



MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)

INSTITUTE OF MANAGEMENT AND CAREER COURSES (IMCC)

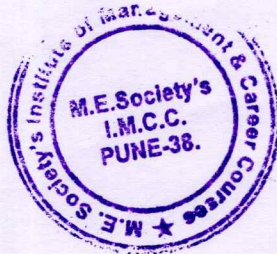
Approved by AICTE and Recognised by Savitribai Phule Pune University, Pune
IMCC Campus, 131, Mayur Colony, Kothrud, Pune - 411038, Maharashtra, India | Ph.: +91-020-25463453 / 6271 / 73
E-mail : info.imcc@mespune.in | www.mesimcc.org

NBA Accredited MCA Programme

Internal Quality Assurance Cell (iQAC) Constituted for the period 1/6/2020 to 31/5/22

Sr. No.	Name	Role In the Committee	Contact Number	Designation
1	Dr. Santosh Deshpande	Chairman	9822766911	Director
2	Dr. Ravindra Vaidya	Member	7020426559	Professor, and HoD Computer Department
3	Dr. Manasi Bhate	Member	9890266634	Placement Officer
4	Dr. Jayashree Patil	Coordinator	9890971380	iQAC Coordinator
5	Dr. Ashwini Patil	Member	9766833806	MCA Coordinator
6	Dr. Ravikant Zirmite	Member	9970733222	Associate Professor
7	Mrs. Apurva Barve	Member	9881248064	Training Officer
8	Mrs. Darshana Yadav	Member	9764000630	Coordinator, Extracurricular activities
9	Dr. Geetanjali Vaidya	Member	9881202057	Professor, Electrical Engineering, PVG's College of Engineering & Technology
10	Prof. Shalaka Ghodke	Member	9552560631	Program Head, BCA, BBA(CA), MIT WPU, Pune.
11	Mr. Nitin Jagadale	Member	9970190926	Manager RMG - D CROW

Date : 27/5/2020



(Signature)
Dr. Santosh Deshpande
Director, IMCC
DIRECTOR

Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131, Mayur Colony, Kothrud,
Pune-411038.



Maharashtra Education Society's
INSTITUTE OF MANAGEMENT AND CAREER COURSES (IMCC)

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MCA Program accredited by NBA

IMCC Campus, 131, Mayur Colony, Kothrud, Pune-411 038.

Telefax : +91-20-25466271, 25463453

E-mail: director.imcc@mespune.in

Date: 4/3/2022

NOTICE

All Members of the IQAC of MES' IMCC are hereby requested to kindly make it convenient to attend the Meeting scheduled as below :-

- Date : 5 March 2022
- Time : 1.30 pm
- Venue : Meeting Room

AGENDA

1. Overview of the activities held till date
2. NAAC Progress
3. Planning for next course of action
4. Any other point with the permission of Chairman

Dr. Girish Bodhankar
(IQAC, Asst. Coordinator)

Dr. Jayashree Patil
(IQAC, Coordinator)





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Minutes of Meeting

The IQAC meeting was held on 5th March 16, 2022 at 1:30 pm. Following members were present for the meeting.

- | | |
|--------------------------|-------------------------------------|
| 1. Dr. Santosh Deshpande | (Director) |
| 2. Dr. Ravindra Vaidya | (Head of Department) |
| 3. Dr. Manasi Bhate | (Head of Training & Placement Cell) |
| 4. Mrs. Darshana Yadav | (Extracurricular coordinator) |
| 5. Mrs. Apurva Barve | (Training Coordinator) |
| 6. Dr. Ashwini Pail | (MCA Program Coordinator) |
| 7. Dr. Girish Bodhankar | (MBA Program Coordinator) |
| 8. Dr. Jayashree Pail | (IQAC, Coordinator) |

Minutes of the meeting

1. Review and finalize last meeting minutes
Dr. [Jayashree Patil](#) read minutes of the last meeting. All members noted and agreed on those points.
2. **Overview of the activities held till date**
The IQAC coordinator briefed everyone about NAAC related activities held from August 2021 to February 2022. All members noted the same.
3. **Approvals of various templates for documents**
Dr. [Girish Bodhankar](#) suggested a common template for event / activity report, attendance report, and faculty files. All members discussed it and finalized the all format.
4. **First Audit for NAAC**
Dr. Girish Bodhankar explains the schedule of the first audit process starting from 9th, March, 2022. Detailed schedules were discussed among the members. Inputs also given by Dr. Ravindra Vaidya, Prof. Darshana Yadav
5. **Any other point with permission of the chairman.**
Discussion held on the policies which are to be prepared by the departments and various cells related to the academic and administrative activities.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator



Dr. Jayashree Patil
IQAC, Coordinator



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Steps of attainment of POs (2020 Pattern syllabus)

1. Finding direct assessment values for course outcome
 - a. Due to online mode Target level for each course is consider as 80%
 - b. Calculate CO attainment for each course of internal assessment
 - i. Consolidated for all Assessment methods (Direct & Indirect)
 1. PBA- Practical Based assessment
 2. TBA- Tutorial base assessment
 3. Mid Term
 4. Prelim
 5. Indirect - Course EndSurvey
 - ii. Refer the below table for attainment level

Criteria	Attainment level
50% student scoring more than target	1
60% student scoring more than target	2
70% student scoring more than target	3

- c. Calculate CO attainment for each course of external assessment
 2. Assign 34 % weightage to values of 1(b) and 66% weightage to 1(c) then add.
 3. Distribute these values proportionately (Strong – 3, Medium – 2, and Weak-1) in CO-PO matrix of the respective course
 4. Calculate final attainment for related PO
 - 1.5 Consider 20 % value of Placement Record
 - 1.6 Calculate final direct attainment value of each PO for each course considering 80% of CO attainment value and 20 % of Placement record
2. The values calculated in 1.5 of each course is added in PO attainment matrix of the program
3. Calculate final direct assessment value of each PO

CO attainment Process (2020 Pattern)





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4. Calculate indirect assessment values based on Alumni Survey, Student Survey and Employer Survey.

5. Calculate final PO attainment value by considering; Direct Assessment- 70% and Indirect Assessment – 30% (Alumni Survey – 10%, Student Survey – 10% and Employer Survey- 10%)

Dr. Girish Bodhankar
Asst. IQAC Coordinator

Dr. Jayashree Patil
IQAC Coordinator

Dr. Santosh Deshpande
Director

CO attainment Process (2020 Pattern)





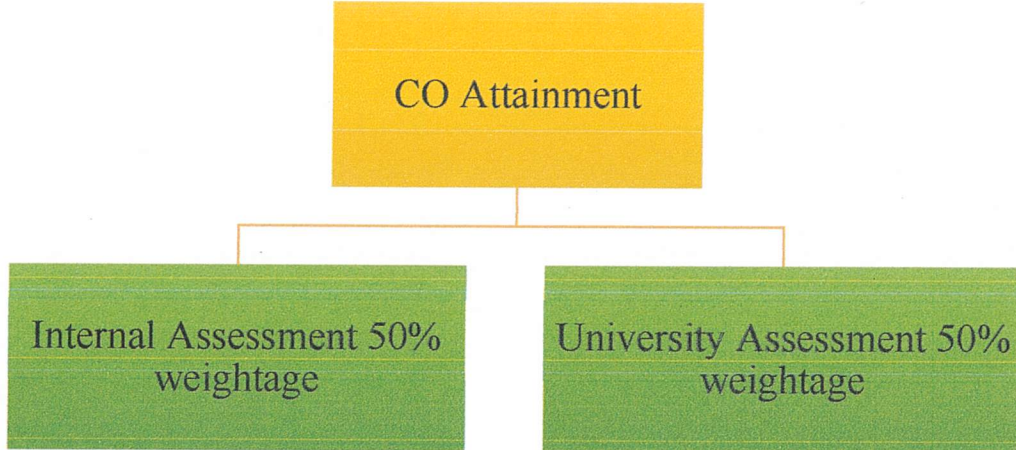
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CO PO Attainment Policy Document

Assessment Process for CO Attainment:

For the evaluation and assessment of CO's and PO's, rubrics are used. The rubrics considered here are given below:

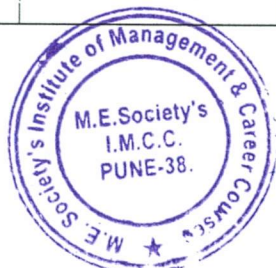
(i) CO Assessment Rubrics:



Course Outcome is evaluated based on the performance of students in internal assessments and in university examination of a course. Internal assessment contributes 50% and university assessment contributes 50% to the total attainment of a CO.

