CRITERIA 1-Curriculum Aspects

1.1.1 The Institution ensures effective curriculum planning and delivery Through a well-planned and documented process including Academic Calendar and conduct of continuous internal Assessment

SN	Details
1	College Development Committee (CDC)
2	Academic Calander of IIMHRD (5 years)
3	University Academic Calendar Circulars
4	Effective Curriculum Delivery Process
5	CCE Policy and Assessment
6	Evaluation Mechanism
7	SPPU MBA Syllabus
8	Time Table (of 5 years)
9	Induction Program W2E

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SAIBALAJI EDUCATIONAL SOCIETY

INTERNATIONAL INSTITUTE OF MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

IIMHRD For Women

(Affiliated to University of Pune & Approved by AICTE, Ministry of HRD, Govt. of India)

College Development Committee
(As per Maharashtra Public University Act 2016)

Date:-16th Sept 2023

Sn	Members Name	Designations	Signature
1	Prof. Manish R Mundada	Chairman	
2	Prof. Nirupama Mundada	Member, Secretary Parent Society	
3	Prof. Pooja Karekar	Head, Nominated by Director	
4	a. Mrs. Shradha Bansode b. Mrs.Sonali Kshirsagar c. Mr. Tukaram Telangi	Teaching Representative Teaching Representative Teaching Representative	
5	Mr. Mahesh Jadhav	Non-Teaching Representative	
6	a. Dr. Bhushan Agalgatti b. Dr. A. B. Rao c. Mr. Kailas Jadhav d. e. Ms. Kshitija Kudale	Local Member 1, Nominated By Management - Educationist Local Member 2, Nominated By Management - Educationist Local Member, Nominated By Management - Socialist Local Member, Nominated By Management - Industry Representative Local Member, Nominated By Management, - Alumni	
7	Dr Beena Jibby	IQAC Coordinator	
8	Ms. Rutika Rakshe	College G.S.	
9	Dr.Aruna Deoskar	Director, IIMHRD(W) Member Secretary , CDC	

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INTERNATIONAL INSTITUTE OF MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

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Academic Calendar (2023-2024) MBA I & II

Date	Activity
22nd July 2023	Commencement of MBA 2nd year (SPPU Circular) (SIP)
15 August 2023	Independence Day
17th Aug -2023	Commencement of MBA classes as per Govt. circular, University
August 2023	Three week Induction program for MBA Sem I
Sept 1st week	Commencement of classroom session Sem II post SIP
5th Sept 2023	Teacher's day celebration
19th Sep 2023	Ganesh Chaturthi
Sept – Oct 2023	Add on Courses on IT literacy, Excel and Communication skills
Aug, Sept, Oct 2023	Employability Grooming program
Oct 2023	Industrial Visit
2nd Oct 2023	Gandhi Jayanti
26th Oct 2023	SBES Foundation Day
Last week of Oct 2023	Internal Exam (Tentative)
Nov-Dec 2023	SIP Internal Project assessments
11th Nov 2023	Conclusion of Semester 3(SPPU Circular)
16th Nov 2023 onwards	Tentative SPPU Exam Date
26th Nov 2023	Constitution Day Celebrations
16th Dec 2023	End of Semister 1
25th Dec 2023	Christmas Celebration
Date	**Occasion**
1st Jan 2024	Commencement of Semester II
Jan 2024	Commencement of Semester IV
Jan 24 to March 24	ADD on certification courses
15th Jan 2024	Kite Festival
26th Jan 2024	Republic day
5th Feb 2024	Blood Donation Drive
19th Feb 2024	Chatrapati Shivaji Maharaj Jayanti
8th March 2024	International Women's Day
20th Feb- 29thFeb 2024	Vista 2K24 (Tentative Dates)
March 2024	SAP certification and Assessments
April 2nd& 3rdweek	Internal Exam and CCE evaluation
30th April 2024	Conclusion of Semester II and Sem IV
14th April 2024	Ambedkar Jayanti
2nd May 2024	Tentative SPPU Exam Date (As per University circular)
21st June 2024	International Yoga Day
30th June 2024	Conclusion of semester II
May-June 2024	SPPU Semester Examination as per SSPU Time Table

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SAIBALAJI EDUCATIONAL SOCIETY

INTERNATIONAL INSTITUTE OF MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

IIMHRD For Women

(Affiliated to University of Pune & Approved by AICTE, Ministry of HRD, Govt. of India)

Academic Calendar (First Half 2022-2023) MBA I & II

Date	Activity
20th June 2022	Commencement of MBA 2nd year (SPPU Circular) (SIP)
15 August 2022	Independence Day
17th Aug -2022	Commencement of MBA classes as per Govt. circular, University
August 2022	Three week Induction program for MBA Sem I
31st August 2022	Ganesh Chaturthi
Sept 1st week	Commencement of classroom session Sem II post SIP
5th Sept 2022	Teacher's day celebration
Sept – Oct 2022	Add on Courses on IT literacy, Excel and Communication skills
Aug, Sept, Oct 2022	Employability Grooming program
Oct 2022	Industrial Visit
2nd Oct 2022	Gandhi Jayanti
26th Oct 2022	SBES Foundation Day
Last week of Oct 2022	Internal Exam (Tentative)
Nov-Dec 2022	SIP Internal Project assessments
30th Nov 2022	Conclusion of Semester 3(SPPU Circular)
16th Nov 2022onwards	Tentative SPPU Exam Date
26th Nov 2022	Constitution Day Celebrations
16th Dec 2022	End of Semester 1
25th Dec 2022	Christmas Celebration
Date	**Occasion**
26th Dec 2022	Commencement of Semester II
Jan 24 to March 24	ADD on certification courses
14th Jan 2023	Kite Festival
26th Jan 2023	Republic day
5th Feb 2023	Blood Donation Drive
19th Feb 2023	Chatrapati Shivaji Maharaj Jayanti
8th March 2023	International Women's Day
20th Feb- 29thFeb 2023	Vista 2K24 (Tentative Dates)
March 2023	SAP certification and Assessments
April 2nd & 3rd week	Internal Exam and CCE evaluation
14th April 2023	Ambedkar Jayanti
4th May 2023	Conclusion of Semester II and Sem IV
May first Week	Tentative SPPU Exam Date (As per University circular)
21st June 2023	International Yoga Day
30th June 2023	Conclusion of semester II
May-June 2023	SPPU Semester Examination as per SSPU Time Table

