

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)
S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

Internal/ external assessment

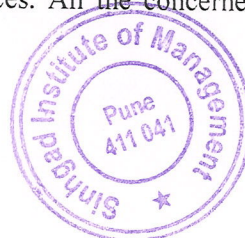
Mechanism of internal /external assessment is transparent and the grievance redressal system is time bound and efficient.

The Institute follows all the norms of SPPU for conducting the internal assessment of students. Subject wise List of internal assessment was prepared as per the guidelines of university. A detailed internal assessment schedule is prepared, displayed on the Notice board and sent through email to the students. Teachers convey the internal assessment schedule with students during their regular lectures. All the evaluations were conducted through offline mode like multiple choice questions, quiz, assignments, surprise test etc. Results of each evaluation were displayed on the notice board as well as discussed with the students. The result is shown to each & every student and areas of improvement were discussed accordingly. Mid-term internal examinations were conducted in the middle of the semester whereas end term internal examinations were conducted at the end of each semester to help the students to gain confidence and to achieve good results in their University Examinations.

An evaluation criterion is Subject specific and has variation in the weightages depending on the nature of subject and employability enhancement objectives. Internal assessment was embedded in daily classroom activities, in which teachers have used various assessment tools to ascertain that students were improving their skills, knowledge, mastering the curriculum and meeting industry requirements etc. Internal assessment was based on MCQs, subject specific Quiz, Subject Presentation, HBSP Case Study, Mid-term and end term examinations etc.

Redressal of grievances at Institute level:

The Institute has its own grievance redressal cell to resolve the problems or issues (if any) of the students. This cell analyzes and offers solutions to the problems (if any) of the students. The Institute has a separate Internal Examination Committee which takes care of invigilation, smooth conduct of examination, assessment and internal grievances. All the concerned subject faculties have taken




internal evaluation in the form of Assignment, MCQs, and Projects etc. The end term internal exams were conducted as the paper was set as per the guidelines of the examination cell of the institute and SPPU. After the examination the papers were evaluated by concerned subject faculties and then the marks were displayed on the WhatsApp group of the students. Hence the chances of discrimination and discrepancies were minimized. The grievances (if any) reported by students regarding their internal assessment were addressed and changes in marks (if any) are incorporated in the database accordingly.

Redressal of grievances at university level:

Questions regarding correction of results, re-evaluation/copying of answer scripts, mark sheets and other certificates issued by the University will be dealt with in the exam section. Students can request re-evaluation by paying the required fee to the university. University examiners will help them with their problems. If a student is not satisfied with their grade, they can request an online revaluation form. The university will provide copies of the answer sheets to students in case of any complaints regarding evaluation. Students can request re-evaluation if they believe the evaluation is incorrect. In other cases, such as an absence, the student's request will be forwarded to the University for Corrective Action.

Role and Responsibility of Examination Committee

- The Examination Committee shall prepare relevant time tables for our school based on the Examination Time Table.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board
- The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice.
- The Exam Committee shall ensure that adequate stationery, like answer sheets, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of each member. .
- Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.



Examination Committee

MBA & MCA

2018-2019

Sr.No	Name of faculty	Designation
1	Dr. P.C. Kalkar	Director
2	Dr.Hemant Patil	CEO
3	Prof. Monalisa Bhinge	Senior Supervisor
4	Dr. Rijwan Shaikh	Senior Supervisor
5	Prof. Giri R. L.	Assistant Supervisor
6	Prof. Arachna Patil	Assistant Supervisor
7	Prof. Kumudini Manwar	Assistant Supervisor

Examination Committee

MBA & MCA

2019-2020

Sr.No	Name of faculty	Designation
1	Dr. P.C. Kalkar	Director
2	Dr.Hemant Patil	CEO
3	Prof. Monalisa Bhinge	Senior Supervisor
4	Dr. Rijwan Shaikh	Senior Supervisor
5	Prof. Giri R. L.	Assistant Supervisor
6	Prof. Arachna Patil	Assistant Supervisor
7	Prof. Kumudini Manwar	Assistant Supervisor



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Examination Committee

MBA & MCA

2020-2021

Sr.No	Name of faculty	Designation
1	Dr. Daniel Penkar	Director
2	Dr.Hemant Patil	CEO
3	Prof. Monalisa Bhinge	Senior Supervisor
4	Dr. Rijwan Shaikh	Senior Supervisor
5	Prof. Omkar Lad	Assistant Supervisor
6	Prof. Arachna Patil	Assistant Supervisor
7	Prof. Kumudini Manwar	Assistant Supervisor