(ii) CO Assessment Tools:

Mode of Assessment	Assessment Tools	Description	Evaluation of CO	Frequency of Assessment						
Direct	Mid Term Examination	One written / MCQ exam will be conducted	The question is mapped with CO of respective course.	1						
Direct	End Semester Examination	One written / MCQ exam will be conducted	The question are mapped with CO of respective course.	1						
Direct	Evaluation Criteria as per List 01*	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <th>GC</th> <th>UL</th> <th>IL</th> </tr> <tr> <td>3</td> <td>0</td> <td>2</td> </tr> </table>	GC	UL	IL	3	0	2	The evaluation criteria's are mapped with CO of respective course.	3/2
GC	UL	IL								
3	0	2								
Direct	University Examination	Per Semester 1 examination	The question is mapped with CO of respective course.	1						
Indirect	Feedback		Feedback is collected after each semester. At the end of the programme exit survey is collected for PO attainment.	1						

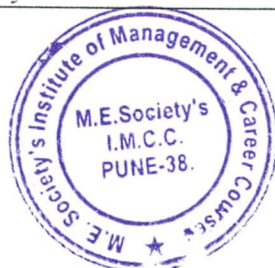




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***List of Evaluation Criteria's given by Savitribai Phule Pune University.**

Group A (Individual Assessment) – Not more than 1 per course
1. Class Test
2. Open Book Test
3. Written Home Assignment
4. In-depth Viva-Voce
Group B (Individual Assessment) – At least 1 per course
5. Case Study
6. Caselet
7. Situation Analysis
8. Presentations
Group C (Group Assessment) – Not more than 1 per course
9. Field Visit / Study tour and report of the same
10. Small Group Project & Internal Viva-Voce
11. Model Development
12. Role Play
13. Story Telling
14. Fish Bowls
Group D (Creative - Individual Assessment) – Not more than 1 per course
15. Learning Diary
16. Scrap Book / Story of the week / Story of the month
17. Creating a Quiz
18. Designing comic strips
19. Creating Brochures / Bumper Stickers / Fliers
20. Creating Crossword Puzzles
21. Creating and Presenting Posters
22. Writing an Advice Column
23. Library Magazines based assessment
24. Peer assessment
25. Autobiography/Biography
26. Writing a Memo
27. Work Portfolio
Group E (Use of Literature / Research Publications- Individual Assessment) – Not more than 1 per course
28. Book Review
29. Drafting a Policy Brief



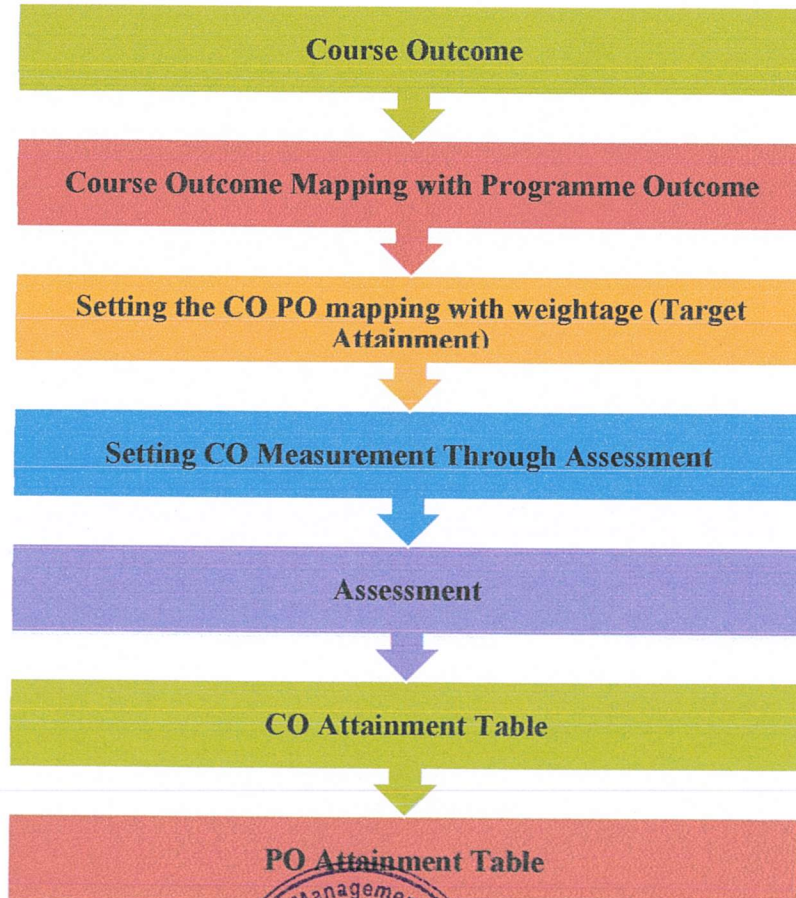


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30. Drafting an Executive Summary
31. Literature Review
32. Term Paper
33. Thematic Presentation
34. Publishing a Research Paper
35. Annotated Bibliography
36. Creating Taxonomy
37. Creating Concept maps
Group F (Use of Technology - Individual Assessment) – Not more than 1 per course
38. Online Exam
39. Simulation Exercises
40. Gamification Exercises
41. Presentation based on Google Alerts
42. Webinar based assessment
43. Creating Webpage / Website / Blog
44. Creating infographics / infomercial
45. Creating podcasts / Newscast
46. Discussion Boards

List 01

(iii) Validation of CO PO mapping





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(iv) Assessment and Attainment methods

Assessment is one or more processes which is carried out by the institution, that identify, collect and prepare data to evaluate the achievement of course outcomes and program outcomes. Attainment is the action or fact of achieving a standard result towards accomplishment of desired goals. Primarily attainment is the standard of academic attainment as observed by test and/or examination result. Assessment methods are categorized into two as direct method and indirect method to access CO's and PO's. The direct methods display the student's knowledge and skills from their performance in the continuous internal assessment tests and supporting activities as per list 01. These methods provide a sampling of what students know and/or can do and provide strong evidence of student learning. The indirect method done through university examinations and feedbacks.

(v) Procedure for Attainment of Program Outcomes:

- a) **Attainment Level 1:** 60% of students score more than 40% marks out of the maximum relevant marks.
- b) **Attainment Level 2:** 70% of students score more than 40% marks out of the maximum relevant marks.
- c) **Attainment Level 3:** 80% of students score more than 40% marks out of the maximum relevant marks.

***The Target Level of attainment is to be finalized by considering the previous year's attainment and the learning level of students.