SAIBALAJI EDUCATIONAL SOCIETY

INTERNATIONAL INSTITUTE OF MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

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(Affiliated to University of Pune & Approved by AICTE, Ministry of HRD, Govt. of India)

Academic Calendar (First Half 2021-2022) MBA I & II

Date	Activity
1st July 2021	Commencement of MBA 1st year (SPPU Circular) (SIP)
15 August 2021	Independence Day
17th Aug -2021	Commencement of MBA classes as per Govt. circular, University
August 2021	Three week Induction program for MBA Sem I
Sept 1st week	Commencement of classroom session Sem II post SIP
5th Sept 2021	Teacher's day celebration
10th Sep 2021	Ganesh Chaturthi
Sept – Oct 2021	Add on Courses on IT literacy, Excel and Communication skills
Aug, Sept, Oct 2021	Employability Grooming program
Oct 2021	Industrial Visit
2nd Oct 2021	Gandhi Jayanti
26th Oct 2021	SBES Foundation Day
Last week of Oct 2021	Internal Exam (Tentative)
Nov-Dec 2021	SIP Internal Project assessments
11th Nov 2021	Conclusion of Semester 3(SPPU Circular)
16th Nov 2021onwards	Tentative SPPU Exam Date
26th Nov 2021	Constitution Day Celebrations
11th Dec 2021	End of Semester 1
25th Dec 2021	Christmas Celebration
Date	**Occasion**
1st Jan 2022	Commencement of Semester II
Jan 2022	Commencement of Semester IV
Jan 24 to March 24	ADD on certification courses
14th Jan 2022	Kite Festival
26th Jan 2022	Republic day
5th Feb 2022	Blood Donation Drive
19th Feb 2022	Chatrapati Shivaji Maharaj Jayanti
8th March 2022	International Women's Day
21st March -26th arch	Vista 2K24 (Tentative Dates)
March 2022	SAP certification and Assessments
April 2nd& 3rdweek	Internal Exam and CCE evaluation
14th April 2022	Ambedkar Jayanti
20th May 2022	Conclusion of Semester II and Sem IV
21st June 2022	International Yoga Day
June 2022	Tentative SPPU Exam Date (As per University circular)
30th June 2022	Conclusion of semester II
May-June 2022	SPPU Semester Examination as per SSPU Time Table

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SAIBALAJI EDUCATIONAL SOCIETY

INTERNATIONAL INSTITUTE OF MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

IIMHRD For Women

(Affiliated to University of Pune & Approved by AICTE, Ministry of HRD, Govt. of India)

Academic Calendar (2020-2021) MBA I & II

Date	Activity
1st July 2020	Commencement of MBA 2nd year (SPPU Circular) (SIP)
15 August 2020	Independence Day
17th Aug -2020	Commencement of MBA classes as per Govt. circular, University
August 2020	Three week Induction program for MBA Sem I
22nd August 2020	Ganesh Chaturthi
Sept 1st week	Commencement of classroom session Sem II post SIP
5th Sept 2020	Teacher's day celebration
Sept – Oct 2020	Add on Courses on IT literacy, Excel and Communication skills
Aug, Sept, Oct 2020	Employability Grooming program
Oct 2020	Industrial Visit
2nd Oct 2020	Gandhi Jayanti
26th Oct 2020	SBES Foundation Day
Last week of Oct 2020	Internal Exam (Tentative)
Nov-Dec 2020	SIP Internal Project assessments
11th Nov 2020	Conclusion of Semester 3(SPPU Circular)
16th Nov 2020onwards	Tentative SPPU Exam Date
26th Nov 2020	Constitution Day Celebrations
5th Dec 2020	End of Semester 1
25th Dec 2020	Christmas Celebration
Date	**Occasion**
1st Jan 2021	Commencement of Semester II
Jan 2021	Commencement of Semester IV
Jan 24 to March 24	ADD on certification courses
14th Jan 2021	Kite Festival
26th Jan 2021	Republic day
5th Feb 2021	Blood Donation Drive
19th Feb 2021	Chatrapati Shivaji Maharaj Jayanti
8th March 2021	International Women's Day
March 2021	SAP certification and Assessments
April 2nd & 3rd week	Internal Exam and CCE evaluation
5th April Onwards	Vista 2K21 (Tentative Dates)
14th April 2021	Ambedkar Jayanti
24th April Onwards	Tentative SPPU Semester Examination as per SSPU Time Table
15th May 2021	Conclusion of Semester II and Sem IV
21st June 2021	International Yoga Day
30th June 2021	Conclusion of semester II

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SAIBALAJI EDUCATIONAL SOCIETY

INTERNATIONAL INSTITUTE OF MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

IIMHRD For Women

(Affiliated to University of Pune & Approved by AICTE, Ministry of HRD, Govt. of India)

