2.5.1

Internal & External Assessment and Grievance Redressal System

SN	Details
1	University Calendar
2	Effective Curriculum Delivery Process
3	Assessment @ IIMHRD
4	CCE Policy and Assessment
5	Evaluation Mechanism
6	Grievance Redressal Mechanism

DTE Code:6360
UID Code:1328

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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 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	Vacation To
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
3	MCA - I	08/08/2023	02/11/2023	04/12/2023	06/11/2023	30/12/2023
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	13/11/2023	17/12/2023

Term – II

Sr. No.	Course, Programme, Year	Commencement	Conclusion	Tentative Commencement Exam	Vacation From	Vacation To
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
2	MBA - II	17/01/2024	11/05/2024	28/04/2024	12/05/2024	31/05/2024
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 may do so by compensating the same by keeping the college working on holidays.

Please refer University Circular No. 95/2023 dated on 30.05.2023 for MBA II

Ref No. [redacted]
Date: [redacted]

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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)

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
	[illegible]	01/09/2022	30/01/2023	15/02/2023	[illegible]
	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

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SPPU Calendar AY 2021-2022

Savitribai Phule Pune University
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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
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

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UoP Code:1320

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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 I[st] & 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 I[st] & 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				
	[redacted]				
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.**

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

Copy to: for Information and

The Members of the
The Deans of Faculties
The Registrar,
The Director
The
The

the University Office
Chancellor SPPU, Pune

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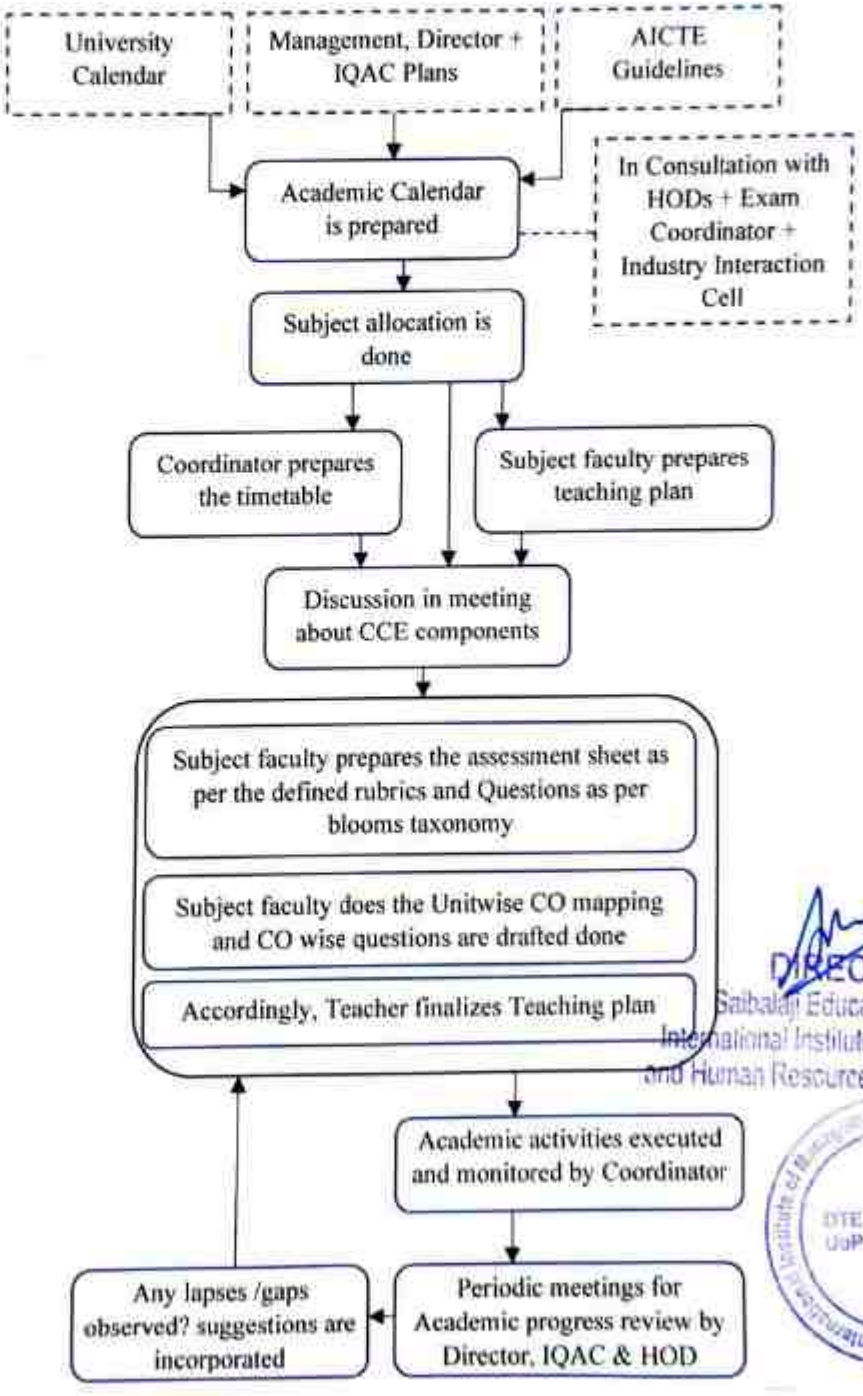
Effective Curriculum Delivery Process



