after the conduction of retest and communicate the result with the learners.

4.0 Records

1. Academic Diary of Subject.
2. CO Mapping - Theory
3. Aggregate marksheet.
4. List of Slow and advanced learners.
5. Attendance record of retest.
6. Assessment record of retest.

1.1 Curricular Planning and Implementation

Action Taken Report

PLAN
INPUT
✓ SPPU Syllabus
✓ SPPU Academic Calendar
✓ APRC, CDC, 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 ✓ Mentor- Mentee	✓ Computer, Internet, Wi-Fi, ERP etc ✓ Projector, Digital devices, Smart classroom etc ✓ MS Teams, Zoom, Google Meet	✓ Add on Courses (Campus to Corporate) Guest sessions, In-house & outbound Programs, Seminars etc. ✓ Conferences, Workshops, Projects, Industry connects programs etc.

CHECK
ASSESSMENT & EVALUATION
✓ Regular Lectures Conduction
✓ Syllabus Completion Report
✓ Attendance / Bridge Classes/ Remedial Classes / Extra Classes (if required)
✓ Mentor- Mentee
✓ Exam Conduction & Result Analysis
✓ Adherence of Academic Calendar
✓ CO-PO Mapping and Attainment
✓ Maintain All Academic Records

ACT
FEEDBACK
✓ Students
✓ Teachers
✓ Employers
✓ Alumni
✓ Parents
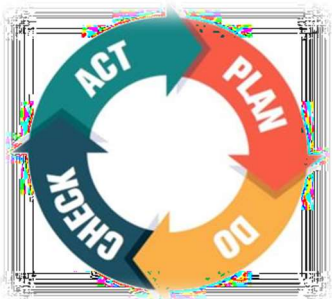
Internal Quality Assurance Cell

Document Type - **Standard Operating Process (SOP)**

Name - **Examination Internal & External**

Date - 01/09/2023

Developed by - Prof. Deepak Shirke

Position - **CEO and Asst. Professor**

STANDARD OPERATING PROCEDURES

UNIVERSITY & INTERNAL EXAMINATIONS

Internal Examination:

Internal exam is nothing but exams conducted in college/Institute and the papers are evaluated by the teachers of that college/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 regular students admitted in the current academic year.

Procedure for Internal Examination:

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

1)   CIE-I

2)   CIE-II

3)   End term examination

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 subject teacher were informed by the examination department of the institute prior to 15 days.

1.   Time Table

Once examination schedule is finalize, 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 subject teacher 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

c) Collection of answer sheets for assessment:

All the subject teacher 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 is prepared by department of examination

The pad contains following material

➢ Question papers

➢ Seating arrangement

➢ Answer sheets

➢ Supplements

- ➢ Attendance sheet

- ➢ Thread

6. Bell Timing :

The generally bell time is set as per midterm or end term examination

Midterm 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 - 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

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 subject teacher.

Collection of the corrected answer sheets from subject teacher :

Answer sheets are collected from subject teacher with the verification of entered marks by subject teacher.

9. Result display/ Result communication to students :

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

10. 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.

11.   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.

External / University Examination

1.   Exam Form filling :

University release the notification for online form feeling 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.

One month before 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.   Online Examination :

Online examination notification released by University one month before the examination. 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.

5.   Preparation of Online Examination :

a)   Prepare Computer Labs

b)   Arrangement of electric power generator

c)   Prepare schedule of invigilators

d)   Inform to Invigilators

e)   Prepare Batches

f)   Inform to the students

g)   On the day of examination –

1)   Download the Username and password from the university portal

2) Distribute to the students

3) Invigilate examination

4) Prepare results accordingly and displayed on notice board

5) Result inform to the Director

6. 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 attendance 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

h) Prepare Exam Pad

1) Answer sheets

2) Jr. Supervisor report

3) Thread

4) Supplements

5) Mask

6) Barcode stickers (Seat Nos.)

i) Question papers :

Download the question paper from university portal under the electronic surveillance.

j) Maintain the attendance of the students

k) Dispatch of the Answer sheets :

Answer sheets dispatched to the allocated CAP centre within time (daily) for assessment with required documents (CAP letter).

l) Collection of result from university

m) Distribute the result to the Students

12. 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.

13. 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.

14. 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.

15. 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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RISK EVALUATION SHEET - AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures - mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
2	Time Gap	Medium	Internal	1. Fast pace lecture (online) completion 2. Difficulties for subject understanding	1. Use of hybrid technology 2. Providing e-learning material 3. Online courses (MCOCs, coursera etc)	Academic Coordinator / course faculty	Every semester	Result
3	Impact on attainment level	High	Internal	1. Less time for completion of new courses 2. Restrictions due to Corona 3. Difficulties for direct & indirect assessment	1. Use of hybrid technology 2. Providing e-learning material 3. Online courses (MOOCs, coursera etc)	Academic Coordinator/course faculty	Every semester	Result

Prepared By :

Approved By :

RISK EVALUATION SHEET - AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures – mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
Academic Calendar								
1	No planned events records	High	Internal	1. Collusion of two events 2. No apt time for preparation 3. Communication issues 4. missing budgetary preparations	1. Develop a apt mechanism to register all events in academic calendar and plan timely follow-ups and reviews	Academic Coordinator/ Respective Event Coordinator	1. At the time of preparation of academic calendar 2. at the beginning and completion of event/activity	in the internal meetings with relative agenda
2	Suspension of events	Medium	Internal	1. Faculty Academic Calendar 2. Mistrust among stakeholders	1. Conduct a meeting to authorize suspension of event 2. Communicate to all the stakeholders well in advance	Respective Event Coordinator/ Academic Coordinator/ Director	1. meeting planned well in advance	in the internal meetings with relative agenda
Session Plan :								
1	Faulty Session plan	High	Internal	1. Wrong inputs preparation 2. Faulty planning	1. Read and revise session plan on timely basis 2. Multi-layer checking to approve session plan	Course Teacher/Academic Coordinator/ Director	1. Session plan discussion meeting	once in semester, before the start of the teaching-learning
Timetable:								
1	No timely release of timetable	High	Internal	1. Communication error 2. Mismanagement of sessions and resources	1. Timely release of timetable through all the communication mode	Timetable In charge/Academic Coordinator/ Director	Periodic meetings about timetable	Daily monitoring of the Session and attendance

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RISK EVALUATION SHEET - AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures - mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
2	No record of session in the Timetable	Medium	Internal	1. Unattained sessions in timetable 2. no sessions for students 3. missed teaching-learning activity 4. affects formative assessment and its results	1. develop the records based mechanism to timetable preparation. 2. Refer Syllabus structure and load distribution sheet while preparing timetable	Timetab e In charge/ Academ c Coordinator/ Director	Periodic meetings about timetable	Daily monitoring of the Session and attendance
3	Session (Lecture) overlapping	Medium	Internal	1. resources mismanagement. 2. creates confusions 3. internal conflicts	1. multi-layer check for individual session-faculty-wise. 2. Multi-layer check before display of time table	Timetable In charge/ Academic Coordinator/ Director	Periodic meetings about timetable	Daily monitoring of the Session and attendance
4	faulty timetable display	High	Internal	1. Wrong communication to the learners and faculty members 2. no effective sessions	1. Proper mechanism for timetable development and revision shall be in place. 2. Multi-layer check before publication of timetable	Timetable In charge/ Academic Coordinator/ Director	Periodic meetings about timetable	Daily monitoring of the Session and attendance

Load Distribution

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**

RISK EVALUATION SHEET - AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures - mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
1	Uneven distribution of load	High	Internal	1. wrong allocation of load hence some faculty will be over burden, where some faculty will be more relaxed. 2. uneven work allocation	1. Develop apt mechanism to allocation the load 2. full proof documentary records preparation before allocation of load 3. consider the administrative and other responsibilities while allocation of load.	Academic Coordinator /Director	Load allocation meeting	at end of each semester to allocate the load of next semester
2	late load allocation	Medium	Internal	1. Faculty may not get apt time to prepare course to teach. 2. inferior teaching-learning 3. learner dissatisfaction	Develop appropriate procedure with time-stamp to develop load. 2. take timely review of the processes mentioned in procedure. 3. timely communication of load allocation	Academic Coordinator/ Director	Load allocation meeting	at end of each semester to allocate the load of next semester