Academic Calendar (2019-2020) MBA I & II

Date	Activity
1st July 2019	Commencement of MBA 2nd year (SPPU Circular) (SIP)
15 August 2019	Independence Day
17th Aug -2019	Commencement of MBA classes as per Govt. circular, University
August 2019	Three week Induction program for MBA Sem I
Sept 1st week	Commencement of classroom session Sem II post SIP
2nd Sep 2019	Ganesh Chaturthi
5th Sept 2019	Teacher's day celebration
Sept – Oct 2019	Add on Courses on IT literacy, Excel and Communication skills
Aug, Sept, Oct 2019	Employability Grooming program
Oct 2019	Industrial Visit
2nd Oct 2019	Gandhi Jayanti
26th Oct 2019	SBES Foundation Day
Last week of Oct 2019	Internal Exam (Tentative)
Nov-Dec 2019	SIP Internal Project assessments
11th Nov 2019	Conclusion of Semester 3(SPPU Circular)
16th Nov 2019onwards	Tentative SPPU Exam Date
26th Nov 2019	Constitution Day Celebrations
16th Dec 2019 onwards	Tentative SPPU Exam Date
16th Dec 2019	End of Semester 1
25th Dec 2019	Christmas Celebration
Date	**Occasion**
1st Jan 2020	Commencement of Semester II
Jan 2020	Commencement of Semester IV
Jan 24 to March 24	ADD on certification courses
15th Jan 2020	Kite Festival
26th Jan 2020	Republic day
5th Feb 2020	Blood Donation Drive
19th Feb 2020	Chatrapati Shivaji Maharaj Jayanti
8th March 2020	International Women's Day
26th Feb 1st march 2020	Vista 2K20 (Tentative Dates)
March 2020	SAP certification and Assessments
April 2nd & 3rd week	Internal Exam and CCE evaluation
14th April 2020	Ambedkar Jayanti
15th May 2020	Conclusion of Semester II and Sem IV
8th May 2020	Tentative SPPU Exam Date (As per University circular)
21st June 2020	International Yoga Day
30th June 2020	Conclusion of semester II
May-June 2020	SPPU Semester Examination as per SSPU Time Table

DTE Code:6366
UoP Code:1328

SPPU Calendar AY 2023-2024

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	18/12/2023	25/12/2023
2	MBA –II	22/07/2023	31/12/2023	01/01/2024	03/01/2024	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	03/05/2024	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 :

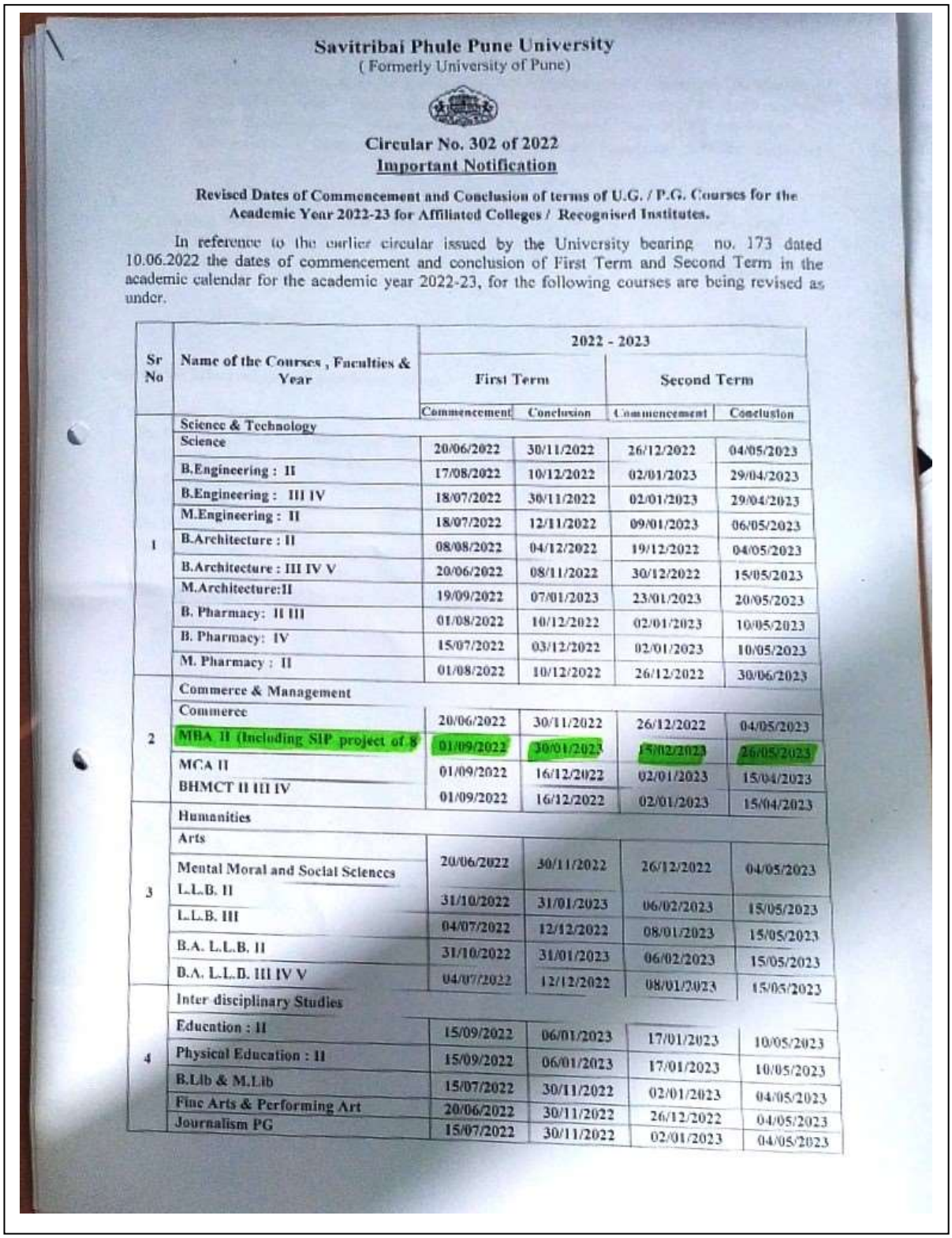
In case, the Head of the college requires to give additional holidays in exceptional circumstances, he/she may do so by compensating the same by keeping the college working on holidays.