(vi) Overall CO Attainment of Course must be prepared as show below.

a) Mapping of CO with PO

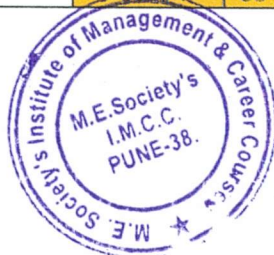
Course Outcomes	Program Outcomes									
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
CO 1	3	1	1	2	3	2	2	2	0	3
CO 2	3	3	0	0	0	2	0	2	1	1
CO 3	1	2	2	1	0	0	2	1	2	0
CO 4	2	1	3	2	2	0	0	0	1	2
CO 5	1	2	3	0	1	3	1	1	2	0

b) Distribution of weights for selected concurrent evaluation tools:

Tools	Case Study	Role Play	Assignment
Marks	30	50	50

c) Rules for calculating attainment levels of each CO

Course Outcomes	Target Attainment		
	3	2	1
CO 1	>=60%	60-40%	<40%
CO 2	>=60%	60-40%	<40%
CO 3	>=60%	60-40%	<40%
CO 4	>=60%	60-40%	<40%
CO 5	>=60%	60-40%	<40%





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d) Rules for calculating Attainment level through SPPU Exam (University exam- UE):

Table with 2 columns: Level of Attainment (3, 2, 1) and Rule for Attainment (70% or more students having more than average marks, 60% or more students having more than average marks, less than 50% having more than average marks)

e) Consolidate CO Mapping as per Evaluation Criteria's Selected for Respective Courses.

Large table showing CO Mapping for 41 students across five COs (CO1 to CO5). Includes columns for Course Outcome, CO1-5, and a summary row at the bottom with counts for each CO.

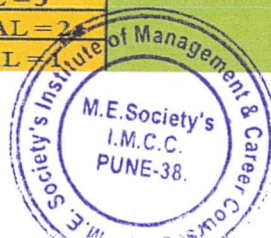




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f) University Result CO Attainment Level:

MES's				
Institute of Management & Career Courses MBA				
Academic Year - 2020-21				
Subject- Financial Law				
Semester - IV				
CO Attainment				
Sr. No	Name of the Student	Internal+External		
		Max Marks	Marks Obtained	Percentage
1	Awatade Bahumol	100	75	75.00
2	Bangal Manali	100	78	78.00
3	Borude Pooja	100	65	65.00
4	Chavhan Payal	100	89	89.00
5	Divekar Ankita	100	53	53.00
6	Dube Shubham	100	46	46.15
7	Gade Pushkar	100	23	23.08
8	Hallur Sarang	100	0	0.00
9	Hargane Ganesh	100	60	60.00
10	Jagtap Nikhil	100	65	65.00
11	Joshi Rutuja	100	82	82.00
12	Kalsule Soham	100	56	56.00
13	Kantewar Vaidehi	100	72	72.00
14	Karade Madhuri	100	61	61.00
15	Karan de Radhakrishna	100	45	44.62
16	Kulkarni Vipra	100	65	64.62
17	Lamkanikar Rutuja	100	42	41.54
18	Lihine Disha	100	67	67.00
19	Lulla Soniya	100	77	77.00
20	Magdum Suraj	100	78	77.69
21	Mehta Heena	100	84	83.85
22	More Suraj	100	92	92.31
23	Murhe Anusha	100	87	86.92
24	Nimbalkar Rajesh	100	0	0.00
25	Panmei Thomas	100	15	15.00
26	Panse Prathamesh	100	76	76.15
27	Pasalkar Mayur	100	66	66.00
28	Pathrikar Suyog	100	84	84.00
29	Pawar Saurabh	100	65	65.00
30	Ranaware Gauri	100	0	0.00
31	Raogaonkar Onkar	100	47	47.00
32	Raskar Akash	100	56	56.00
33	Salvi Krutika	100	86	86.15
34	Saraf Pooja	100	62	62.00
35	Singane Shivani	100	0	0.00
36	Soni Priyanka	100	69	69.23
37	Sonkamble Yash	100	70	70.00
38	Sonkul Aparna	100	67	67.00
39	Waghmare Nikita	100	55	55.00
40	Wanjale Poonam	100	76	76.00
41	Warkhade Namrata	100	52	51.54
Total No. of Students (y)				41
No of Students who got more than 50% (x)				31
Total No. of students who got less than 50%				4
% of attainment (x/y)*100				75.61
If (x/y)*100 >70, then AL = 3				
If (x/y)*100 >= 60, then AL = 2				
If (x/y)*100 >= 50, then AL = 1				3





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g) CO Attainment Level

CO Attainment Table						
	CO 1	CO 2	CO 3	CO4	CO5	
Attainment level as per rules set	1.8	2.1	2.44	3	2.1	2.288

CO attainment through University Examination Evaluation	
Average Marks	50%
Number of students scoring more than average marks	31
% students scoring more than average	4
According to rule set, attainment level	3

Final CO attainment = (0.5* Internal assessment)+(0.5*University exam results)	
Final CO Attainment	2.644

h) CO PO Mapping

MES's
Institute of Management & Career Courses MBA
Academic Year - 2020-21
Subject- Financial Law
Semester - IV
CO Attainment

Program Outcome:	
1	Generic and Domain Knowledge - Ability to articulate, illustrate, analyze, synthesize and apply the knowledge of principles and frameworks of management and allied domains to the solutions of real-world complex business issues
2	Problem Solving & Innovation - Ability to identify, formulate and provide innovative solution frameworks to real world complex business and social problems by systematically applying modern quantitative and qualitative problem solving tools and techniques.
3	Critical Thinking - Ability to conduct investigation of multidimensional business problems using research based knowledge and research methods to arrive at data driven decisions
4	Effective Communication - Ability to effectively communicate in cross-cultural settings, in technology mediated environments, especially in the business context and with society at large
5	Leadership and Team Work - Ability to collaborate in an organizational context and across organizational boundaries and lead themselves and others in the achievement of organizational goals and optimize outcomes for all stakeholders.
6	Global Orientation and Cross-Cultural Appreciation: Ability to approach any relevant business issues from a global perspective and exhibit an appreciation of Cross Cultural aspects of business and management.
7	Entrepreneurship - Ability to identify entrepreneurial opportunities and leverage managerial & leadership skills for founding, leading & managing startups as well as professionalizing and growing family businesses.
8	Environment and Sustainability - Ability to demonstrate knowledge of and need for sustainable development and assess the impact of managerial decisions and business priorities on the societal, economic and environmental aspects.
9	Social Responsiveness and Ethics - Ability to exhibit a broad appreciation of the ethical and value underpinnings of managerial choices in a political, cross-cultural, globalized, digitized, socio-economic environment and distinguish between ethical and unethical behaviors & act with integrity.
10	Life Long Learning – Ability to operate independently in new environment, acquire new knowledge and skills and assimilate them into the internalized knowledge and skills.
Course Outcome:	
1	DESCRIBE the basic concepts related to Accounting, Financial Statements, Cost Accounting, Marginal Costing, Budgetary Control and Standard Costing
2	EXPLAIN in detail, all the theoretical concepts taught through the syllabus.
3	PERFORM all the necessary calculations through the relevant numerical problems.
4	ANALYSE the situation and decide the key financial as well as non-financial elements involved in the situation.
5	EVALUATE the financial impact of the decision.