Session (class) Conduction

RISK EVALUATION SHEET - AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures - mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
1	no attendance marking of students	High	Internal	1. students' attendance may short at time time of final attendance calculation. 2. student may consider as default 3. loss of year (YD) of the student as per rule of minimum attendance requirement for per semester	1. proper attendance marking system. 2. regular follow-up of attendance 3. periodic attaincance calcualtion.	course teacher / class coordinator	montly class and attendance review meeting	montly class and attendance review meeting
2	proxy attendance marking from peer student	Medium	Internal	1. Breach of ethics 2. wrong attendance marking	1. twice checking technique of attendance as head count after overal attendance. 2. call for attendace after overall attendance marking (any one of duo)	Course teacher	montly class and attendance review meeting	montly class and attendance review meeting

Cuncurrent Evaluation

RISK EVALUATION SHEET – AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures - mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
1	wrong parameter as input	High	Internal	1. wrong evaluation of students performance 2. faulty evaluation system	1. Documentary evidence for all the concurrent evaluation selection 2. proper execution of evaluation selection	Course teacher	course file audit and checking	once in semester
2	Wrong Concurrent evaluation technique	High	Internal	1. Faulty evalution of students	1. conform the evaluation tools and technique before using for evaluation	course teacher	course file audit and checking	once in semester
SIP (SIP+ Dissertation)								
1	no timely evaluation of SIP work	High	Internal	1. Wrong submittion of SIP at the end of the Semester 2. poor score in examinatiion	1. Develop and deploy proper mechanism for SIP work. 2. conduct timely meetings of student and guides. 3. periodic submission of SIP progress report.	SIP Guide / SIP Coordinator	Periodic meetings about SIP	Periodic meetings about SIP
2	Plagiarism detection	Medium	Internal	1. no acceptance of SIP 2. Student may fail due to non acceptance of report 3. affects institutional result	1. Employe plagirism software to check plagirism in student projects and SIP work	SIP Guide / SIP Coordinator	Periodic meetings about SIP	Periodic meetings about SIP
Student feedback								

RISK EVALUATION SHEET - AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures - mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
1	Faulty feedback system	High	Internal	1. Affects overall performance of faculty 2. wrong performance calculation and corrective actions planned	1. proper feedback system and mechanism/tools need to be deployed. 2. articulate objectives and desired outcomes of feedback system	Class coordinator/ Academic Coordinator	Periodic Meeting about feedback	Feedback meetings, CDC meetings, IQAC meetings
2	bias feedback from learners	High	Internal	1. Affects overall performance of faculty 2. wrong performance calculation and corrective actions planned	1. create importance of feedback In learners	Class coordinator/ Academic Coordinator	Periodic Meeting about feedback	Feedback meetings, CDC meetings, IQAC meetings
Guardian Faculty Mentoring (GFM)								
1	Unallocated students	Medium	Internal	1. No proper mentoring takes place or no benefits for learners	1. proper allocation of mentors to all the learners	GFM Coordinator	GFM meetings	GFM Meeting
2	less interest of students to meet GFM	Medium	Internal	1. No proper mentoring takes place or no benefits for learners	1. Set a mechanism for the learners to meet and interact with students	GFM Coordinator / GFM	GFM meetings	GFM Meeting
Communication to Learner								
1	Delayed communication	Medium	Internal	1. Learners will not perform in a time or will not get benefits	1. Set a proper communication mechanism for learner	Class coordinator/ Academic Coordinator	Periodic meeting	Feedback & meetings

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RISK EVALUATION SHEET - AY- 2022-23

Sr. No	Risk	Risk Rank - Category	Internal /External Issue / Interested Party	Potential Damages	Counter measures - mitigation plan	Responsibility	Review frequency	Effectiveness Evaluation
2	Inproper Communication	High	Internal	1. Misundersating of students	1. Develop a apt mechanism for communication	Class coordinator/ Academic Coordinator	Periodic meeting	Feedback & meetings
3	No Communication	High	Internal	1. Academic loss of learners	1. Develop a apt mechanism for communication with proper channel time to time	Class coordinator/ Academic Coordinator	Periodic meeting	Feedback & meetings
Syllabus Completion								
1	Failure of students in the exam & Low placement	High	Internal	1. Students will not get higher score 2. Academic Loss	1. Develop a set procedure for syllabus completion 2. Syllabus completion report time to time	Academic Coordinator	Periodic meeting	Feedback & meetings
2	Total Result down	High	Internal	1. Inefficiency for achieving academic objectives	1. Arrange the extra lectures for the syllabus completion	Academic Coordinator/ Class Coordinator	Periodic meeting	Feedback & meetings
Corona Pandemic Impact								
1	Student Psycology	High	Internal	1. In person contact frequency is less 2. Anxiety creates in the students mind	1. Phonecalling 2.Personl discussion (telephonic)	Academic Coordinator/ GFM Mentor/ Class Coordinator	Weekly/ Time to time (Social Media Communication)	Students feedback evaluation form

Savitribai Phule Pune University

Circular No. 184 of 2023
**Dates of Commencement and Conclusion of the Academic Year 2023-24
for Affiliated Colleges and Institutes.**

It is hereby informed that, the dates of commencement and conclusion of the First and Second term of Courses, under the faculty of **Commerce & Management**, for the academic year 2023-24 shall be as under:

Term – I

Sr. No.	Course, Programme, Year	Commencement	Conclusion	Tentative Commencement Exam	Vacation	
					From	To
1	MBA – I/ MMS - I	17/08/2023	09/12/2023	11/12/2023	11/12/2023	25/12/2023
2	MBA –II	22/07/2023	31/12/2023	01/01/2024	01/01/2024	12/01/2024
3	MCA - I	08/08/2023	02/12/2023	04/12/2023	05/12/2023	25/12/2023
4	B. HMCT - I	05/08/2023	30/11/2023	04/12/2023	01/12/2023	20/12/2023
5	M. HMCT - I	25/07/2023	20/11/2023	22/11/2023	22/11/2023	12/12/2023

Term – II

Sr. No.	Course, Programme, Year	Commencement	Conclusion	Tentative Commencement Exam	Vacation	
					From	To
1	MBA - I/ MMS - I	01/01/2024	30/04/2024	02/05/2024	01/05/2024	14/6/2024
2	MBA –II	17/01/2024	11/05/2024	19/04/2024	12/05/2024	16/06/2024
3	MCA - I	26/12/2023	20/04/2024	25/04/2024	25/04/2024	02/06/2024
4	B. HMCT - I	26/12/2023	20/04/2024	25/04/2024	25/04/2024	02/06/2024
5	M. HMCT - I	13/12/2023	17/04/2024	20/04/2024	22/04//2024	31/05/2024

NOTE :

In case, the Head of the college requires to give additional holidays in exceptional circumstances, he/she may do so by compensating the same by keeping the college working on holidays.

Please refer University Circular No. 93/2023 dated on 30/05/2023 for MBA II

Deputy Registrar
(P.G.Admission)

Ref. No. PGS/ 3488
Date: 11/08/2023

Copy to: for Information and necessary action

The Members of the Management Council.
The Deans of Faculties.
The Registrar, Savitribai Phule Pune University, Pune.
The Director, Board of Examinations & Evaluation, Savitribai Phule Pune University, Pune.
The Heads of all University Departments.
The Principals of all Affiliated Colleges.
The Directors of all Recognized Institutes.
The Heads of all the Administrative Sections of the University Office.
Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University
Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

परिपत्रक क्र.३९३/२०२३

विषय : सन २०२४ च्या सार्वजनिक सुट्‌ट्या...