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

Ref. No. PGS/ 3488
Date: 11/8/2023

Deputy Registrar
(P.G.Admission)

SPPU Calendar AY 2022-2023



Savitribai Phule Pune University
(Formerly University of Pune)

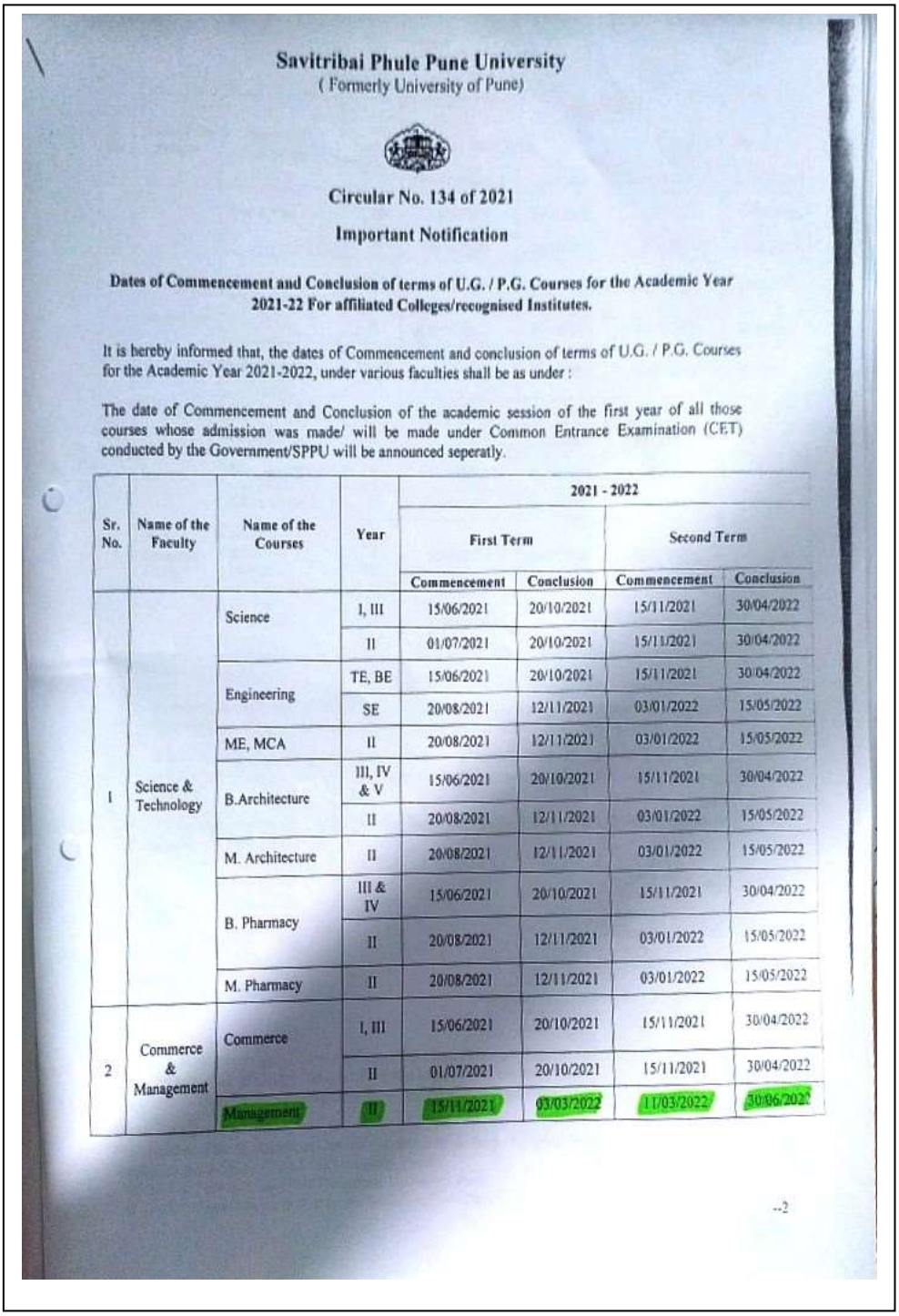
Circular No. 302 of 2022
Important Notification

Revised Dates of Commencement and Conclusion of terms of U.G. / P.G. Courses for the Academic Year 2022-23 for Affiliated Colleges / Recognised Institutes.

In reference to the earlier circular issued by the University bearing no. 173 dated 10.06.2022 the dates of commencement and conclusion of First Term and Second Term in the academic calendar for the academic year 2022-23, for the following courses are being revised as under.

Sr No	Name of the Courses , Faculties & Year	2022 - 2023			
		First Term		Second Term	
		Commencement	Conclusion	Commencement	Conclusion
1	Science & Technology				
	Science	20/06/2022	30/11/2022	26/12/2022	04/05/2023
	B.Engineering : II	17/08/2022	10/12/2022	02/01/2023	29/04/2023
	B.Engineering : III IV	18/07/2022	30/11/2022	02/01/2023	29/04/2023
	M.Engineering : II	18/07/2022	12/11/2022	09/01/2023	06/05/2023
	B.Architecture : II	08/08/2022	04/12/2022	19/12/2022	04/05/2023
	B.Architecture : III IV V	20/06/2022	08/11/2022	30/12/2022	15/05/2023
	M.Architecture:II	19/09/2022	07/01/2023	23/01/2023	20/05/2023
	B. Pharmacy: II III	01/08/2022	10/12/2022	02/01/2023	10/05/2023
	B. Pharmacy: IV	15/07/2022	03/12/2022	02/01/2023	10/05/2023
	M. Pharmacy : II	01/08/2022	10/12/2022	26/12/2022	30/06/2023
2	Commerce & Management				
	Commerce	20/06/2022	30/11/2022	26/12/2022	04/05/2023
	MBA II (Including SIP project of 8	01/09/2022	30/01/2023	15/02/2023	26/05/2023
	MCA II	01/09/2022	16/12/2022	02/01/2023	15/04/2023
	BHMCT II III IV	01/09/2022	16/12/2022	02/01/2023	15/04/2023
3	Humanities				
	Arts				
	Mental Moral and Social Sciences	20/06/2022	30/11/2022	26/12/2022	04/05/2023
	L.L.B. II	31/10/2022	31/01/2023	06/02/2023	15/05/2023
	L.L.B. III	04/07/2022	12/12/2022	08/01/2023	15/05/2023
	B.A. L.L.B. II	31/10/2022	31/01/2023	06/02/2023	15/05/2023
	B.A. L.L.B. III IV V	04/07/2022	12/12/2022	08/01/2023	15/05/2023
4	Inter disciplinary Studies				
	Education : II	15/09/2022	06/01/2023	17/01/2023	10/05/2023
	Physical Education : II	15/09/2022	06/01/2023	17/01/2023	10/05/2023
	B.Lib & M.Lib	15/07/2022	30/11/2022	02/01/2023	04/05/2023
	Fine Arts & Performing Art	20/06/2022	30/11/2022	26/12/2022	04/05/2023
	Journalism PG	15/07/2022	30/11/2022	02/01/2023	04/05/2023

SPPU Calendar AY 2021-2022



Savitribai Phule Pune University
(Formerly University of Pune)

Circular No. 134 of 2021

Important Notification

Dates of Commencement and Conclusion of terms of U.G. / P.G. Courses for the Academic Year 2021-22 For affiliated Colleges/recognised Institutes.