Examination Committee

MBA & MCA

2021-2022

Sr.No	Name of faculty	Designation
1	Dr. Daniel Penkar	Director
2	Prof. Monalisa Bhinge	CEO
3	Dr. Rijwan Shaikh	Senior Supervisor
4	Prof. Kumudini Manwar	Senior Supervisor
5	Dr. Manisha Badgular	Assistant Supervisor
6	Prof. Omkar Lad	Assistant Supervisor
7	Prof. Meenakshi Jadhav	Assistant Supervisor



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Examination committee

MBA & MCA

2022-2023

Sr.No	Name of faculty	Designation
1	Dr. Daniel Penkar	Director
2	Prof. Monalisa Bhinge	CEO
3	Dr. Rijwan Shaikh	Senior Supervisor
4	Prof. Kumudini Manwar	Senior Supervisor
5	Dr. Manisha Badgujar	Assistant Supervisor
6	Prof. Omkar Lad	Assistant Supervisor
7	Prof. Meenakshi Jadhav	Assistant Supervisor



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MBA Programme Course Types & Evaluation Pattern MBA (2019 PATTERN SYALLBUS)

Sr. No	Course Type	Credits	Nature	Comprehensive Concurrent Evaluation (CCE)	End Semester Evaluation (ESE) Marks	Total Marks
			BASIC COURSE TYPES			
1	Generic Core (GC)	3	Compulsory	50	50	100
2	Subject Core (SC)	3	Compulsory (Specialization specific)	50	50	100
3	Generic Elective (GE - UL)	2	Elective	0	50	50
4	Generic Elective (GE - IL)	2	Elective	50	0	50
5	Subject Elective (SE - IL)	2	Elective (Specialization specific)	50	0	50
6	Summer Internship Project (SIP)	6	Project (Compulsory)	50	50	100

MBA Course Types

1. **Generic Core:** 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.
2. **Subject Core:** A 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.
3. **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.
4. **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

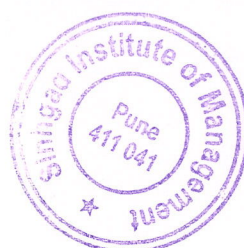


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MBA Programme Structure: The Basic Programme Structure shall be as depicted below
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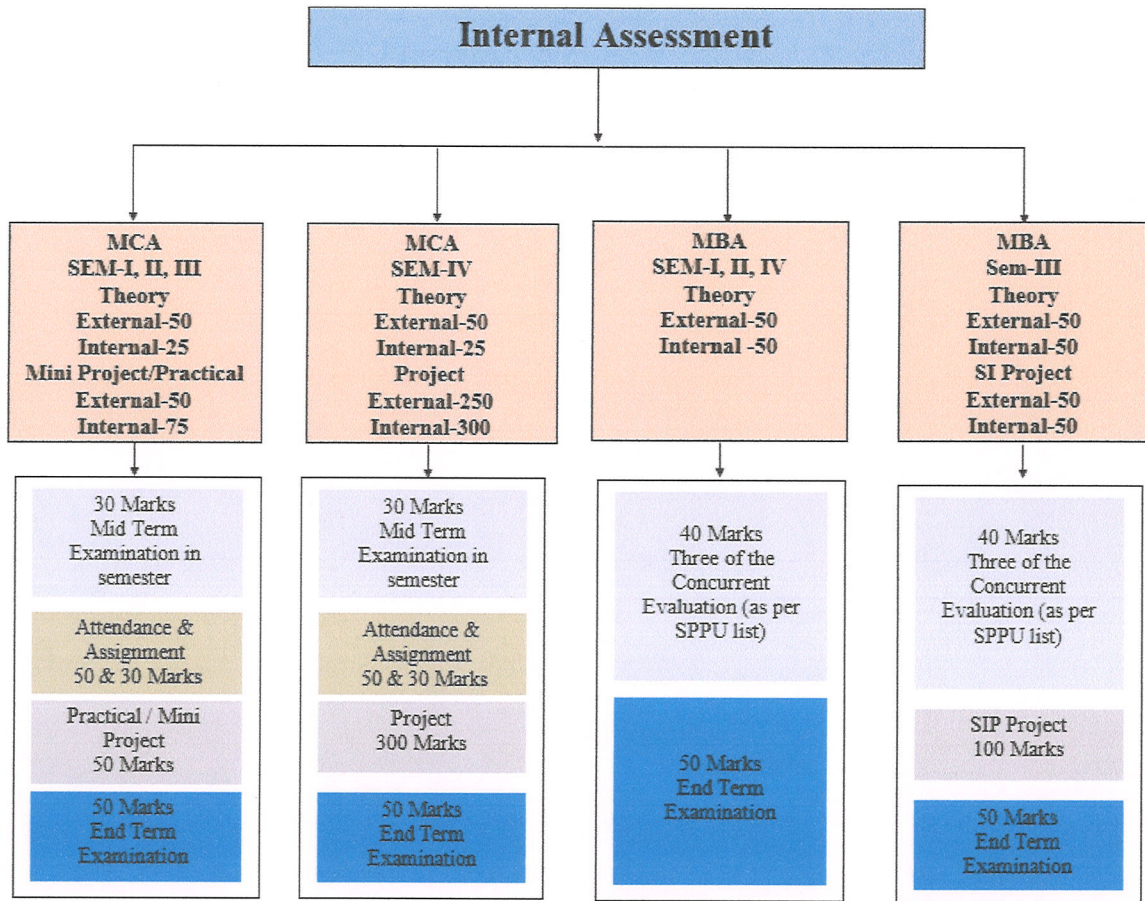
The basic programme structure comprises of Block A, B & C above.
 Variations to the basic programme structure shall be defined at the institute level using any permissible combination of A,B,C,D,E and F blocks depicted above, taking into consideration institutional vision-mission-focus areas, industry demand, student learning capabilities, faculty competencies, availability of learning resources, etc. PSOs shall be appropriately defined by the institute