महाराष्ट्र शासन, अधिसूचना क्रमांक सार्वसु. ११२३/प्र.क्र.१४८/जपुक (कार्या-२९).- परक्राम्य संलेख अधिनियम, १८८१ (सन १८८१ चा २६) च्या कलम २५ खाली, जे अधिकार भारत सरकारच्या गृह मंत्रालयाची अधिसूचना क्रमांकः३९/१/६८-जेयुडीएल/तीन, दिनांक ८ मे, १९६८ अन्वये महाराष्ट्र शासनाकडे सोपविण्यात आले आहेत, त्या अधिकारांचा वापर करून, महाराष्ट्र शासनाने दिनांक ०९ नोव्हेंबर, २०२३ च्या अधिसूचनेद्वारे (असाधारण क्र ११८) महाराष्ट्र राज्यात सन २०२४ सालासाठी खाली नमूद केलेले दिवस सार्वजनिक सुट्‌ट्या म्हणून जाहीर केल्या आहेत.

सर्व संबंधितांना कळविण्यात येते की, सदर सार्वजनिक सुट्‌ट्या सावित्रीबाई फुले पुणे विद्यापीठास व सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्नित महाविद्यालये/मान्यताप्राप्त संस्थेस लागू राहतील.

अ.क्र.	सुट्टीचा दिवस	इंग्रजी तारीख	वार
१.	प्रजासत्ताक दिन	२६ जानेवारी, २०२४	शुक्रवार
२.	छत्रपती शिवाजी महाराज जयंती	१९ फेब्रुवारी, २०२४	सोमवार
३.	महाशिवरात्री	०८ मार्च, २०२४	शुक्रवार
४.	होळी (दुसरा दिवस)	२५ मार्च, २०२४	सोमवार
५.	गुड फ्रायडे	२९ मार्च, २०२४	शुक्रवार
६.	गुढीपाडवा	०९ एप्रिल, २०२४	मंगळवार
७.	रमझान ईद (ईद-उल-फितर) (शव्वल-१)	११ एप्रिल, २०२४	गुरुवार
८.	डॉ.बाबासाहेब आंबेडकर जयंती	१४ एप्रिल, २०२४	रविवार
९.	रामनवमी	१७ एप्रिल, २०२४	बुधवार
१०.	महावीर जन्म कल्याणक	२१ एप्रिल, २०२४	रविवार
११.	महाराष्ट्र दिन	०१ मे, २०२४	बुधवार
१२.	बुध्द पौर्णिमा	२३ मे, २०२४	गुरुवार
१३.	बकरी ईद (ईद-उल-झुआ)	१७ जून, २०२४	सोमवार
१४.	मोहरम	१७ जुलै, २०२४	बुधवार
१५.	स्वातंत्र्य दिन	१५ ऑगस्ट, २०२४	गुरुवार
१६.	पारशी नववर्ष दिन (शहनशाही)	१५ ऑगस्ट, २०२४	गुरुवार
१७.	गणेश चतुर्थी	०७ सप्टेंबर, २०२४	शनिवार
१८.	ईद-ए-मिलाद	१६ सप्टेंबर, २०२४	सोमवार
१९.	महात्मा गांधी जयंती	०२ ऑक्टोबर, २०२४	बुधवार
२०.	दसरा	१२ ऑक्टोबर, २०२४	शनिवार
२१.	दिवाळी अमावस्या (लक्ष्मीपूजन)	०१ नोव्हेंबर, २०२४	शुक्रवार
२२.	दिवाळी (बलिप्रतिपदा)	०२ नोव्हेंबर, २०२४	शनिवार
२३.	गुरुनानक जयंती	१५ नोव्हेंबर, २०२४	शुक्रवार
२४.	ख्रिसमस	२५ डिसेंबर, २०२४	बुधवार

त्याचप्रमाणे राज्य शासनाने राज्य शासकीय कार्यालये, राज्य शासनाचे उपक्रम तसेच महानगरपालिका, नगर परिषद, नगर पंचायत, जिल्हा परिषद, पंचायत समिती आणि ग्रामपंचायत यांच्यासाठी खालील अतिरिक्त सुट्टी जाहीर केलेली आहे.

अ.क्र.	सुट्टीचा दिवस	इंग्रजी तारीख	वार
१.	भाऊबीज	०३ नोव्हेंबर, २०२४	रविवार
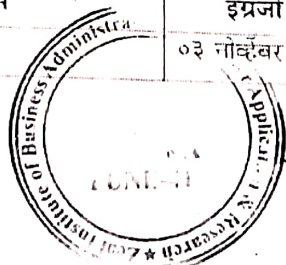
Ref:ZES / NC |oтθ| 2022 - 23|108

Date : 18|03|2023

CIRCULAR

Dear Principal/Director/Head ZGMI,

I am writing to inform you that Zeal Education Society, Pune has declared a list of public holidays for the year 2023. As per our records, you are responsible for the management and administration of your institute. We request you to kindly take note of the list of public holidays and share it with all the teaching and non-teaching faculties working in your institute.

The list of public holidays is as follows:

Sr. No.	Public Holidays	Date	Day
1	Gudhi Padwa	22/03/2023	Wednesday
2	Dr. Babasaheb Ambedkar Jayanti	14/04/2023	Friday
3	Maharashtra Din	01/05/2023	Monday
4	Independence Day	15/08/2023	Tuesday
5	Raksha Bandhan	30/08/2023	Wednesday
6	Ganesh Chaturthi	19/09/2023	Tuesday
7	Gauri Poojan	22/09/2023	Friday
8	Anant Chaturdashi	28/09/2023	Thursday
9	Dasara	24/10/2023	Tuesday
10	Christmas	25/12/2023	Monday

We request you to kindly ensure that all faculty and staff members are aware of these holidays to avoid any confusion or inconvenience. Thank you for your cooperation in this matter.

Best regards

For Zeal Education Society,

Mr. Uddhav S. Shid

Director (Academics, Admission & Administration)

Zeal Education Society, Narhe Campus, Pune

Copy to:
1. Principal, Zeal College of Engineering & Research, Pune.
2. Head, Zeal Group of Management Institutes, Pune
3. Director, Zeal Institute of Management & Computer Application, Pune
4. Director, Zeal Institute of Business Administration, Computer Application & Research, Pune
5. Principal, Zeal Polytechnic, Pune
6. Principal, Zeal Private Industrial Training Institute, Pune
7. Principal, Zeal Junior College, Pune.

Date: 15/01/2024

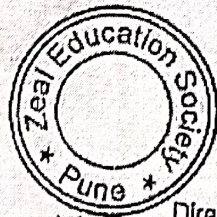## CIRCULAR

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The list of public holidays is as follows:

Sr. No.	Public Holidays	Date	Day
1	Makarsankranti	15/01/2024	Monday
2	Republic Day	26/01/2024	Friday
3	Chhatrapati Shivaji Maharaj Jayanti	19/02/2024	Friday
4	Mahashivratri	08/03/2024	Friday
5	Dhulivandan	25/03/2024	Monday
6	Rangpanchami	30/03/2024	Saturday
6	Gudi Padwa	09/04/2024	Tuesday
7	Dr.Babasaheb Ambedkar jayanti	14/04/2024	Sunday
8	Maharashtra Din	01/05/2024	Wednesday
9	Independence Day	15/08/2024	Thursday
10	Ganesh Chaturthi	07/09/2024	Saturday
11	Gauri Poojan	11/09/2024	Wednesday
12	Anant Chaturthi	17/09/2024	Tuesday
13	Dasara	12/10/2024	Saturday
14	Narak Chaturdashi (Diwali)	31/10/2024	Thursday
15	Laxmi Pujan (Diwali)	01/11/2024	Friday
16	Balipratipada (Diwali)	02/11/2024	Saturday
17	Bahubij(Diwali)	03/11/2024	Sunday
18	Christmas	25/12/2024	Wednesday

We request you to kindly ensure that all faculty and staff members are aware of these holidays to avoid any confusion or inconvenience. Thank you for cooperation in this matter.