It is hereby informed that, the dates of Commencement and conclusion of terms of U.G. / P.G. Courses for the Academic Year 2021-2022, under various faculties shall be as under :

The date of Commencement and Conclusion of the academic session of the first year of all those courses whose admission was made/ will be made under Common Entrance Examination (CET) conducted by the Government/SPPU will be announced seperatly.

Sr. No.	Name of the Faculty	Name of the Courses	Year	2021 - 2022			
				First Term		Second Term	
				Commencement	Conclusion	Commencement	Conclusion
1	Science & Technology	Science	I, III	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	01/07/2021	20/10/2021	15/11/2021	30/04/2022
		Engineering	TE, BE	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			SE	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		ME, MCA	II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		B.Architecture	III, IV & V	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		M. Architecture	II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		B. Pharmacy	III & IV	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		M. Pharmacy	II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
2	Commerce & Management	Commerce	I, III	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	01/07/2021	20/10/2021	15/11/2021	30/04/2022
		Management	II	15/11/2021	03/03/2022	11/03/2022	30/06/2022

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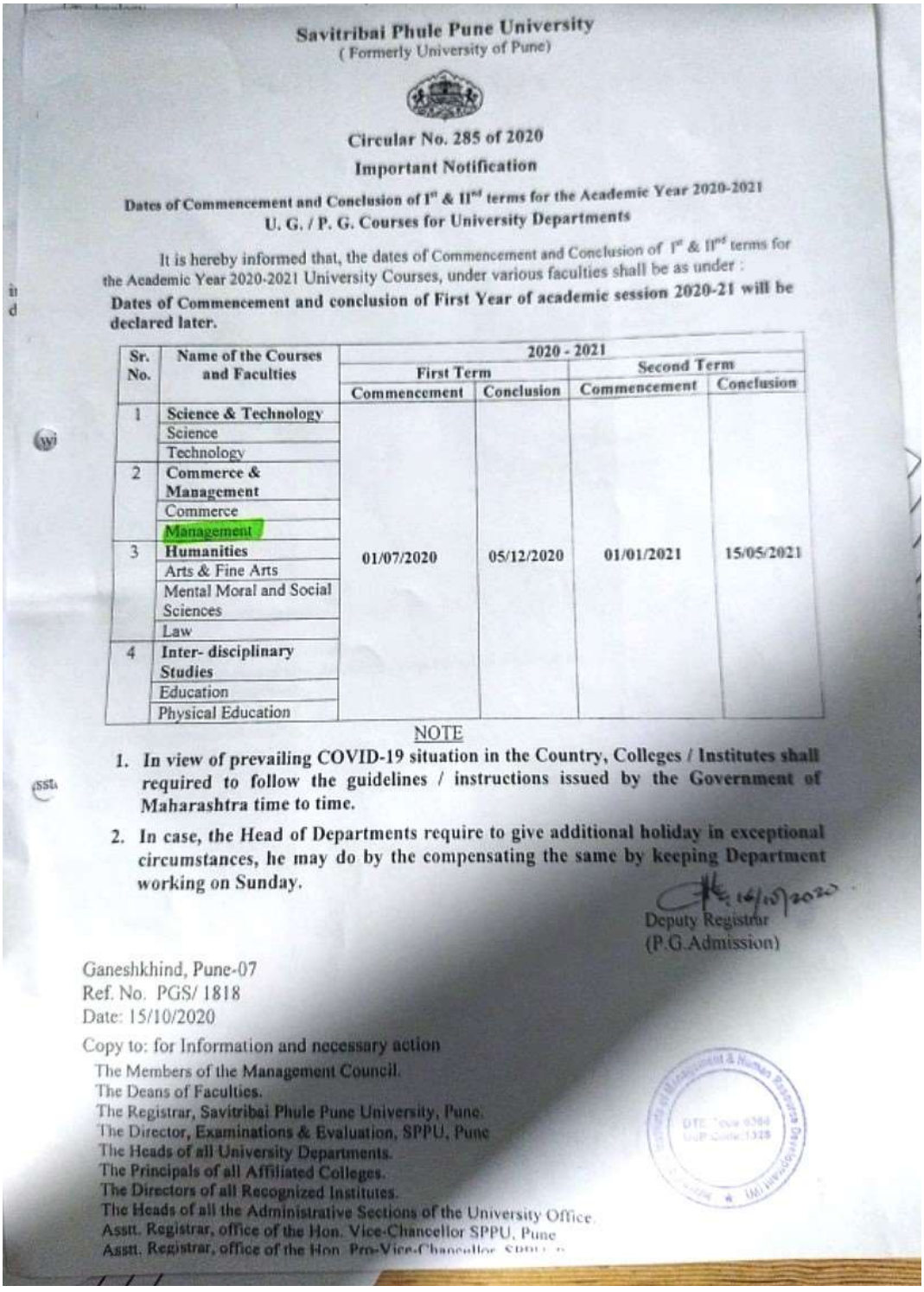
SPPU Calendar AY 2020-2021



Savitribai Phule Pune University
(Formerly University of Pune)

Circular No. 285 of 2020

Important Notification

Dates of Commencement and Conclusion of Ist & IInd terms for the Academic Year 2020-2021
U. G. / P. G. Courses for University Departments

It is hereby informed that, the dates of Commencement and Conclusion of Ist & IInd terms for the Academic Year 2020-2021 University Courses, under various faculties shall be as under :

Dates of Commencement and conclusion of First Year of academic session 2020-21 will be declared later.