#	Block	CIE - ESE (Credits per course)	Course Type	Credits	Courses	Nature
1.1	A1	50-50 (3 Credits)	GENERIC CORE (GC)	42	14	COMPULSORY
1.2	A2	50-50 (3 Credits)	SUBJECT CORE (SC)	18	6	COMPULSORY
1.3	A3	50-50 (3 Credits)	PROJECT	6	1	COMPULSORY
2	B	0 - 50 (2 Credits)	GENERIC ELECTIVE (UNIVERSITY LEVEL) GE – UL	22	11	ELECTIVES
3.1	C1	50-0 (2 Credits)	GENERIC ELECTIVE (INSTITUTE LEVEL) GE – IL	8	4	ELECTIVES
3.4	C2	50-0 (2 Credits)	SUBJECT ELECTIVE (INSTITUTE LEVEL) SE - IL	14	7	ELECTIVES
			TOTAL	110	43	
OPT IONAL COURSES (In Lieu of C1 / C2 ONLY)						
4.1	D	25 - 0 (1 Credit)	FOUNDATION COURSES	0 -10	0 - 10	ELECTIVES
4.2	E	25 - 0 (1 Credit)	ENRICHMENT COURSES	0- 14	0 - 14	ELECTIVES
4.3	F	50 - 0 (2 Credits)	ALTERNATIVE STUDY CREDIT COURSES	0 -22	0 -11	ELECTIVES



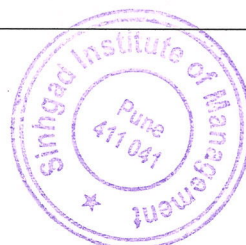
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Concurrent Evaluation and Examination Structure



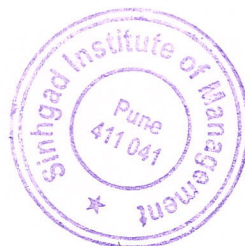
List of Concurrent Evaluation Criteria

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) – Atleast 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



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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



W. K. K.

Comprehensive Concurrent Evaluation (CCE) / Concurrent Internal Evaluation (CIE):

1. The course teacher shall prepare the scheme of Comprehensive Concurrent Evaluation (Formative Assessment) before commencement of the term. The scheme of Comprehensive Concurrent Evaluation shall explicitly state the linkages of each CCE with the Course Outcomes and define the targeted attainment levels for each CO.
2. The Director / Head of the Department / designated academic authority shall approve the scheme of Comprehensive Concurrent Evaluation with or without modifications.
3. The course teacher shall display, on the notice board, the approved CCE scheme of the course and the same shall also be hosted on the website, not later than the first week of the term.
4. Each CCE item shall be of minimum 25 marks.
5. For a 3 Credit Course there shall be a MINIMUM of three CCE items. The final scores shall be converted to 50, using an average or best two out of three formula.
6. For 2 Credit Course there shall be a MINIMUM of two CCE items. The final scores shall be converted to 50.
7. For a 1 Credit Course there shall be a MINIMUM of one CCE item.
8. CCE shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course.
9. The assessment outcome of each CCE shall be duly signed by the course teacher, programme coordinator / academic head and the Director / Head of the Department / designated academic authority of the Institute.
10. A copy of the duly signed CCE outcome shall be displayed on the notice boards, within a week of the assessment and course teachers shall guide the students on a need basis.
11. Institute may conduct additional makeup / remedial CCE items at its discretion.
12. At the end of the term aggregate CCE scores / grades shall be calculated and the CO attainment levels shall be calculated by the course teacher. The same shall be displayed on the notice board