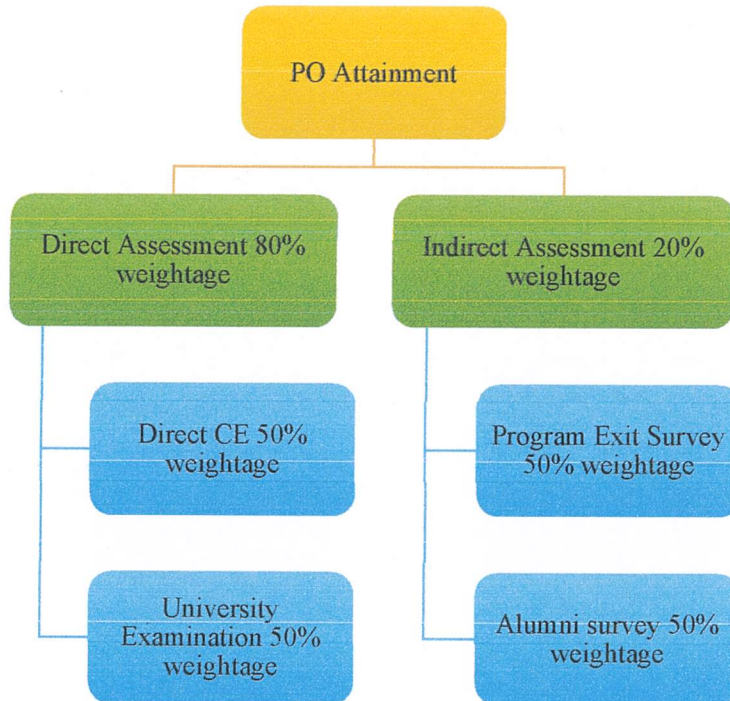
CO/PO	CO Attained	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
CO 01	1.8	3	1	1	2	3	2	2	2	1	3
CO 02	2.1	3	3	0	0	0	2	0	2	1	1
CO 03	2.44	1	2	2	1	0	0	2	1	2	0
CO 04	3	2	1	3	2	2	0	0	0	1	2
CO 05	2.1	1	2	3	3	3	3	1	1	2	0
PO attainment		2.2	2.2	2.4	2.3	2.3	2.0	2.1	2.1	2.4	2.3





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(vii) Overall PO Attainment Process



PO assessment is done by giving 80% weightage to direct assessment and 20% weightage to indirect assessment. Direct assessment is based on CO attainment, where 80% weightage is given to attainment through university exam and 20% weightage is given to attainment through internal assessments. Indirect assessment is done through exit survey and alumni survey where exit survey and alumni survey is given a weightage of 50% each.






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Exit Survey

MES		
Institute of Management & Career Courses		
Academic Year:		
Exit Survey		
Name of Student		
Roll No.		
Mail ID		
Kindly rate the following criteria on a scale of 1-5. Your genuine response will be helpful for the continuous quality improvement of our MBA , PG programme in MES IMCC.		
5. Excellent 4. Very Good 3. Good 2. Average 1. Poor		
Sr. No	Criteria Rating	Rating
1	Opinion about PG programme in MES IMCC	
2	Overall Rating for attainment of your PO	
3	Ability acquired to apply Management Skills and Domain centric knowledge	
4	Competence developed to analyse and interpret the business situations and take decisions according to situations.	
5	Skills gained to apply modern business techniques for your organization	
6	Responsibility level acquired by you	
7	Leadership qualities and team spirit inculcate through various student development activities	
8	Zeal to engage in , to resolve the business issues and acquiring lifelong learning	
9	Benefit from MES IMCC within two years	


Dr. Girish Bodhankar
Asst. IQAC Coordinator


Dr. Jayashree Patil
IQAC Coordinator


Dr. Santosh Deshpande
Director





Maharashtra Education Society's
Institute of Management and Career Courses (IMCC), Pune

Academic Year 2019-2024

Effective Curriculum Delivery Process (MBA)

Preamble:

The revised MBA Curriculum 2019 builds on the implementation of the Choice Based Credit System (CBCS) and Grading System initiated in the AY 2013. The curriculum takes the MBA programme to the next level in terms of implementing Outcome Based Education along with the Choice Based Credit System (CBCS) and Grading System.

Master of Business Administration under Savitribai Phule Pune University focuses on the Outcome Based Education Approach. Outcomes are about performance, and this implies:

1. There must be a performer – the student (learner), not only the teacher.
2. There must be something performable (thus demonstrable or assessable) to perform.
3. The focus is on the performance, not the activity or task to be performed.

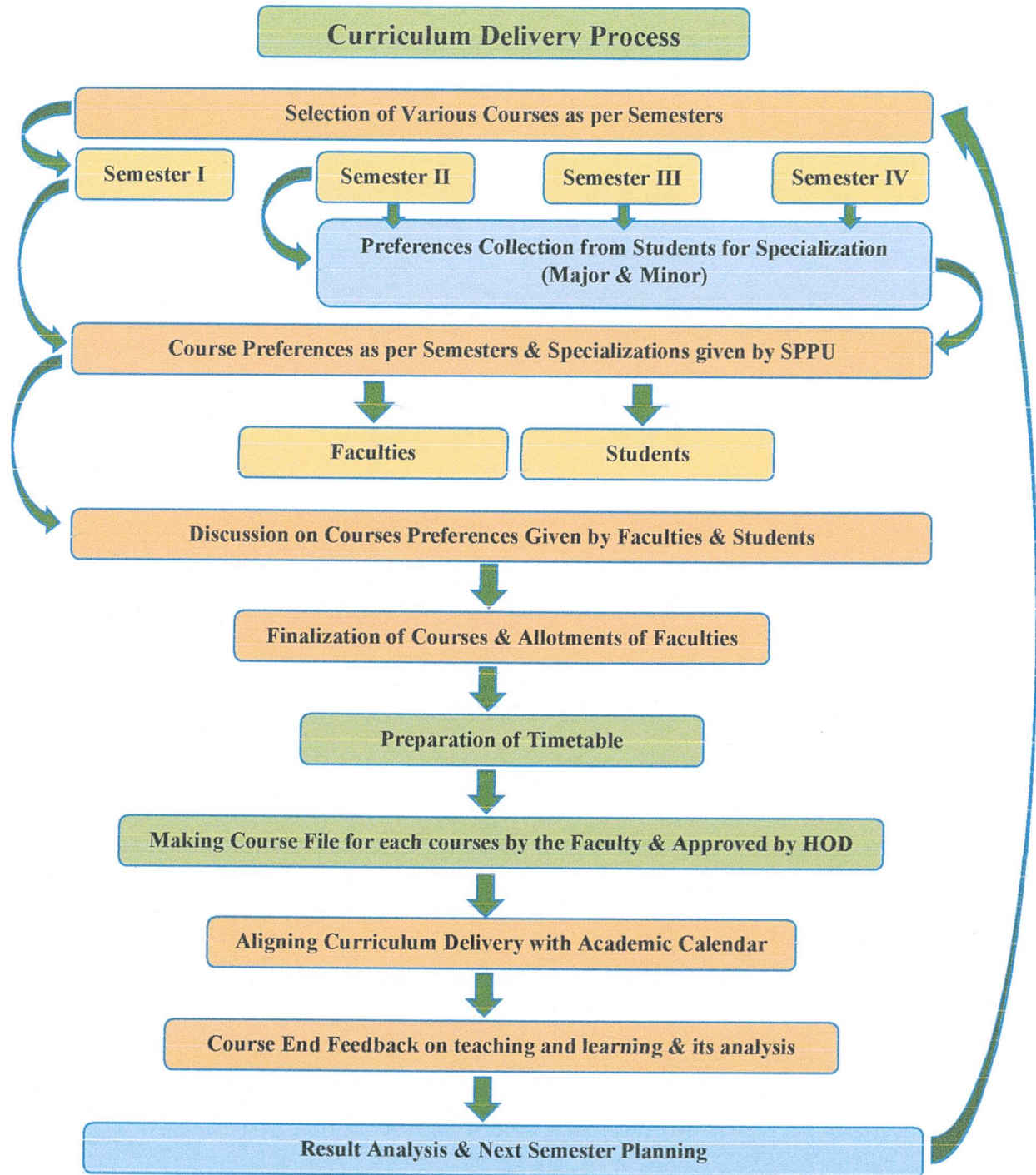
An assessment system that asks course teachers to first identify what it is that we expect students to be able to do once they have completed a course or program. It then asks course teachers to provide evidence that they are able to do so. Assessment is therefore a key part of outcome-based education and used to determine whether or not a qualification has been achieved.