Sr. No.	Name of the Courses and Faculties	2020 - 2021			
		First Term		Second Term	
		Commencement	Conclusion	Commencement	Conclusion
1	**Science & Technology**	01/07/2020	05/12/2020	01/01/2021	15/05/2021
	Science				
	Technology				
2	**Commerce & Management**				
	Commerce				
	Management				
3	**Humanities**				
	Arts & Fine Arts				
	Mental Moral and Social Sciences				
	Law				
4	**Inter- disciplinary Studies**				
	Education				
	Physical Education				

NOTE

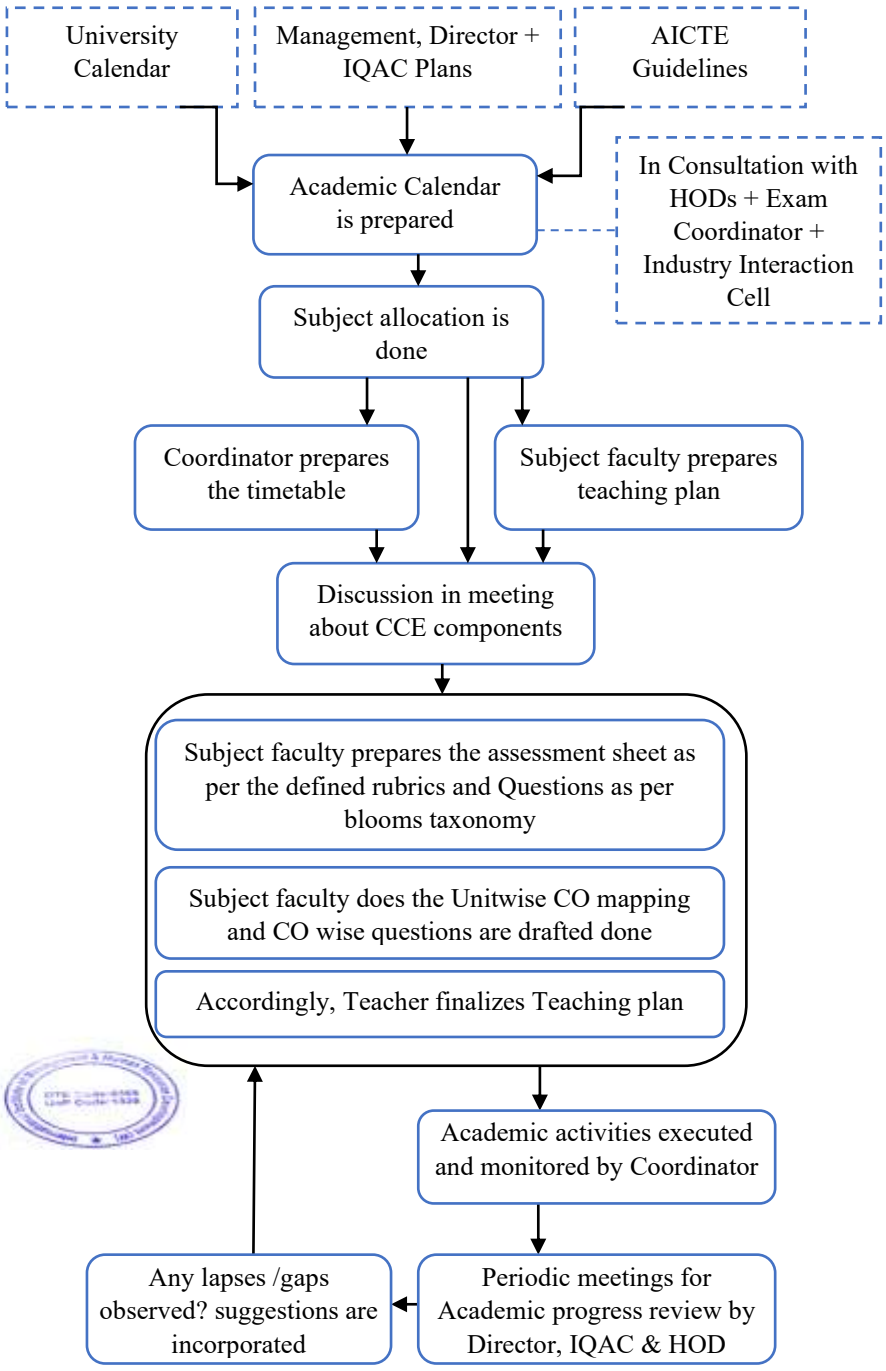
1. **In view of prevailing COVID-19 situation in the Country, Colleges / Institutes shall required to follow the guidelines / instructions issued by the Government of Maharashtra time to time.**
2. **In case, the Head of Departments require to give additional holiday in exceptional circumstances, he may do by the compensating the same by keeping Department working on Sunday.**

16/10/2020
Deputy Registrar
(P.G.Admission)

Ganeshkhind, Pune-07
Ref. No. PGS/ 1818
Date: 15/10/2020

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, Examinations & Evaluation, SPPU, 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 SPPU, Pune
Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, SPPU, P

Effective Curriculum Delivery Process



DIRECTOR
IIMHRD (W)
PUNE

CCE – Comprehensive Concurrent Evaluation Policy

IIMHRD (W) is affiliated to Savitribai Phule Pune University Pune. Institute follows the guidelines and syllabus as prescribed by the Pune University. CCE is for 50 marks. As per the Pune University MBA Syllabus, guidelines are provided for CCE & Rubrics. Accordingly IIMHRD(W) has drafted the following policy for CCE – Comprehensive Concurrent Evaluation.