For Zeal Education Society,

Mr. Uddhav S. Shid
Director (Academics, Admission & Administration)
Zeal Education Society, Narhe Campus, Pune

Copy to:
1. Principal, Zeal College of Engineering & Research, Pune.
2. Head, Zeal Group of Management Institutes, Pune
3. Director, Zeal Institute of Management & Computer Application, Pune
4. Director, Zeal Institute of Business Administration, Computer Application & Research, Pune
5. Principal, Zeal Polytechnic, Pune
6. Principal, Zeal Private Industrial Training Institute, Pune
7. Principal, Zeal Junior College, Pune

MBA Academic Calendar for Even Sem from Jan. 2024 to June 2024

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT
JANUARY		1	2	3 Savitribai Phule birth anniversary	4 Commencement of Sem II	5	6 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	7	8	9	10 World Hindi Day	11 Death anniversary of Lal Bahadur Shastri	12 National Youth Day (Birth Day of Swami Vivekanand)	13 **Student of the Week, Defaulter List, Syllabus Completion Report**
	14	15	16	17	18	19	20 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	21	22	23 Course File Checking : Phase 1	24 National Girl Child Day	25 India Tourism Day, National Voters Day	26 Republic Day of India	27 **Student of the Week, Defaulter List, Syllabus Completion Report**
	28	29	30	31 CIE I for all subjects to be conducted onwards			
FE...					1 Commencement of MBA II 4th Sem Feedback 1 of MBA I	2	3 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	4 World Cancer Day	5	6	7	8	9 Feedback I	10 **Student of the Week, Defaulter List, Syllabus Completion Report**

MBA Academic Calendar for Even Sem from Jan. 2024 to June 2024

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT
FEBRUARY	11	12	13	14	15 CIE II for all subjects to be conducted onwards	16	17 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	18	19 **Birth Anniversary of Chhatrapati Shivaji Maharaj**	20	21 **International Mother Language Day**	22	23 **Course File Checking Phase 2**	24 **Student of the Week, Defaulter List, Syllabus Completion Report**
	25	26 **Industrial Visit**	27	28	29		
MARCH						1 Feedback 1 of MBA II	2 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	3 **World Wild Life Day**	4 **RANANGAN (Sports Event) DAY 1**	5 **RANANGAN (Sports Event) DAY 2**	6 **UDAAN (Cultural Event)**	7 **Tentative Industrial Visit**	8 **Maha Shivratri**	9 **Student of the Week, Defaulter List, Syllabus Completion Report**
	10	11 **International Women's Day Celebration**	12	13	14	15	16 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	17	18	19	20	21	22	23 **Student of the Week, Defaulter List, Syllabus Completion Report, Shaeed Divas**
	24	25 **Dhulivandan**	26	27	28	29 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**	30 **Rangpanchami**

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT
	31						
A P R I L		1 Remedial Sessions	2	3	4	5	6 **Student of the Week, Defaulter List, Syllabus Completion Report,**
	7	8 Last Date of Syllabus Completion	9 Gudhi Padwa	10	11 Ramzan Id	12	13 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	14 Dr. B. R. Ambedkar Remembrance Day	15 Term End Exam Commencement	16	17 Ram Navami	18	19	20 **Student of the Week, Defaulter List, Syllabus Completion Report,**
	21	22	23 World Book and CopyRight Day	24	25 Feedback 2 of MBA II	26 Course Exit Survey	27 **Student of the Week, Defaulter List, Syllabus Completion Report, Mentor Mentee Meeting**
	28	29	30				
				1	2	3	4
	5	6 Start of University Exam	7	8	9	10	11

MBA Academic Calendar for Even Sem from Jan. 2024 to June 2024

MBA Academic Calendar for Even Sem from Jan. 2024 to June 2024

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT
M A Y	12	13	14	15	16	17	18
	19	20	21 **World Book and CopyRight Day**	22	23	24	25
	26	27	28	29	30	31	
J U N E							1
	2	3	4	5	6	7 **Students Meeting with SIP Guides**	8
	9	10	11	12	13	14	15
	16	17	18 **World Book and CopyRight Day, International Yoga Day**	19	20	21	22
	23	24 **Academic and Administrative Audit**	25	26	27 **Students Meeting with SIP Guides**	28	29

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT
	30						

MBA Academic Calendar for Even Sem from Jan. 2024 to June 2024

Effective Teaching days - 20 weeks

Disclaimer- This is subject to 10% deviation in dates.

Prof. Shwetal Jadhav
Programme Coordinator (MBA)

Academic Head

Director

Head, Management Programs

ZIMCA- Subject Preference For MBA SEM IV (AY-2023-24) Dec 2023

Dear faculty members,

Please fill this form on or before 7th Dec 2023 for selecting the subjects for teaching MBA SEM IV students.

* Indicates required question

1. Name of The Faculty *

2. Designation *

   Mark only one oval.

   ◯ Professor

   ◯ Associate Professor

   ◯ Assistant Professor

3. Course Preference for Semester IV Revised Syllabus 2019 - Please give your preference for Minimum Three subject

4. Preference 1 - GC *

   Mark only one oval.

   ◯ 401 Enterprise Performance Management

   ◯ 402 Indian Ethos & Business Ethics

5. Preference 2- GC *

   Mark only one oval.

   ( ) 401 Enterprise Performance Management

   ( ) 402 Indian Ethos & Business Ethics

6. Preference 1 for GE-UL *

   Mark only one oval.

   ( ) 405 Global Strategic Management

   ( ) 408 Corporate Social Responsibility & Sustainability

7. Preference 2 for GE-UL *

   Mark only one oval.

   ( ) 405 Global Strategic Management

   ( ) 408 Corporate Social Responsibility & Sustainability

8. Your Specialization *

   Mark only one oval.

   ( ) Marketing Management   *Skip to question 9*

   ( ) Financial Management   *Skip to question 12*

   ( ) Human Resource Management   *Skip to question 15*

   ( ) Business Analytics   *Skip to question 18*

Marketing Management

9. Preference 3

Mark only one oval.

- ◯ 403 Marketing 4.0
- ◯ 404 Marketing Strategy
- ◯ 410 Rural and Agricultural Marketing
- ◯ 412 Retail Marketing

10. Preference 4

Mark only one oval.

- ◯ 403 Marketing 4.0
- ◯ 404 Marketing Strategy
- ◯ 410 Rural and Agricultural Marketing
- ◯ 412 Retail Marketing

11. Preference 5

Mark only one oval.

- ◯ 403 Marketing 4.0
- ◯ 404 Marketing Strategy
- ◯ 410 Rural and Agricultural Marketing
- ◯ 412 Retail Marketing

Financial Management

12. Preference 3

Mark only one oval.

- ⬭ 403F Financial Laws
- ⬭ 404F Current Trends & Cases in Finance
- ⬭ 409F Fixed Income Securities
- ⬭ 413F Rural & Microfinance

13. Preference 4

Mark only one oval.

- ⬭ 403F Financial Laws
- ⬭ 404F Current Trends & Cases in Finance
- ⬭ 409F Fixed Income Securities
- ⬭ 413F Rural & Microfinance

14. Preference 5

Mark only one oval.

- ⬭ 403F Financial Laws
- ⬭ 404F Current Trends & Cases in Finance
- ⬭ 409F Fixed Income Securities
- ⬭ 413F Rural & Microfinance

Human Resource Management

15. Preference 3

Mark only one oval.

- ⬭ 403H Organizational Diagnosis & Development
- ⬭ 404H Current Trends & Cases in Human Resource Management
- ⬭ 406H Labour Legislation
- ⬭ 415H E - HRM

16. Preference 4

Mark only one oval.

- ⬭ 403H Organizational Diagnosis & Development
- ⬭ 404H Current Trends & Cases in Human Resource Management
- ⬭ 406H Labour Legislation
- ⬭ 415H E - HRM

17. Preference 5

Mark only one oval.