The curriculum delivery is strictly adhering to the Savitribai Phule Pune University Syllabus of **2019 Pattern**. The implementation part of the syllabus is moulded as per the requirement and need of students and the institution. The process of delivering the curriculum is designed at the institution level so that the syllabus will get effectively delivered.

MBA Course Structure & Marking Scheme

Course Type	Credits	Nature	Comprehensive concurrent evaluation	End Semester Evaluation	Total Marks
Generic Core (GC)	3	Compulsory	50	50	100
Subject Core (SC)	3	Compulsory	50	50	100
Generic Elective (GE-UL)	2	Elective	0	50	50
Generic Elective (GE-IL)	2	Elective	50	0	50
Subject Elective (SE-IL)	2	Elective	50	0	50
SIP	6	Compulsory	50	50	100







Maharashtra Education Society's
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Selection of Various Courses as per Semesters

Before the commencement of Academic, under the Program Coordination Committee, the various courses for the undergoing semesters and specializations (if any) will be shortlisted.

The procedure for the selection of the courses is took place in two stages.

1. Preferences will be collected from the students for the courses as per their likings and need.
2. Preferences will be collected form the faculties for the courses by considering the expertise of the faculties and the importance of that course on student's development perspective.
3. The preferences will be collected through google forms.

Discussion on Courses Preferences Given by Faculties & Students

The discussion on the preferences of students and the faculties will be evaluated and the courses will get selected for the respective semesters. The finalization of the courses will gets finalized as per the institutional policies, resources availability, students interest, addition to the students' knowledge, and as per the corporate expectation from students.

In MBA courses are divided into 5 sections,

1. Generic Core Courses(GC)
2. Subject Core Courses (SC)
3. Generic Elective Courses (UL)
4. Generic Elective Courses (IL)
5. Subject Elective (IL)

As per the semester requirement given by the Savitribai Phule Pune University, the number of courses belongs to the different sections will be selected.

Finalization of Courses & Allotments of

After finalizing the courses as per the structure defined by SPPU, the faculties will be allotted as per the workload, previous experience, specialization of the faculty, interest shown by the faculty etc.

Preparation of Timetable

The timetable is prepared as per the LTP structure. The minimum lecture required to conduct and complete the course is given by the university. By considering the guidelines and the credit associated with the course and the expected lectures required by the faculty, the timetable gets designed. Each lecture is of 60 min.

The Major Minor specialization taken by the students also to be considered for timetable designing. For the smooth conduction of the academic there is a provision in SPPU syllabus that all the courses of Major Specialization to be executed till 3rd semester and 4th semester belongs to the Minor Specialization if chosen by the student.





**Maharashtra Education Society's
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Making Course File for each courses by the Faculty & Approved

After finalizing the courses and allotment of the faculty, the faculty members have to prepare the course files for every courses considering various aspects associated with the syllabus. The course teacher may modify the LTP of the course in view of the course requirements, nature of the course, the level of learners and the type of pedagogy and assessment tools proposed.

The course files include,

Programme		Semester	
Academic year		Division / Specialization	
Course Code		Course	
Course Type		Course Teacher (Full Name)	

Sr. No.	Description	Mandatory/Optional
1	Course Syllabus Copy	Mandatory
2	Student Roll Call List	Mandatory
3	Course Orientation & Course Linkages	Mandatory
4	Inputs Beyond The Curriculum	Optional
5	Self-study topic(s)	Optional
6	Bridge Course/ Foundation Course/ Add-On Module/ Enrichment Module Proposal	Optional
7	Learning Resources Sheet	Optional
8	Innovation(s) in Teaching Learning & Evaluation	Optional
9	Session Plan (Approved by Coordinator)	Mandatory
10	Invited Session(s) Proposal	Optional
11	Session Plan and Formative Assessment (CIE) Mapping to Intended Learning Outcomes	Mandatory
12	Approved Formative Assessment (CIE) pattern (Division wise / specialization wise)	Mandatory
13	Formative Assessment (CIE) item wise concept note (Start date- end date, group list, assessment dates if applicable, Assessment criteria)	Mandatory
14	Formative Assessment (CIE) content / details like cases, questions, etc. – actual photo copies	Mandatory





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Institute of Management and Career Courses (IMCC), Pune

Sr. No.	Description	Mandatory/Optional
15	Model answers to various Formative Assessment (CIE) items (as applicable)	Optional
16	Formative Assessment (CIE) Item wise Mark List (certified by Course Teacher & IQAC Coordinator)	Mandatory
17	Formative Assessment (CIE) conduction summary	Mandatory
18	Formative Assessment (CIE) Consolidated Mark List (certified by Course Teacher & Coordinator)	Mandatory
19	Question Bank (Objective)	As Applicable, based on the nature of course
20	Question Bank (Subjective)	As Applicable, based on the nature of course
21	Case Bank	As Applicable, based on the nature of course
22	University Question Paper for the last 3 years (for FC courses)	Hard Copy

The faculty members have to get approved the course file by the HOD or Programme Coordinator.

Aligning Curriculum Delivery with Academic Calendar

In the course file faculties finalizes the concurrent evaluation criteria's as per the requirement of the course. And also the Midterm and End Term examination will be conducted to evaluate the students for internal marks. All these activities must get aligned with the academic calendar for smooth conduction.

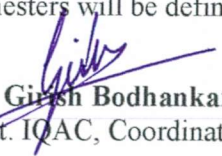
Course End Feedback on teaching and learning & its analysis

Course end feedback from students will be collected after the completion of the syllabus on the basis of teaching of the faculties and the learning of the students.

The feedback gets analysed and compared with the performance of the student in the end term internal examination and will decide will there any need to take extra guidance lectures, or revision lectures for the respective courses. The feedback given by the students will be considered for evaluation if the attendance of the respective students is above 65%.

Result Analysis & Next Semester Planning

The result analysis of the students will be done for the entire semester (internal marks + external marks) and on the basis of the performance of the students the strategies for the next semesters will be defined.