1. The course teacher shall prepare CCE Scheme for their respective subject(s). CCE Scheme could be as per the University prescribed methods (As mentioned in CCE table below)
2. For 3 credit course minimum of three CCE methods to be adopted (Each should be of minimum 25 marks. Total marks are then to be converted to 50 marks. For 2 credit course, minimum 2 CCE Schemes, for 1 credit course at least 1 CCE method to be adopted

Credit Course	Minimum Number of CCE methods to be adopted	Maximum marks for each CCE	Final scoring of CCE(Total Marks)
3	3	25	50
2	2	25	50
1	1	25	50

3. CCE plan should be included in teachers sessions plan. CCE to be mapped with CO by respective

Internal Assessment = CCE (50)+ End term Exam External Assessment= SPPU Paper 50 Marks)

SN	Cognitive Skills	Expected Outcome	Marks	CCE Methos adopted by Teachers
1	Remember	Basic concept	10	Assignment/Presentation/Open Book Test/Viva/Quiz
2	Understand	Explanation	10	Situation Analysis/Case Study/Class Test/ Presentation/MCQs
3	Apply	Application	10	Case Study/Caselet/Situation Analysis/Simulation/Field Visit

Internal Assessment (50 Marks) should be calculated by converting the total of CCE marks +End Term exam marks in to 50 marks .

DIRECTOR
IIMHRD (W)
PUNE

Comprehensive Concurrent Evaluation Methods

(As Prescribed in SPPU Syllabus of MbA revised curriculum 2019 CBCGS & OBE Pattern)

Comprehensive Concurrent Evaluation Methods: Course teachers shall opt for a combination of one of more CCE methods listed below.(Based on Syllabus CBCS 2019 Pattern)

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
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

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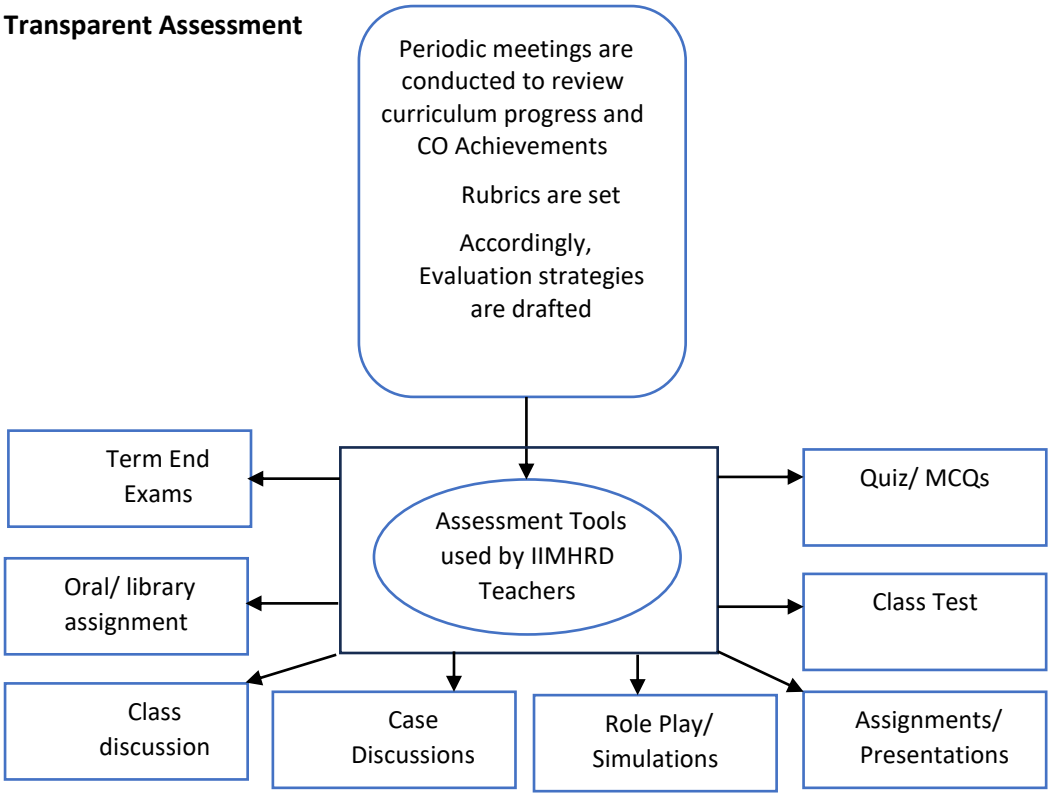
Rubrics : Rubrics are scoring tools for student assessment. As per University & AICTE guidelines and examination reform policy following rubrics would be applied for the Concurrent Continuous Evaluation (CCE).