- ⬭ 403H Organizational Diagnosis & Development
- ⬭ 404H Current Trends & Cases in Human Resource Management
- ⬭ 406H Labour Legislation
- ⬭ 415H E - HRM

Business Analytics

18. Preference 3

Mark only one oval.

- 403 BA- Economics of Network Industries
- 404 BA- Artificial Intelligence in Business Applications
- 409-BA- E Commerce Analytics - II
- 412- Scale & Spark

19. Preference 4

Mark only one oval.

- 403 BA- Economics of Network Industries
- 404 BA- Artificial Intelligence in Business Applications
- 409-BA- E Commerce Analytics - II
- 412- Scale & Spark

20. Preference 5

Mark only one oval.

- 403 BA- Economics of Network Industries
- 404 BA- Artificial Intelligence in Business Applications
- 409-BA- E Commerce Analytics - II
- 412- Scale & Spark

Google Forms

ZIMCA Subject Preference For MBA SEM II (AY-2023-24) DEC 2023

Dear faculty members,
Please fill this form on or before 7th Dec 2023 for selecting the subjects for teaching MBA SEM II students.

* Indicates required question

1. Email *

2. Name of Faculty member *

3. Designation *

   Mark only one oval.

   - ◯ Professor
   - ◯ Associate Professor
   - ◯ Assistant professor

4. COMPULSORY CORE COURSES (GENERIC (GC) + SUBJECT (SC) *

   Mark only one oval.

   - ◯ 201 GC – 07 Marketing Management
   - ◯ 202 GC – 08 Financial Management
   - ◯ 203 GC – 09 Human Resources Management
   - ◯ 204 GC – 10 Operations & Supply Chain Managemen

5. **Your Specialization** *

Mark only one oval.

- ◯ MARKETING MANAGEMENT   *Skip to question 6*
- ◯ FINANCIAL MANAGEMENT   *Skip to question 8*
- ◯ HUMAN RESOURCE MANAGEMENT   *Skip to question 10*
- ◯ OPERTAION & SCM MANAGEMENT   *Skip to question 12*
- ◯ BUSINESS ANALYTICS   *Skip to question 14*

Marketing Management (MKT) Specialization

6. **SUBJECT CORE (SC) COURSES: Specialization – Marketing Management (MKT)**

Mark only one oval.

- ◯ 205 MKT SC – MKT- 01 Marketing Research
- ◯ 206 MKT SC – MKT- 02 Consumer Behaviour

7. **SUBJECT ELECTIVE (SE - IL) COURSES: Specialization – Marketing Management (MKT)**

Mark only one oval.

- ◯ 220 MKT SE – IL - MKT- Digital Marketing - I
- ◯ 218 MKT SE – IL - MKT- 02 Product & Brand Management

Skip to question 16

Financial Management (FIN) Specialization.

8. **SUBJECT CORE (SC) COURSES: Specialization – Financial Management (FIN)**

Mark only one oval.

- ◯ 205 FIN SC – FIN - 01 Financial Markets and Banking Operations
- ◯ 206 FIN SC – FIN - 02 Personal Financial Planning

9. **SUBJECT ELECTIVE (SE - IL) COURSES: Specialization – Financial Management (FIN)·**

Mark only one oval.

- 217 FIN SE – IL - FIN - 01 Securities Analysis & Portfolio Management
- 218 FIN SE – IL - FIN - Futures and Options

Human Resource Management (HRM) Specialization

10. **SUBJECT CORE (SC) COURSES: Specialization – Human Resource Management (HRM)**

Mark only one oval.

- 205 HR SC – HRM – 01 Competency Based Human Resource Management
- 206 HR SC – HRM – 02 Employee Relations & Labour Legislation

11. **SUBJECT ELECTIVE (SE - IL) COURSES: Specialization – Human Resource Management (HRM)**

Mark only one oval.

- 218 HRM SE – IL - HRM - 02 Lab in Recruitment and Selection
- 219 HRM SE – IL - HRM - 03 Learning and Development

Operations & Supply Chain Management (OSCM) Specialization

12. **SUBJECT CORE (SC) COURSES: Specialization – Op** in **Management (OSCM)**

Mark only one oval.

- 205 OSCM SC – OSCM - 01 Services Operations M
- 206 OSCM SC – OSCM - 02 Supply Chain Managen
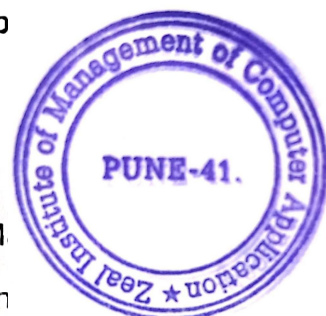
13. **SUBJECT ELECTIVE (SE - IL) COURSES : Specialization – Operations & Supply Chain Management (OSCM)**

   Mark only one oval.

   ⬭ 218 OSCM SE – IL - OSCM - Productivity Management

   ⬭ 219 OSCM SE – IL - OSCM - 03 Inventory Management

Business Analytics (BA) Specialization

14. **SUBJECT CORE (SC) COURSES: Specialization – Business Analytics (BA) Specialization**

   Mark only one oval.

   ⬭ 205 BA SC – BA - Basic Business Analytics using R

   ⬭ 206 BA SC – BA - Data Mining

15. **SUBJECT ELECTIVE (SE - IL) COURSES : Specialization – Business Analytics (BA) Specialization**

   Mark only one oval.

   ⬭ 220 BA SE – IL - BA - 04 Tableau

   ⬭ 221 BA SE – IL - BA - 05 Data Warehousing Project Life Cycle Management

GENERIC ELECTIVE COURSES (UNIVERSITY LEVEL) – GE - UL / GE – IL / (INSTITUTE LEVEL) - GE – IL / SE - IL

16. **GENERIC ELECTIVE COURSES (UNIVERSITY LEVEL) – GE - UL**

   Mark only one oval.

   ⬭ 208 GE - UL - 08-Geopolitics and World Economic System

   ⬭ 209 GE - UL - 09 Start Up and New Venture Management

   ⬭ 211 GE - UL - 11 Business, Government & Society

17. **GENERIC / SUBJECT ELECTIVE COURSES (INSTITUTE LEVEL) - GE – IL / SE -** *
    IL

Mark only one oval.

⬭ GE – IL - 08 Written Analysis and Communication Lab

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Google Forms

SIP Guide Allocation
Academic Year 2023- 24

Sr. No	NAME OF THE STUDENT	Name of the Guide
1	Ajay anandrao jadhav	B. J. Mohite
2	Vipul Vijay Kamble	Bharti Gaikwad
3	GUNJAN VASANTRAO PAWAR	Dr. B. J. Mohite
4	Mangesh Namdevrao Londhe	Dr. B. J. Mohite
5	Jesal Kirit Rajput	Dr. B.J.Mohite
6	Viraj Dattatray Rajpure	Dr. Madhavi shamkuwar
7	Narayan Bhalchandra Survase	Dr. Madhavi Shamkuwar
8	Aniket Deepak Kangle	Dr. Madhavi shamkuwar
9	Shruti Shantilal Vadekar	Dr. Madhavi Shyamkuwar
10	Varsha Maruti Tambe	Dr. Vikrant Nangare
11	Yadav prachi Sandip	Dr. Vikrant Nangare
12	Prathmesh kale	Dr.B.J.Mohite
13	Rushikesh Bharat Ingale	Dr.B.J.Mohite sir
14	Nikita Popat Yadav	Dr.Vikrant Nangare
15	Vishal ghadage	Madhavi mam
16	Ankush Purushottam Alakatwar	Madhavi shamkuwar
17	Shridhar Irappa Bagalkote	Madhavi shamkuwar
18	Rushikesh Pramodrao Khapare	Naveen Kumar
19	Shrinath Gajanan Jogdand	Navin Kumar
20	Varsha mukund more	Navin kumar
21	Ruturaj Mudholkar	Navin Kumar
22	Kiran Pramod Gaikwad	Navin Kumar
23	Shardul satish padalkar	Navin kumar sir
24	Niranjan shivaji Binage	Navin kurmar
25	Swapnil Rajendra Bhosekar	Prof ,Shriram Ugale
26	Avisha Vijay Pawar	Prof .Deepak shirke
27	Shyam Tatyarao More	Prof .Navin kumar sir
28	Samruddhi Chandrashekhar Kulkarni	Prof Bharati Gaikwad
29	Abhishek Bharat Lotekar	Prof Bharati Gaikwad
30	Saikumar rajesh khadkd	Prof Bharti Gaikwad
31	Pranav Sanjay jamdade	Prof Bharti Gaikwad
32	Ajay Tukaram Patil	Prof Deepak Shirke
33	Vishawajeet Balasahaeb Khune	Prof Navin Kumar
34	Vishawajeet Balasahaeb Khune	Prof Navin Kumar
35	Shardul Satish Padalkar	Prof Navin kumar
36	Neha Anil Gupta	Prof Shriram Ugale
37	Madhura Somnath Bobade	Prof Shriram Ugale
38	Anuradha hanumant telangi	Prof Shriram ugale
39	Suraj Tanaji Shinde	prof. B.J. Mohite
40	Shreenivas Ganesh karande	Prof. Bharati Gaikwad