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End Semester Evaluation (ESE):

1. The End Semester Evaluation (Summative Evaluation) for the Generic Core (GC), Subject Core (SC) and the Generic Elective (GE - UL) course shall be conducted by the Savitribai Phule Pune University.
2. The ESE shall have 5 questions each of 10 marks.
3. All questions shall be compulsory with internal choice within the questions.
4. The broad structure of the ESE question paper shall be as follows

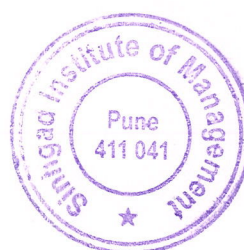
Question Number	COGNITIVE ABILITIES EVALUATED	Nature
Q.1	REMEMBERING	Answer any 5 out of 8 (2 marks each)
Q.2	UNDERSTANDING	Answer any 2 out of 3 (5 marks each)
Q.3	APPLYING	Answer 3 (a) or 3 (b) (10 marks)
Q.4	ANALYSING	Answer 4 (a) or 4 (b) (10 marks)
Q.5	EVALUATING CREATING	Answer 5 (a) or 5 (b) (10 marks)

MCA Programme Evaluation and Assessment:

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

Semester	Credit	I E	U E
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 final total assessment of the candidate is made in terms of an internal (concurrent) evaluation and an external (university) examination for each course. In total the internal (concurrent) to external (university) marks ratio is maintained 50:50.



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Concurrent Evaluation:

A continuous assessment system in the semester system (also known as internal assessment/comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course. The continuous assessment provides feedback on the teaching learning process. The feedback after being analyzed is passed on to the concerned student for implementation and subsequent improvement. As a part of concurrent evaluation, the learners shall be evaluated on a continuous basis by the Institute to ensure that student learning takes place in a graded manner. Concurrent evaluation components should be designed in such a way that the faculty can monitor the student learning & development and intervene wherever required. The faculty must share the outcome of each concurrent evaluation component with the students, soon after the evaluation, and guide the students for betterment. Individual faculty member shall have the flexibility to design the concurrent evaluation components in a manner so as to give a balanced assessment of student capabilities across Knowledge, Skills & Attitude (KSA) dimensions based on variety of assessment tools.

Suggested components for Concurrent Evaluation (CE) are:

1. Case Study / Situation Analysis – (Group Activity or Individual Activity)
2. Class Test
3. Open Book Test
4. Field Visit / Study tour and report of the same
5. Small Group Project & Internal Viva-Voce
6. Learning Diary
7. Scrapbook
8. Group Discussion
9. Role Play / Story Telling
10. Individual Term Paper / Thematic Presentation
11. Written Home Assignment
12. Industry Analysis – (Group Activity or Individual Activity)
13. Literature Review / Book Review
14. Model Development / Simulation Exercises – (Group Activity or Individual Activity)
15. In-depth Viva
16. Quiz



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Concurrent Evaluation and Examination Structure:

- 1) For each course, 25 will be based on evaluation and 50 marks for semester end examination conducted by University, unless otherwise stated.
- 2) 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.
- 3) There will be one Practical course and one Mini Project course in each semester with 75 marks allotted for internal evaluation and 50 marks allotted for University examination. External assessment will be done by a university appointed examiner. During external examination, examiner should ask the programs/practical ONLY from the workbook of the students.
- 4) The internal marks will be communicated to the University at the end of each semester, but before the semester-end examinations. These marks will be considered for the declaration of the results.

Dealing with examination related grievances is transparent, time bound and efficient.