RUBRICS FOR CCE			
Component	**Proficient**	**Acceptable**	**Needs Improvement**
Assignment/ Unit Test/ Class Test/ Book Review/ Case study Analysis	Answers are well organized and clearly written. Words are chosen that precisely express the intended meaning and support reader comprehension. Diagrams are used and sentences are correct.	Answer is organized and clearly written for the most part. Words are well chosen. Diagrams are consistent with text. Sentences are mostly correct and to the point with few spelling mistakes.	Answer lacks an overall organization. Reader has to make considerable effort to understand the underlying logic and flow of ideas. Diagrams are absent or inconsistent with the topic.
Presentation skills/ Simulation/ Role Play/ Model Making	Slides are error-free and logically present the main components of the process and to the point . Material is readable and the graphics highlight and support the main ideas.	Slides are error-free and logically present the main components of the process and matching to the point. Material is mostly readable and graphics reiterate the main idea.	Slides contain errors and lack a logical progression. Major aspects of the analysis or recommendations are absent or confuse the audience.
Oral/Viva	Speakers are audible and fluent on their topic, and do not rely on notes to present or respond. Answers are correct and appropriate to audience questions and comments.	Speakers are mostly audible and fluent on their topic, and require minimal referral to notes. Speakers respond to most questions accurately and appropriately.	Speakers are often inaudible or hesitant , often speaking in incomplete sentences. Rely heavily on notes. Not accurately to audience questions
RUBRICS FOR SIP			
Introduction	Well defined snapshot of the project. It helps the reader to know what the project is all about.	The snapshot of the project is not clear and the reader is not bale to comprehend.	The reader does not understand what is the project all about.
Company Profile	History of the organization, its founders, promoters, vision, mission, quality policy, products, competitors, important financial data, statistical data, organization chart, and details.	The details of the company are missing or wrongly written.	The company profile is missing
Objectives Of The Study	Provides a detailed intended outcome of the project which includes information about the problem that is being solved or need being met, reasons and decision-making process used to select the project.	Provides the description of the intended outcome of the project which includes information about the problem that was being solved or being met, and why the project was selected.	Does not clearly explain the intended outcome of the project or provides little information about the problem that was being solved, the need being met, or why the project was selected.
Research Methodology	Research design, scope of the study, sources of data, primary, secondary data used for the study, sample size, sampling techniques used, data collection tools, Statistical tools for analysis of data	The details of research design, sources of data ,sampling techniques used etc are not clear.	The research details are missing
Review Of Literature	Reflects thorough understanding of similar work done by others and well acceptable literary format.	Reflects awareness of similar work done by others and presents it in an acceptable literary form.	Lacks awareness of similar work done by others in an unacceptable literary form.
Data Analysis	Presentation of the data collected in tabular and graphic form, its analysis using various statistical techniques/ tools and the interpretation of the data.	The data is not presented in the prescribed manner.	The data is not presented in the prescribed manner or wrongly presented.
Findings	Well organized as per objectives of the study.	The project meets the desired objectives.	Not capable of achieving desired objectives.
Suggestions And Conclusion	Insightful, supported conclusions and recommendations.	Sound conclusions reached based on achieved results.	No or erroneous conclusions. Serious deficiencies in support for stated conclusions.

Transparent Assessment



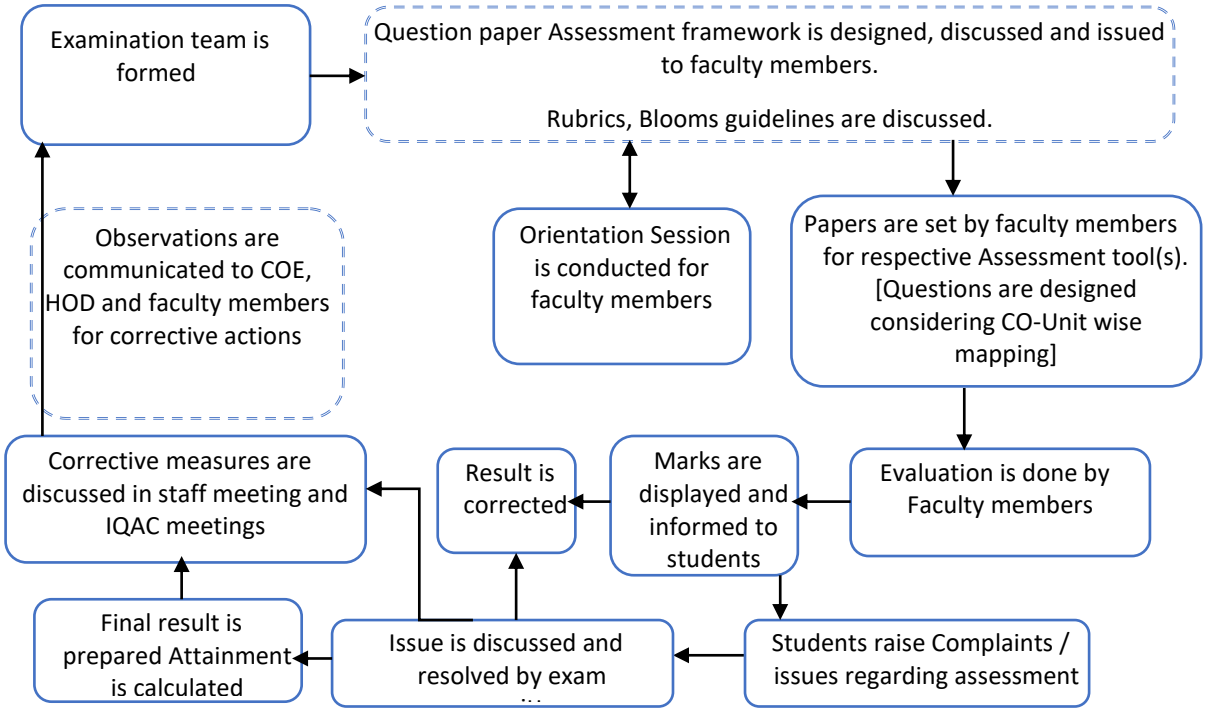
Mechanism and Conduction of CCE:

- The scheme of comprehensive concurrent evaluation is prepared by the course teacher and approved by the director of the institute.
- The examination committee takes care of conducting internal examinations. Prime responsibility of this committee is the smooth conduct of examinations.
- The time tables, seating arrangements of respective examinations are displayed on the college notice board.
- Generated question papers are securely delivered to the student at the time of examination under the observation of the Examination Coordinator.
- The corrected answer scripts shall be distributed to the students for self-evaluation and verification and will be collected by the end of the session.
- The internal assessment mark lists will be recorded and the same shall be displayed in the notice board for a week.
- Internal assessment of the students is also done by giving/conducting Assignments, Presentations, Group Discussion, Personal Interview, Case studies, Role plays, MCQs, Quizzes, Field visit, Summer Internship, Project Dissertation, etc as mentioned above. Assessment/evaluation is done on the basis of the performance of the students and the concerned faculty allocates marks accordingly.
- Within that time, students are free to interact with the teacher to resolve grievances, if any, regarding the assessment marks.

- The concerned teachers are given primary authority and they can resolve the issue on the spot, for example, if there is a change in score, corrigendum will be made on the spot by the concerned teacher.

- The student can make verbal complaints and approach the teachers and/or submit their complaints and drop in the note of dissatisfaction with the internal examination mechanism through online mode/submission or complaint box.

- If and when, there are certain cases where the teachers cannot resolve issues on the spot, such matters will be taken to the Grievance Redressal Cell for immediate action



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