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Assessment @ IIMHRD

To ensure transparency, efficiency, and timeliness in dealing with examination-related grievances, IIMHRD has a well-established and time bound mechanism for Examination and Evaluation. Examination Cell is in place for smooth conduction of internal and external examinations. At the beginning of the semester, faculty members inform students about the adopted CCE methods for assessment. Any grievances related to the internal exams are brought to the notice of the concerned teacher and get clarified. External exams are conducted by the University and Institute ensures of arranging the exam in smooth and fair manner with strict vigilance. The evaluation of the university exams held in Centralized Assessment centre as assigned by the affiliating university.

Mechanism to conduct Internal Assessment

IIMHRD is affiliated to Pune University and so follows a structured pattern for internal assessment given by the affiliating university. The Comprehensive Concurrent Evaluation designed by SPPU with linkages of each CCE with COs. On those guidelines Institute committee prepares rubrics and makes effective use of the flexibility permitted by SPPU for opting the required CCE approach. Rubrics are designed for respective CCE and assessment strategies.

Each faculty does the internal assessment by opting 3 or 5 CCE components in form of Assignment, class test, presentation, Quiz or discussion forum. Term end exam is conducted by the institute at the end of each semester. Questions and assignments are designed by faculty members according to the bloom's taxonomy.

Mechanism of External Assessment

IIMHRD is affiliated to the Pune University. Term-end external assessment is done by university. University sets the Question paper and exam time table. Institute receives the question paper through Institute's exam mail half an hour before the scheduled paper. All answer sheets are dispatched to the Centralized Assessment Centre as allocated by university. University declares the result on university portal.

The grievance is resolved in the following manner:

a) **Departmental Level**: The concurrent evaluation is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The internal marks are allotted based on set Internal Marks policy. Policy is well intimated to students and displayed on the notice board. Any discrepancies regarding the internal marks are discussed with faculty and Departmental head.

b) **At Institute Level** : IIMHRD has appointed an examination officer and an Internal Senior Supervisor who ensures the smooth conduction of University examinations as directed by University. If students are facing any problems, they are solved by the CEO. University

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related grievances like hall-ticket/marksheets corrections, are forwarded to University for corrective measures.

c) **At University Level** : The queries related to results, Revaluation /Photocopy of answer script, corrections in mark sheets, other certificates issued by university are handled at Examination sections. Students are allowed to apply for revaluation, recounting by paying necessary processing fee to university. University provides photocopy of answer sheets. Students can apply for revaluation if he/she feels that evaluation is not correct. In other cases, like an absentee's case, the application of the student is forwarded to university for corrective action.

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 .

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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

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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	The data is not presented in the prescribed manner.	The data is not presented in the prescribed manner of wrongly presented.