41	Sharvari Aniruddha Pawar	Prof. Bharati Gaikwad
42	Abhishek Bharat Lotekar	Prof. Bharati Gaikwad
43	Anurag Suresh Jagtap	Prof. Bharati Gaikwad
44	Shubham Sukhdev Kale	Prof. Bharati Gaikwad
45	Sushant sanjay mohokar	Prof. Bharti Gaikwad
46	Krupesh Hanamant Inamdar	Prof. bharti gaikwad
47	Sagar Jayawant Mali	Prof. Bharti gaikwad
48	Sanket Vikas Poman	Prof. Bharti Gaikwad
49	swapnanjali vishnu jadhav	prof. navin kumar
50	Ruturaj S Mudholkar	Prof. Navin kumar
51	Sumit Suryakant Kengar	Prof. Navin kumar
52	Sopan Kishanrao Nirmal	Prof. Navin Kumar
53	Arpita Anant Umbarkar	Prof. Navin kumar sir
54	Chaitali vilas pasalkar	Prof. Sachin Wadekar
55	Komal Arjun Dhanyal	Prof. Sachin Wadekar
56	Tejas Nandkumar Sonawane	Prof. Sachin Wadekar
57	Vihar Rajendra Dhale	Prof. Sachin Wadekar
58	Vihar Rajendra Dhale	Prof. Sachin Wadekar
59	Rucha Yadav	Prof. Sachin Wadekar
60	Shubham Sunil Naik	Prof. Sachin Wadekar
61	Omkar Anil Shinde.	Prof. Sayali Wankhede.
62	Tejas balasaheb Upadhye	Prof. Sayli Wankhade
63	Yash Sanjiv Rane	Prof. Sayli Wankhade
64	Shravani Vitthalrao Tumdam	Prof. Sayli Wankhade
65	Swaraj Ramesh Vithalkar	Prof. Sayli Wankhade
66	SHINDE ANKITA ANIL	Prof. Sayli Wankhede
67	Somesh Satish Dusane	Prof. Shriram Ugale
68	Dhiraj Uttam Doiphode	Prof. Shriram Ugale
69	ROHIT RAVINDRA BAIT	Prof. Shriram Ugale
70	Ankita Rajesh Sumant	Prof. Shriram Ugale
71	Siddharth Manoj Gawai	Prof. Shriram Ugale
72	Lokesh Govind Ambat	Prof. Shriram Ugale
73	Vaishnavi Digambar Hingse	Prof. Shriram Ugale
74	Mayur Aknath Fadnis	Prof. Shriram Ugale Sir
75	Jaydeep Rahul Deshpande	Prof. Shriram Ugale sir
76	Shubham Dattatraya Korade	Prof.Bharti Gaikwad
77	Tasmiya Zakirhusen lashkari	Prof.Bharti gaikwad
78	Rohit Raju kamble	Prof.Bharti Gaikwad
79	Kamal Shinde	Prof.Deepak Shirke
80	Roshan Ravindra Patel	Prof.Deepak Shirke
81	Sanjeevani Babasaheb Bhandwale	Prof.Dipak shirke
82	Sumit Suryakant Kengar	Prof.Navin kumar
83	Khushi kailas Nath	Prof.Navin Kumar
84	Vaibhav chandanshive	Prof.Navin Kumar
85	Sopan Kishanrao Nirmal	Prof.Navin kumar Sir
86	Prajwal Harichandra Vethekar	prof.Sayali Wankhade
87	Shivani Mishra	Prof.sayali wankhade
88	Ruchika Vasudev Raut	Prof.Sayli wankade mam

89	Rushikesh Balaso Raskar	Prof.Sayli Wankhade
90	Sontakke Vaishnavi Bhutalsidh	Prof.Sayli Wankhade
91	Nikhil Dilip Bodile	Prof.Shriram Sir
92	DEEPAK DURGAPPA BANDIWDDAR	Prof.Shriram Ugale
93	Somnath Balu Dhavale	Proof. Shriram Ugale
94	Dhiraj Chaudhari	Sachin Wadekar
95	Kaveri satish jadhav	Sachin wadekar
96	Mayuresh mohan shete	Sayali wankhade
97	Sanghpal Satish Salve	Sayali Wankhade
98	Somase Balika Sopan	Sayali Wankhade
99	Shweta Dilip velukar	Sayali wankhede
100	Sanghpal Salve	Sayli Wankhade
101	Sanket Bandu Binage	Sayli Wankhede
102	Abhishek Bhosekar	Shriram ugale
103	Sankalp Rakesh Kesarkar	Shriram Ugale
104	Amit Santosh Wakde	Shriram Ugale
105	Ashwin Ganorkar	Shriram Ugale
106	RISHABH NITIN CHAVAN	SHRIRAM UGALE
107	RISHABH NITIN CHAVAN	SHRIRAM UGALE

ZIMCA-3-F-S-18

MBA II SEM III TIMETABLE FOR ACADEMIC YEAR 2023-24

Classroom : F2-04   w.e.f :- 1/11/2023

Time	Specialization	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8.30 am - 9.30 am		CG- SUW	PM-SSG	IBE- PYD	CG- SUW	CG- SUW	CG- SUW
9.30 am - 10.30 am	FIN	BF- SMA					IT- SSJ
	MKTG	DM- II- SUW	DS- VK	SM- SRB	PM- SSG	DS- VK	DM- II- SUW
	HR	SHRM- SSG					TL- MMK
	BA	ECA-RND					SCA- AYD
10.30 am - 11.30 am		IBE- PYD	SM- SRB	DS- VK	IBE- PYD	SM- SRB	PM-SSG
11.30 am - 12.30 pm		Training					
12.30 pm - 1.15 pm							
1.15 pm - 2.00 pm		Lunch Break					
2.00 pm - 3.00 pm	FIN	TM- PAD	AFM- JNK	IT- SSJ	AFM- JNK	TM- PAD	AFM- JNK
	MKTG	SDM- VVN	SDM- VVN	SDM- VVN	B2B- ASP	SDM- VVN	MFS- PAD
	HR	SHRM- SSG	TL- MMK	SHRM- SSG	CMNTH- PYD	SHRM- SSG	M&C- MMK
	BA	MLCI- RMD	MLCI- RMD	SMWT- RND	MLCI- RMD	SMWT- RND	MLCI- RMD
3.00 pm- 4. 00 pm	FIN	IF- SVU	AFM- JNK	IF- SVU	IF- SVU	IF- SVU	AFM- JNK
	MKTG	SMM- NKV	SMM- NKV	SMM- NKV	MFS- PAD	SMM- NKV	B2B- ASP
	HR	HRO- SSS	SHRM- SSG	HRO- SSS	TL- MMK	HRO- SSS	HRO- SSS
	BA	ASMU- RMD	ASMU- RMD	ASMU- RMD	ASMU- RMD	SCA- AYD	ECA-RND