Dr. Girish Bodhankar
Asst. IQAC, Coordinator


Dr. Jayashree Patil
IQAC Coordinator

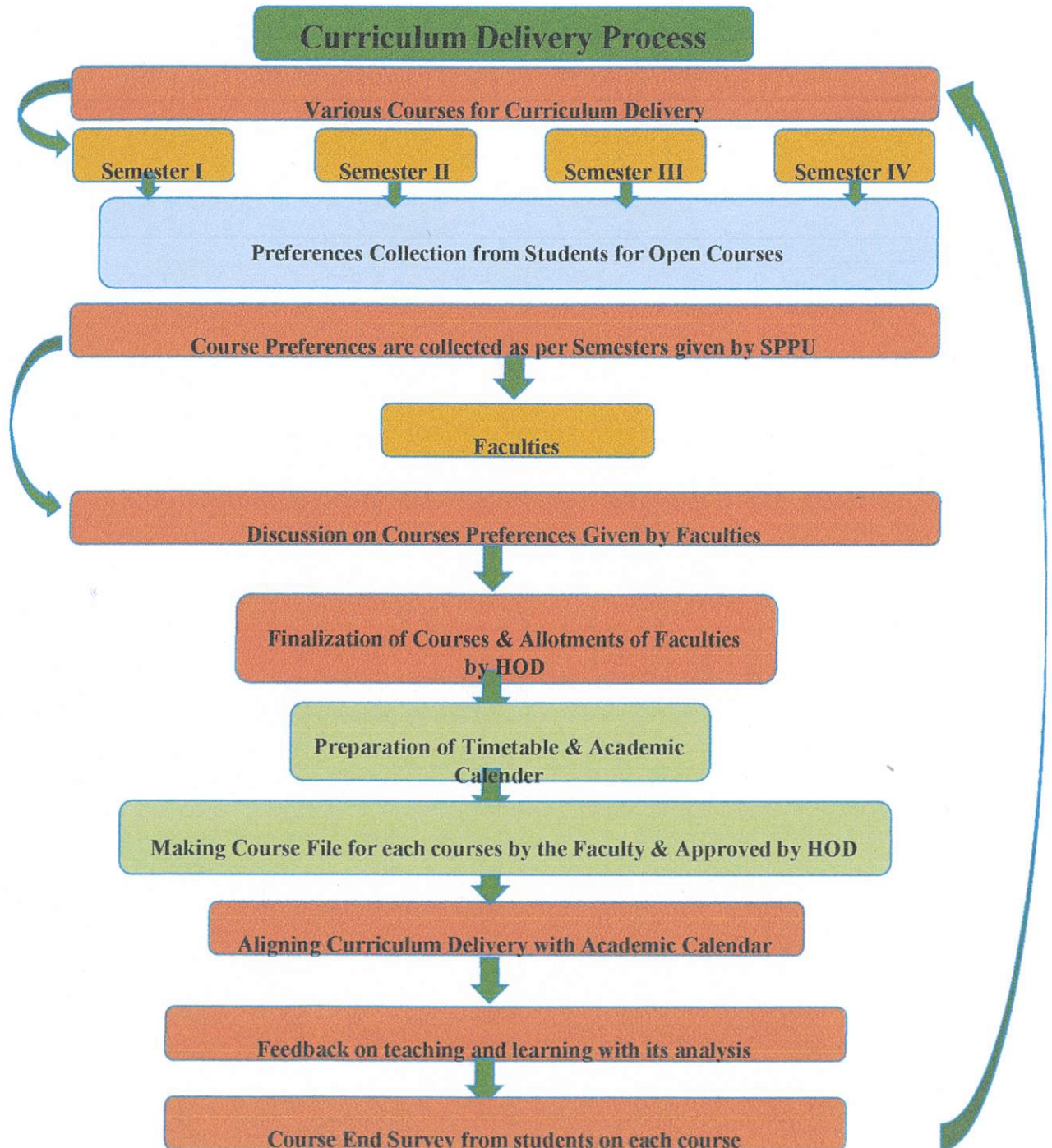

Dr. Santosh Deshpande
Director





Maharashtra Education Society's
Institute of Management and Career Courses (IMCC), Pune
Academic Year 2018-2023
Effective Curriculum Delivery Process (MCA)

The curriculum delivery is strictly adhering to the Savitribai Phule Pune University Syllabus of **2020 pattern**. The implementation part of the syllabus is moulded as per the requirement and need of students and the institution. The process of delivering the curriculum is designed at the institution level so that the syllabus will be effectively delivered.





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Institute of Management and Career Courses (IMCC), Pune**



Result Analysis & Next Semester Planning

Preferences Collection from Students for Open Courses

After the commencement of the Academic session, PCC committee brainstorms for open courses as per organization and market demand. The courses are finalized and the class coordinator is instructed to communicate with the students for selecting the course.

The procedure for the selection of the courses is as follows:

1. Preferences are communicated by class coordinator to the students by conducting the meeting in presence of program coordinator and HOD
2. Course syllabus is shared with students and doubts if any from their end are clarified.
3. The preferences will be collected through google forms from students

Course Preferences are collected as per Semesters given by SPPU

Head of the department invites subject preferences from faculties based on their subject expertise.

Allocation of subjects is made by considering preferences by the Head of department and Programme coordinator.

The course for each faculty is communicated to the faculty member.

Finalization of Courses & Allotments of Faculties by HOD

After finalizing the courses as per the structure defined by SPPU, the faculties will be allotted workload as per designation and experience. Faculties are instructed to prepare course files and lecture execution sheet.





Preparation of Timetable & Academic Calender

The timetable is prepared as per the LTP structure. The minimum lecture required to conduct and complete the course is given by the university. By considering the guidelines and the credit associated with the course and the expected lectures required by the faculty, the timetable gets designed. Lecture timing per lecture is 60 min.

Academic Calendar is prepared by the Program coordinator by considering all the academic structure with reference to Savitribai Phule Pune University (SPPU) academic planner. Academic calendar comprises all the activities right from academics to all activities (co curricular, extra curricular, sports and cultural) related to students each semester.

The Practical, Tutorial, Project part from the curriculum are also to be considered for timetable designing. Add on credit courses provision is also taken into consideration while preparing the time table and academic calendar.

Making Course File for each courses by the Faculty & Approved by HOD

After finalizing the courses and allotment of the faculty, the faculty members have to prepare the course files for every courses considering various aspects associated with the syllabus. The course teacher may modify the LTP of the course in view of the course requirements, nature of the course, the level of learners and the type of pedagogy and assessment tools proposed. The faculty members have to get approval of the course file by the HOD or Programme Coordinator

Additional Information: Attach sample course file.

Aligning Curriculum Delivery with Academic Calendar

In the course file faculties finalizes the concurrent evaluation criteria as per the requirement of the course. And also the Midterm and End Term examination will be conducted to evaluate the students for internal marks. All these activities must get aligned with the academic calendar for smooth conduction.





**Maharashtra Education Society's
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Feedback on teaching and learning with its analysis

Course feedback is taken twice per semester. The feedback is analyzed, discussed with faculty by the head of the department and program coordinator for improvement if any. Feedback is then communicated to faculty by email.

The feedback gets analysed and compared with the performance of the student in the end term internal examination and will decide if there is any need to take extra guidance lectures, or revision lectures for the respective courses.

Course End Survey from students on each course

At the end of the semester, a course end survey is collected by the students for each course.


This survey is collected via a google form. This survey has questions based on the respective course for understanding that the course has been deeply understood by the student and the basic crux of the course has been assimilated by the students properly.

Result Analysis & Next Semester Planning

The result analysis of the students will be done for the entire semester (internal marks + external marks) and on the basis of the performance of the students the strategies for the next semesters will be defined.


Dr. Girish Bodhankar
Asst. IQAC, Coordinator


Dr. Jayashree Patil
IQAC Coordinator


Dr. Santosh Deshpande
Director





Internal Evaluation , Concurrent Evaluation & Examination Policy

Master of Computer Application

(MCA)(2020 Pattern)

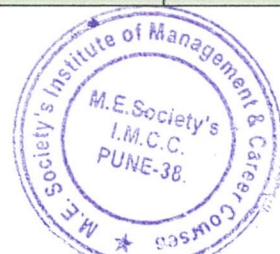
IMCC MCA EXAMINATION PROCESS

Internal Assessment is done as per the norms of concerned programme i.e., MCA offered by the Institute of Management and Career Courses affiliated to SPPU.

MCA has a Choice Based Credit System (CBCS). CBCS enables a student to obtain a degree by accumulating the required number of credits prescribed for that degree. Each course is assigned a fixed number of credits based on the contents to be learned & the expected effort of the student. Continuous Learning & Student Centric Concurrent Evaluation is the main key feature of Choice Based Credit System.

+ MCA Program Structure

Course Type	Credit	Total Credit During MCA	Internal Evaluation	End Semester Evaluation	Total
Subjects	3	51	25	50	75
Open Source Subjects	1	6	25	0	25
Practical	5	15	75	50	125
Mini Projects	5	15	75	50	125
Soft Skills	1	3	25	0	25
Project	22	22	300	250	550
Total Credit		112	1400	1400	2800





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In total 112 credits represent the workload of a year for MCA program.

Semester	Credit	IE	UE
Semester I	28	350	350
Semester II	28	350	350
Semester III	28	350	350
Semester IV	28	350	350
Total	112	1400	1400
			2800

The MCA programme is a combination of:

- a. Three-Credit Courses (75 Marks each): 3 Credits each
- b. Two-Credit Courses (50 Marks each): 2 Credits each
- c. One-Credit Courses (25 Marks each) : 1 Credits each

PRE-EXAMINATION PROCESSES:

The Internal Examination coordinator prepares the schedule of Internal Examinations and the same will be communicated through official communication channels like notice boards, website, etc.