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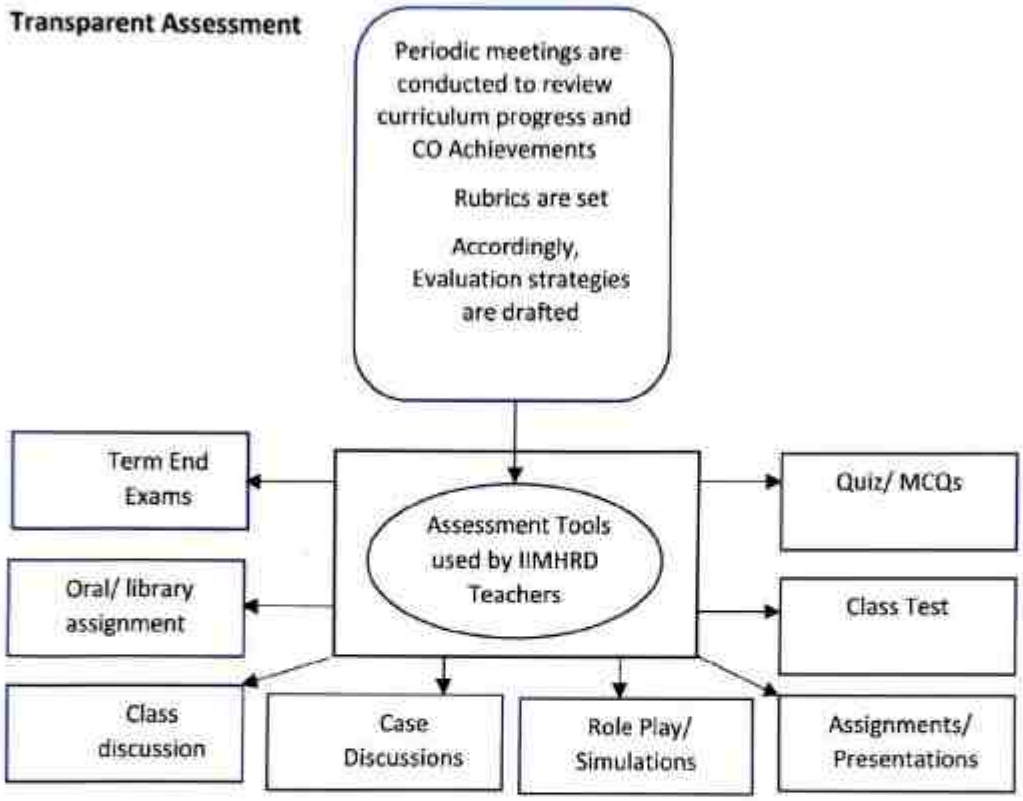
	interpretation of the data.		
Findings	Well organized as per objectives of the study.	The project meets the desired objectives.	Not capable of achieving desired objectives.
Suggestions And Conclusion	Insightful, supported conclusions and recommendations.	Sound conclusions reached based on achieved results.	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,

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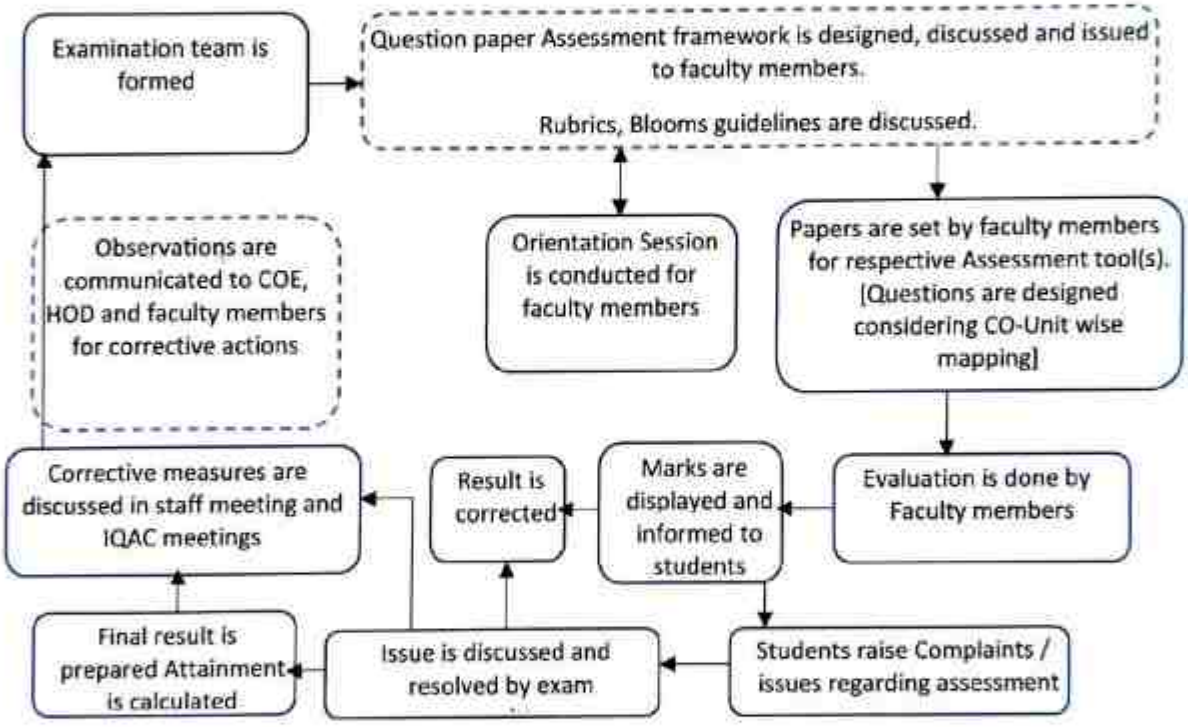
Summer Internship, Project Dissertation, etc as mentioned above. Assessment/evaluation is done on the basis of the performance of the students and the concerned faculty allocates marks accordingly.

- 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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