Sr.No	Credits	Subject with Code	Abrevation	Name of Faculty	Faculty initials
1	3	Strategic Management	SM	Prof. Satish Bagal	SRB
2	3	Decision Science	DS	Prof. Vishwas Kenche	VK
3	6	Summer Internship Project	SIP	Respective Guide	
4	2	International Business Environment	IBE	Prof. Pryusha Deshpande	PYD
5	2	Project Management	PM	Prof. Sarika Ghorpade	SSG
6	2	Corporate Governance	CG	Prof- Sayli Wankhade	SUW
7	3	Service Marketing Management	SMM	Prof. Navin Kumar	NKV
8	3	Sales & Distribution Management	SDM	Prof. Vikrant Nangare	VVN
9	2	Business to Business Marketing	B2B	Prof. Akshaysingh Parihar	ASP
10	2	Digital MKt-II	DM-II	Prof. Sayali Wankhade	SRW
11	2	Marketing of Financial Services-II	MFS-II	Prof. Pratiksha Dongare	PAD
12	3	Advanced Financial Management	AFM	Prof. Jaymala Katkar	JNK
13	3	International Finance	IF	Prof. Shriram Ugale	SVU
14	2	Behavioural finance	BF	Prof. Shramika Arte	SMA
15	2	Indirect Taxation	IT	Prof. Shwetal Jadhav	SSJ
	2	Treasury Management	TM	Prof. Pratiksha Dongare	PAD
16	3	Strategic Human Resource Management	SHRM	Prof. Sarika Ghorpade	SSG
17	3	HR Operations	HRO	Dr. Shripad Shingavikar	SSS
18	2	Talent Management	TL	Prof. Mitali Karmarkar	MMK
19	2	Mentoring and coaching	M&C	Prof. Mitali Karmarkar	MMK
20	2	Change Management and New Technologies in	CMNTH	Prof. Priyusha Deshpande	PYD
21	3	Advanced Statical Methods Using R	ASMU	Prof. Renuka Devangan	RMD
22	3	Machine Learning & Cognitive intelligence	ML&CI	Prof. Renuka Devangan	RMD
23	2	Social Media, Web & Text Analytics	SMWT	Prof. Rutvik Dhotre	RND
24	2	Supply Chain Analytics	SCA	Prof. Ashwini Desale	AYD
25	2	E-coomerce Analysis	ECA	Prof. Rutvik Dhotre	RND
26	2	Skill Development- I	SD-I	Prof. Mitali Karmarkar	MMK
27	1	Cyber Security - III	CS-III	Prof. Ashwini Desale	AYD
28	1	Indian Constitution	IC	Prof. Akshaysingh Parihar	ASP

Class Cordinator   Academic Head   Director , ZGMI

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ZIMCA-3-F-5-18

MBA I SEM I DIV A TIME TABLE FOR ACADEMIC YEAR 2023-24

MBA I (SEM I)	Class Room- F1 09				w.e.f from 21.09.2023	
TIME	MON	TUE	WED	THR	FRI	SAT
8.30 AM TO 9.30 AM	EABD-SVU	DB-SUW	BOM-VVN	MF-SSS	MA- SK	MA- SK
9.30 AM TO 10.30 AM	SNSL-NKV	ED-DBS	LAB-TMC	BRM-BAG	MA- SK	OB-SRW
10.30 AM TO 10.45 AM	SHORT BREAK					
10.45 AM TO 11.45 AM	DB-SUW	MF-SSS	EABD-SVU	DB-SUW	EABD-SVU	LAB-TMC
11.45 AM TO 12.45 PM	OB-SRW	SNSL-NKV	BRM-BAG	BOM-VVN	HR- I- SSG	VCL-GP
12.45 PM TO 1.30 PM	LUNCH BREAK					
1.30 PM TO 2.30 PM	BRM-BAG	BOM-VVN	OB-SRW	ED-DBS	CS-I- PAD	Mentor and Mentee Activity
2.30 PM T0 3.00 PM	BREAK					
3.00 PM TO 6.00 PM	C2C/ Club Activity/ EXCEL/VCL-GAP					

NAME OF THE SUBJECT	Course code	INITIALS OF SUBJECT	NAME OF THE FACULTY	FACULTY INITIALS	CREDIT
Managerial Accounting	101 GC – 01	MA	Prof. Shrikant Khune	SK	3
Organizational Behaviour	102 GC – 02	OB	Prof. Sachin Wadekar	SRW	3
Economic Analysis for Business Decisions	103 GC – 03	EABD	Prof. Shriram Ugale	SVU	3
Business Research Methods	104 GC – 04	BRM	Prof. Bharti Gaikwad	BAG	3
Basics of Marketing	105 GC – 05	BOM	Prof. Vikrant Nangare	VVN	3
Digital Business	106 GC – 06	DB	Prof. Sayli Wankhade	SUW	3
Management Fundamentals	107 GE - UL - 01	MF	Dr. Shripad Shingvikar	SSS	2
Entrepreneurship DEV	109 GE - UL - 03	ED	Prof. Deepak Shirke	DBS	2
Legal Aspects of Business	111 GE - UL - 05	LAB	Prof. Tajindersingh Chawla	TMC	2
Verbal Communication Lab	113 GE - IL - 01	VCL	Prof. Gayatri Patil	GAP	2
Selling & Negotiation Skills Lab	115 GE - IL - 03	SNSL	Prof. Navin Kumar	NKV	2
Human Rights I		HR I	Prof Sarika Ghorpade	SSG	1
Cyber Security-I		CS I	Prof. Pratiksha Dongare	PAD	1

Class Co-ordinator   Programme Co-ordinator   Director

	ZEAL's **Zeal Institute of Management and Computer Application**	Record No.:
		Revision:
		Date:

Teaching Plan

Department : MBA   **Academic Year :** 2023-24   **Semester :** 2   **Batch :** -1

Division : B   **Subject :** 213 : Written Analysis and Communication Lab   **Year :** FY   **Date :**

Teaching Scheme :-   **Theory/Week :** 2   **Name :** AKSHAYSINGH PARIHAR

Examination Scheme :-

Lecture No	Contents to be covered	Content Delivery Methods(CDM) used	COs Mapping to the Contents	Proposed Date	Conducted Date
1	Formal letters Application letters	Presentation , Chalk-and-board	Remembering , Understanding	2024-01-10	2024-01-14
2	presentations and multimedia, choosing the means of communication, stages in communication cycle, Barriers to effective communication, communication systems.	Chalk-and-board , Demonstration , Demonstration and Actual Performance by Student	Remembering , Understanding	2024-01-16	2024-01-16
3	Different types of communication like letters, memos, reports, fax, email, Reports, fax,, Tenses, Present tense Past tense Future tense	Presentation , Chalk-and-board	Understanding	2024-01-19	2024-01-19
4	Preposition, conjuction, Noun, Adjectives, Adverbs, Participle	Presentation , Chalk-and-board , Demonstration	Remembering , Understanding , Applying	2024-01-20	2024-01-20
5	Rules of good writing, adaptation and selection of words, masculine words, writing with style	Presentation , Chalk-and-board	Remembering , Understanding , Applying	2024-01-30	2024-01-30
6	choosing words with right strength and vigor, using a thesaurus, writing effective sentences, developing logicalparagraphs,	Presentation , Chalk-and-board	Remembering , Understanding , Applying	2024-02-02	2024-02-02
7	precis writing, Developing coherent paragraphs, overall tone, drafting, editing and finalizing the business letters.	Presentation , Chalk-and-board , Demonstration	Remembering , Understanding , Applying	2024-02-06	2024-02-06
8	Subject and predicate, Object, Verb, Complement, Adverbil/Adjunct	Chalk-and-board , Demonstration	Remembering , Applying	2024-02-09	2024-02-12
9	Planning the persuasive message, common types of persuasive requests, principles of persuasive communication.	Presentation , Chalk-and-board , Demonstration	Understanding , Applying	2024-02-13	2024-02-13
10	Structure of Reports, Orgnising the matrial, **Report Writing : Effective Writing, ,** **7c's of Communication: Completeness Conciseness Consideration Concreteness Clarity Courtesy Correctness,** **Subject and predicate, Object, Verb, Complement, Adverbil/Adjunct**	Presentation , Chalk-and-board , Demonstration and Actual Performance by Student	Remembering Understanding , Applying	2024-02-20	2024-02-20
11	Application letter, curriculum vitae, interview, references,	Chalk-and-board	Remembering , Understanding	2024-02-27	2024-02-27
12	Reformulating and summarizing What is a summary Using synonyms, antonyms, reducing phrases,guidelines for writing summaries,	Presentation , Chalk-and-board	Remembering , Understanding	2024-03-15	2024-03-19
13	**Report Writing : Effective Writing,**	Presentation , Chalk-and-board	Remembering , Understanding	2024-03-18	2024-03-26