1. EXAMINATION SCHEME: -

2.1 Three-Credit Courses (75 Marks each): -

For each Three Credit course, 25 will be based on evaluation and 50 marks for semester end examination conducted by university, unless otherwise stated.

Sr. No	Exam	Marks	Converted
A	Mid Term Assessment	20	80
B	Term End Assessment	50	
C	Course End Survey	10	
D	Continuous Assessment		
	Problem Based Assessment/ Practical Based Assessment (PBA)	50	10





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Institute of Management and Career Courses (IMCC), Pune

Theory Based Assessment/ Tutorial Based Assessment (TBA)	20	5
Total Marks	150	25

Table 1:- Complete Internal Examination Scheme for Three Credit Course.

The internal evaluation of 25 marks further divided into Written Examination (Assignments/Unit test/written examination etc.), Practicals and Tutorials. The details have been specified in each course.

Internal assessment for the course is based on following concurrent evaluation.

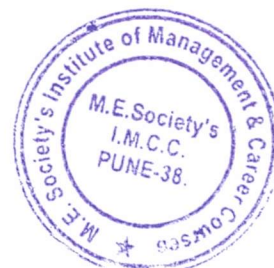
- A. Mid Term Assessment (20 Marks)** - First internal examination of I, III and V Semester will be conducted in the month of September April and for the semester II, IV and VI will be conducted in the month of February. Mid Term Assessment will be based on Objective type Questions
- B. Term End Assessment (50 Marks)** - Second internal examination of I, III and V Semester will be conducted in the month of October and for the semester II, IV and VI will be conducted in the month of March. Term End Assessment will be based on Objective type Questions, Short Answer Questions etc.
- C. Course End Survey (10 Marks)** - In this method, a student is asked to assess himself / herself on his/her understanding or demonstration of the course outcomes. A well-designed questionnaire mapping to all the Course Outcomes is part of the Course End Survey and will be conducted at the end of Course.
- D. Continuous Assessment (70 Marks)** - Course faculty members shall have the flexibility to design the Continuous Assessment components, marks and its execution in a manner so as to give a balanced assessment of student capabilities across Knowledge, Skills & Attitude (KSA) dimensions based on a variety of assessment tools throughout the semester.

Continuous Assessment (70 Marks)

- Problem Based Assessment/ Practical Based Assessment (PBA)-50 Marks
- Theory Based Assessment/ Tutorial Based Assessment (TBA) -20 Marks

In the above table total Internal Theory course evaluation of 150 marks will be converted to 25 Marks (Internal Marks i.e. IM). And out of 25 Marks Students have to score a minimum 40% i.e. 10 Marks to pass the Internal examination. If the student fails in Internal Marks (Marks ranges 0-9) will get one more chance to pass the internal examination that test is Performance Improvement Test (PIT).

Performance Improvement Test (PIT) is of 60 Marks. After this test Final Internal Marks (FIM) will be calculated as follows





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FIM(Out of 25Marks) = (IM (out of 25 Marks) + PIT marks (50 Marks)) will be converted out of 25 Marks

Even if a student is not able to achieve a passing score in FIM then he/she will be declared as Failed.

2.2 Practical/Project- Five-Credit Course (75 Marks):-

2.2.1 Practical-Course faculty prepares the schedule for practical assignment submission, and shares it with students through official channels like notice board. Total Practical will carry 30 Marks. And at the end of the semester students have to attend Practical Examination. Practical Examination will be of 20 Marks. The total marks of the practical course will be calculated as follows

Practical Marks (out of 75 Marks) = Notebook/Journal (out of 15) + Practical assignments (out of 30 Marks) + Internal Practical Examination (out of 30 Marks).

2.2.2 Mini Project- Course faculty prepares the schedule for submission of project milestones, and shares it with students. Each milestone will carry some marks. Students have to do the project submission on time. And at the end of the semester students have to deliver Project Presentation and Viva. Project Course also carries 75 Marks.

Project Marks (out of 75 Marks) = Project Documentation (out of 15 Marks) + Project Milestones/Submission (out of 30 Marks) + Project Final Presentation/Evaluation (out of 30 Marks).

2.3 Open Subject, Case Study and Soft skill (25 Marks each) :-

Institute decides the contents for Open subject, Case Study and Soft skill. It is decided as per the industry requirements. The execution and evaluation pattern is communicated to students before the commencement of the respective course.

Note: - This scheme is applicable for MCA 2021-2023 batch

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Exam Controller

Dr. Girish Bodhankar
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Internal Evaluation , Concurrent Evaluation & Examination Policy

Master of Business Administration (MBA)

(2019 Pattern)

Preamble:

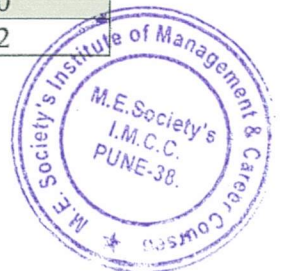
The revised MBA Curriculum 2019 builds on the implementation of the Choice Based Credit System (CBCS) and Grading System initiated in the AY 2013. The curriculum takes the MBA programme to the next level in terms of implementing Outcome Based Education along with the Choice Based Credit System (CBCS) and Grading System.

MBA Program Structure:

Course Type	Credits	Nature	Total Credit during MBA	Comprehensive concurrent evaluation	End Semester Evaluation	Total Marks
Generic Core (GC)	3	Compulsory	42	50	50	100
Subject Core (SC)	3	Compulsory	18	50	50	100
Generic Elective (GE-UL)	2	Elective	22	0	50	50
Generic Elective (GE-IL)	2	Elective	8	50	0	50
Subject Elective (SE-IL)	2	Elective	14	50	0	50
SIP	6	Compulsory	6	50	50	100

On an average every student has to undergo 12 courses per semester as shown in the following Matrix

Nature of Course	Semester 1	Semester 2	Semester 3	Semester 4
Generic Core (GC)	6	4	3	2
Subject Core (SC)	0	2	2	2
Generic Elective (GE-UL)	3	3	3	2
Generic Elective (GE-IL)	3	1	0	0
Subject Elective (SE-IL)	0	2	2	2





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SIP	0	0	1	0
Total Subjects	12	12	11	8

Generic Core Courses:

This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study. Therefore, Generic Core courses are mandatory and fundamental in nature. These courses cannot be substituted by any other courses. Such courses are also known as Hard Core Courses.

The GC courses are for 100 marks each. 50 Marks for University Evaluation & 50 Marks for Institutional Evaluation.

Subject Core (SC) Courses:

Core course may be a Subject Core if there is a choice or an option for the candidate to choose from a broad category (grouping) of subjects (specializations / electives). These are also known as Soft Core Courses.

The SC courses are for 100 marks each. 50 Marks for University Evaluation & 50 Marks for Institutional Evaluation.

Generic Elective – University Level:

These elective courses are supportive to the discipline of study and focus on the knowledge aspect of competence building. The course outcomes for such courses can be better assessed through traditional End Semester Evaluation.

The GC-UL courses are for 50 marks each. 50 Marks for only University Evaluation.

Generic Elective – Institute Level:

These elective courses are aimed to develop inter-personal, technical and other skills aspect of competence building. The course outcomes for such courses can be better assessed through Comprehensive Concurrent Evaluation.

The GC-IL courses are for 50 marks each. 50 Marks for only Institutional Evaluation.