For any internal examination grievances, following mechanism is followed

1. Students must contact the person responsible for the internal examination.
2. A request, in which the complaint is properly presented, must be submitted to the Examinations Department.
3. After the examinations department has examined the application, it forwards it to the Director.
4. The Director will examine the application in detail in consultation with the teaching faculty concerned, make a comment on the application and send it back to the Examinations Department.
5. Once the necessary steps have been taken, the students are informed.
6. The procedure is completely transparent

For university examination related grievances SPPU has provided a Web-mail facility, through which the college can communicate to the Exam-Support system or Exam coordination and the grievances can be rectified.

Following mechanism is followed for the rectification.

1. Hand-written signed application from students addressed to exam section, mentioning the grievance is taken (Filling of exam form /photocopy/ revaluation forms, Hall tickets, mark entry, results, marksheet) Within 2 working days, the queries are conveyed to university either telephonically or mail on web mail or letter is sent, enclosing the application of student and necessary documents forwarded through the Director.
2. On verification, grievance is resolved by University within a week (confirmation either telephonically or mail or receipt of letter).



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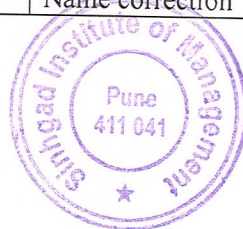
3. On verification by the student, the application is countersigned by the student, mentioning the grievance as resolved. Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university hence the mechanism to deal with examination related grievances is transparent, time-bound and efficient.

Details of Mechanism to deal with exam related grievance at Institute Level

Sr. No	Student Name	Grievance solve at Institute Level
2023-24		
1	Bhong Ashutosh	Wrong Subject selection
2	Dhotre Aashita	Wrong Subject selection
3	Aparna Rathod	Wrong Subject selection
4	Nitesh Mangate	Wrong Subject selection
5	Ramaswamy Meghana	Wrong Subject selection
6	Khatod Rushabh	Wrong Subject selection
7	Prachi Khot	Wrong Subject selection
2022-23		
1	Rushikesh Garad	UL level subject not selected
2	Girish Kulkarni	SC level subject not selected
3	Pranav Nikas	SPPU exam Writer requirement
4	Hemant Londhe	Error in subject Selection in SPPU
5	Jadho Vaisnavi	Wrong Subject selection
6	Nitanshu Kamble	Error in subject Selection in SPPU
7	Pushkraj More	Error in subject Selection in SPPU
8	Sonal Bhawari	Wrong Subject selection
9	Kalpana Kurhekar	Wrong Subject selection
10	Vaibhav Wanjare	Wrong Subject selection

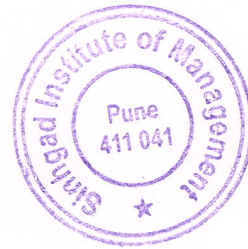
Details of Mechanism to deal with exam related grievance at SPPU

Sr. No	Student Name	Grievance
2023-2024		
1	Patel Mehul Sharad	Exam Form
2	Shafali Rodge	Special Exam
3	Shripad kulkarni	Name correction
4	Mayuri Nalwade	Exam Form
2022-2023		
1	Akshay Borikar	Name correction
2	Gaurav Yedme	Name correction
3	Rakesh Hemane	Name correction
4	Karan Gaikwad	Name correction
5	Manish Sharma	Exam Form correction
6	Angha Shah	Name correction
7	Sadik Pathan	Result on Hold
8	Namratha Bhutekar	Name correction
9	Mayur Kismude	Name correction



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Sr. No	Student Name	Grievance
10	Satyam Sharma	Exam Form
2021-2022		
1	Nidhi Agarwal	Exam Form
2	Sakharam Godsae	Exam Form
3	Ram Jare	Exam Form
4	Chaitnya Ade	Exam Form
5	Bryan Johan	Exam Form
6	Pratik Patil	Exam Form
7	Aarpit Pardhi	Exam Form
8	Anuja waghmare	Exam Form
9	Siddhant Ulagadde	Exam Form
10	Shweta Hundekari	Exam Form
11	Shubham Jadhav	Exam Form
12	Prachi Janbandhu	Exam Form
13	Aditya Joshi	Exam Form
14	Anatha waghode	Exam Form
15	Akshta Shilkar	Eligibility Form
16	Ajit wagh	Eligibility Form
2020-21		
1	Shubham Jadhav	Exam Form
2018-19		
1	Harshit Pitliya	Exam Form
2	Pooja Avhad	Exam Form
3	Poonam Sahani	Exam Form
4	Rahman Sajid	Eligibility form
5	Rajat	Name correction
6	Siddiqui Mustafa	Name correction



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