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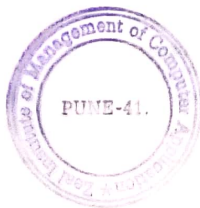| Lecture No	Contents to be covered	Content Delivery Methods(CDM) used	COs Mapping to the Contents	Proposed Date	Conducted Date
14	business summaries Comprehension using a dictionary, grammatical precision, phonetics, contextual clues, guidelines for comprehension. Application letter, curriculum vitae, interview, references. Public notices, invitations to tender bid, auction, notices, etc. Writing Follow up letters and reminders, Writing Sales letters, collection letters, Poster Making. Report writing What is a report , Objectives of report, types of report, Report Planning, Types of Reports, Process, Structure and Layout, planning, Nature of Headings, Ordering of Points, Logical Sequencing, Graphs, Charts,, Positive and negative messages such as Letter of Appreciation, Letter of Congratulations, Warning Letter, Show Case Notice. Writing business, proposals, Preparing Press Release and Press Notes, Memoranda, meetings agenda and minutes, Writing memos, circulars, notices and emails., Writing an Executive Summary, List of Illustration, Technique of writing a report, characteristics of business reports, offer of employment, job description, letter of acceptance, letter of resignation, writing routine and persuasive letters.	Presentation , Demonstration	Remembering	2024-03-26	2024-04-04

Summary				
Unit No.	Title	Total No. of. Lectures	Planned date of Completion	Actual date of Completion
1	Written Communication	4	20-01-2024	20-01-2024
2	Writing Techniques	9	26-03-2024	04-04-2024
3	Recruitment and employment correspondence	2	26-03-2024	04-04-2024
4	Internal Communications	1	26-03-2024	04-04-2024
5	External Communications	1	26-03-2024	04-04-2024

Course Teacher

Academic Coordinator

Head of the Department/
Program Coordinator

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	ZEAL's	Record No.
	Zeal Institute of Management and Computer Application	Revision:
		Date:

Teaching Plan

Department : MBA   **Academic Year :** 2023-24   **Semester :** 2   **Batch :** -1

Division : A   **Subject :** 213 : Written Analysis and Communication Lab   **Year :** FY   **Date :**

Teaching Scheme :-   **Theory/Week :** 2   **Name :** AKSHAYSINGH PARIHAR

Examination Scheme :-

Lecture No	Contents to be covered	Content Delivery Methods(CDM) used	COs Mapping to the Contents	Proposed Date	Conducted Date
1	Different types of communication like letters, memos, reports, fax, email, Reports, fax,. Tenses, Present tense Past tense Future tense	Presentation , Chalk-and-board	Understanding	2024-01-17	2024-01-11
2	presentations and multimedia, choosing the means of communication, stages in communication cycle, Barriers to effective communication, communication systems.	Chalk-and-board , Demonstration , Demonstration and Actual Performance by Student	Understanding , Applying	2024-01-11	2024-01-17
3	Reformulating and summarizing What is a summary Using synonyms, antonyms, reducing phrases,guidelines for writing summaries,	Presentation , Chalk-and-board	Remembering , Understanding , Applying	2024-03-19	2024-01-18
4	Formal letters Application letters	Presentation , Demonstration	Remembering , Understanding , Applying	2024-01-20	2024-01-20
5	Preposition, conjuction, Noun, Adjectives, Adverbs, Participle	Presentation , Chalk-and-board	Understanding , Applying	2024-01-24	2024-01-24
6	Rules of good writing, adaptation and selection of words, masculine words, writing with style	Presentation , Chalk-and-board	Remembering , Understanding , Applying	2024-01-25	2024-01-25
7	choosing words with right strength and vigor, using a thesaurus, writing effective sentences, developing logicalparagraphs,	Chalk-and-board	Understanding , Applying , Analysing	2024-01-31	2024-01-31
8	Planning the persuasive message, common types of persuasive requests, principles of persuasive communication.	Presentation , Chalk-and-board	Understanding , Applying , Analysing	2024-02-06	2024-02-07
9	Subject and predicate, Object, Verb, Complement, Adverbil/Adjunct , 7c's of Communication: **Completeness Conciseness Consideration Concreteness Clarity Courtesy Correctness,** **Report Writing : Effective Writing, ,** **Structure of Reports, Orgnising the matrial**	Presentation , Chalk-and-board	Remembering , Understanding , Applying , Analysing	2024-02-07	2024-02-14
10	Subject and predicate, Object, Verb, Complement, Adverbil/Adjunct	Presentation , Chalk-and-board	Remembering , Understanding , Applying	2024-02-21	2024-02-21

Lecture No	Contents to be covered	Content Delivery Methods(CDM) used	COs Mapping to the Contents	Proposed Date	Conducted Date
11	offer of employment, job description, letter of acceptance, letter of resignation, writing routine and persuasive letters, Writing Follow up letters and reminders, Writing Sales letters, collection letters, Poster Making. business summaries Comprehension using a dictionary, grammatical precision, phonetics, contextual clues, guidelines for comprehension, Positive and negative messages such as Letter of Appreciation, Letter of Congratulations, Warning Letter, Show Case Notice. Writing business, proposals, Preparing Press Release and Press Notes, Report writing What is a report , Objectives of report, types of report, Report Planning, Types of Reports, Process, Structure and Layout, planning, Nature of Headings, Ordering of Points, Logical Sequencing, Graphs, Charts, Public notices, invitations to tender bid, auction, notices, etc, Application letter, curriculum vitae, interview, references, Writing an Executive Summary, List of Illustration, Technique of writing a report, characteristics of business reports, Memoranda, meetings agenda and minutes, Writing memos, circulars, notices and emails.	Presentation , Chalk-and-board	Remembering , Understanding	2024-02-19	2024-02-28
12	Report Writing : Effective Writing,	Presentation , Chalk-and-board	Remembering , Understanding , Applying	2024-02-10	2024-03-20
13	Application letter, curriculum vitae, interview, references,	Chalk-and-board	Understanding	2024-03-15	2024-03-27
14	precis writing, Developing coherent paragraphs, overall tone, drafting, editing and finalizing the business letters.	Presentation , Chalk-and-board	Understanding	2024-03-16	NA

Summary

Unit No.	Title	Total No. of. Lectures	Planned date of Completion	Actual date of Completion
1	Written Communication	4	24-01-2024	24-01-2024
2	Writing Techniques	9	19-03-2024	27-03-2024
3	Recruitment and employment correspondence	2	15-03-2024	27-03-2024
4	Internal Communications	1	19-02-2024	28-02-2024
5	External Communications	1	19-02-2024	28-02-2024

Course Teacher

Academic Coordinator

Head of the Department/
Program Coordinator