Subject Elective:

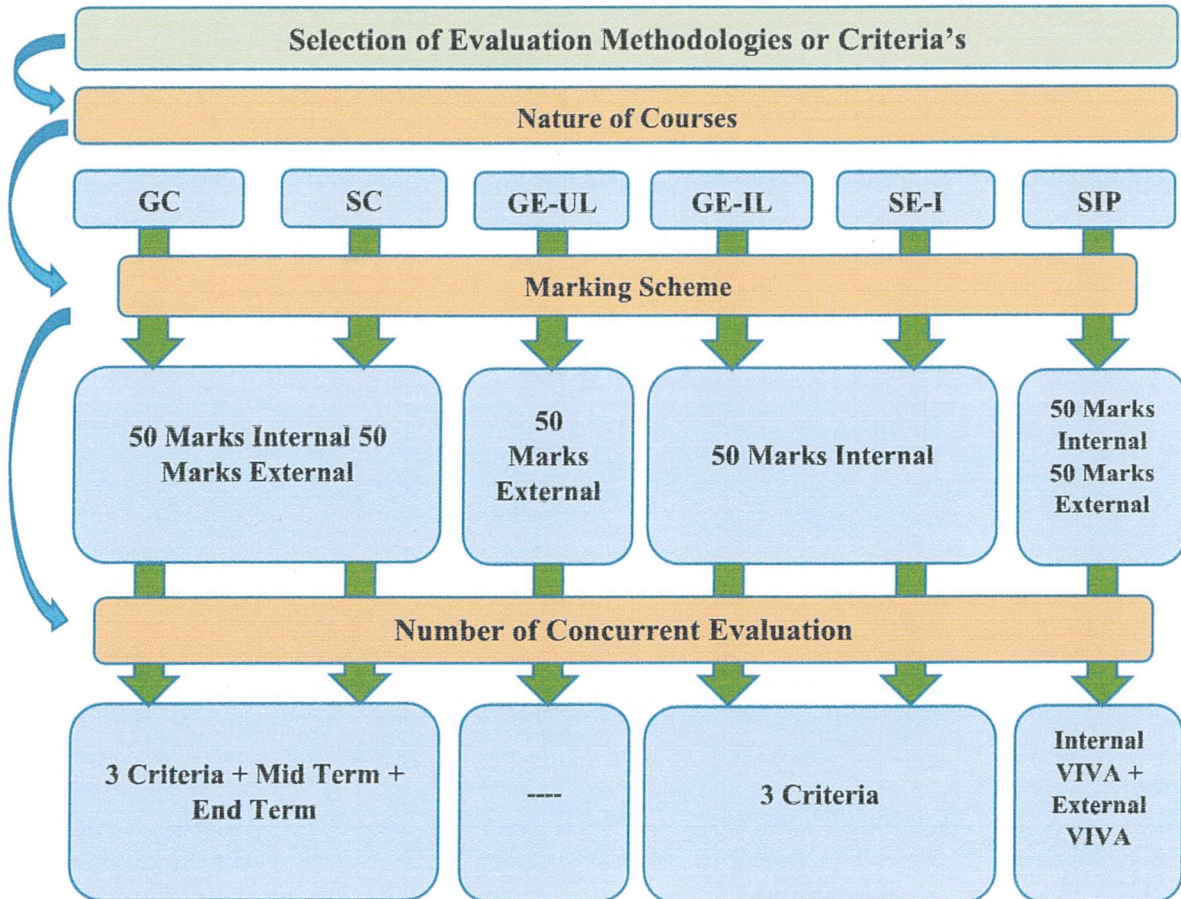
A 'Discipline (specialization) centric' elective is called 'Subject Elective.' Subject Elective courses, in the Semester II, III and IV are focused on a specialization.

The SE courses are for 50 marks each. 50 Marks for only Institutional Evaluation.



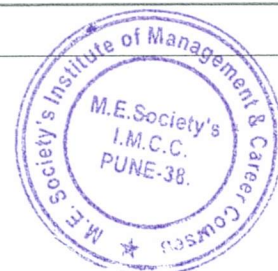


Concurrent Evaluation & Examination Structure



❖ **List of Concurrent Evaluation Criteria's**

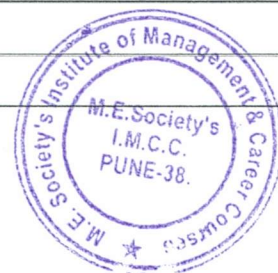
Group A (Individual Assessment) – Not more than 1 per course
1. Class Test
2. Open Book Test
3. Written Home Assignment
4. In-depth Viva-Voce
Group B (Individual Assessment) – At least 1 per course
5. Case Study
6. Case let





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7. Situation Analysis
8. Presentations
Group C (Group Assessment) – Not more than 1 per course
9. Field Visit / Study tour and report of the same
10. Small Group Project & Internal Viva-Voce
11. Model Development
12. Role Play
13. Story Telling
14. Fish Bowls
Group D (Creative - Individual Assessment) – Not more than 1 per course
15. Learning Diary
16. Scrap Book / Story of the week / Story of the month
17. Creating a Quiz
18. Designing comic strips
19. Creating Brochures / Bumper Stickers / Fliers
20. Creating Crossword Puzzles
21. Creating and Presenting Posters
22. Writing an Advice Column
23. Library Magazines based assessment
24. Peer assessment
25. Autobiography/Biography
26. Writing a Memo
27. Work Portfolio
Group E (Use of Literature / Research Publications- Individual Assessment) – Not more than 1 per course
28. Book Review
29. Drafting a Policy Brief
30. Drafting an Executive Summary
31. Literature Review
32. Term Paper
33. Thematic Presentation
34. Publishing a Research Paper





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Institute of Management and Career Courses (IMCC), Pune

35. Annotated Bibliography
36. Creating Taxonomy
37. Creating Concept maps
Group F (Use of Technology - Individual Assessment) – Not more than 1 per course
38. Online Exam
39. Simulation Exercises
40. Gamification Exercises
41. Presentation based on Google Alerts
42. Webinar based assessment
43. Creating Webpage / Website / Blog
44. Creating infographics / infomercial
45. Creating podcasts / Newscast
46. Discussion Boards

❖ **Concurrent Evaluation:**

- As per the nature of the courses the faculty members have to select the evaluation criterion from the above list and the minimum marks would be 25 for each criterion. The total marks scored by the student gets scale down to 50 marks maximum, irrespective of the total evaluation conducted in above 50 marks by the faculty.
- As per the list given above, at least one criteria should be selected from Group B, and remaining can be selected from A, C, D, E, F.

OR

- Some of the courses also mapped with the MOOC courses done by the students minimum of 30 hr.

OR

- Few of the courses can also be mapped with the certification courses offered by the institution.

❖ **MID Term Examination:**

The exam will be conducted per semester when the half of the syllabus gets over. The pattern for the examination would be as per the format given by the SPPU. The total marks for each course would be 30.





Maharashtra Education Society's
Institute of Management and Career Courses (IMCC), Pune

Exam Pattern:

There would be 3 Questions

- Q.1:** Solve any 5 Out of 8 (Each of 2 Marks) (10 Marks)
Q.2: Solve any 2 Out of 3 (Each of 5 Marks) (10 Marks)
Q.3: Solve any 1 Out of 2 (10 Marks)

❖ **END Term Examination:**

This exam will be conducted on per semester basis at the end semester before the university examination. The exam pattern would be same as that of SPPU.

Exam Pattern:

There would be 5 Questions

- Q.1:** Solve any 5 Out of 8 (Each of 2 Marks) (10 Marks)
Q.2: Solve any 2 Out of 3 (Each of 5 Marks) (10 Marks)
Q.3: Solve any 1 Out of 2 (10 Marks)
Q.4: Solve any 1 Out of 2 (10 Marks)
Q.5: Solve any 1 Out of 2 (10 Marks)

Dr. Shweta Meshram
Exam Controller

Dr. Girish Bodhankar
Asst. IQAC, Coordinator

Dr. Jayashree Patil
IQAC Coordinator

Dr. Santosh Deshpande
Director

