



Dr D Y Patil Educational Enterprises Charitable Trust's

Dr D Y PATIL SCHOOL OF MANAGEMENT

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

AISHE Code: C-48357

DTE Code: MB6189

SPPU PUN Code: IMMP015810

(Accredited by NAAC)

CRITERION II – TEACHING-LEARNING AND EVALUATION

2.5 EVALUATION PROCESS AND REFORMS

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

List of Supporting Documents

S. No.	Particulars
1	Examination cell composition
2	DYPSON SOP Internal Examination
3	Curriculum Structure
4	Process for continuous internal assessment
5	Internal Examination Grievance Process
6	Internal end semester exam timetable, Supervision chart
7	Internal assessment question paper
8	Internal exam timetable Notice
9	Internal exam answer sheet assessment Notice
10	Sample of concurrent evaluation
11	Internal assessment grievance report



Examination cell composition



Sr. No.	Name of the Faculty	Role
1	Prof. Amol Godge	Exam CEO
2	Prof. Rajendra Payal	Senior Supervisor
3	Dr. Chetan Khedkar	Assistant to CEO
4	Dr. O.P. Haldar Dr. Shreekala Bachhav Dr. Ganesh Lande Dr. Debashree Jana Prof. Sheetal Jalgaonkar Prof. Rajendra Payal Prof. Amandeep Saini Prof. Varsha Patel Prof. Ashutosh Khedkar	Junior Supervisor

Roles and Responsibilities:

The roles and responsibilities of an examination cell typically include:

1. Preparing exam materials: The examination cell is responsible for preparing indents for exam papers, answer sheets, and other materials required for conducting exams.
2. Conducting exams: The examination cell is responsible for conducting exams and ensuring that all rules and regulations are followed.
3. Handling student records: The examination cell is responsible for maintaining accurate records of student grades, attendance, and other information related to examinations.
4. Handling exam-related complaints: The examination cell is responsible for addressing any complaints or issues related to examinations from students, faculty, or other stakeholders
5. Ensuring security: The examination cell is responsible for ensuring the security of exam materials, preventing cheating, and maintaining confidentiality.
6. Coordination with faculty: The examination cell is responsible for coordinating with faculty to ensure that exams are aligned with the curriculum and learning objectives.
7. Coordination with other departments: The cell is responsible for coordinating with other departments, such as administration and finance, to ensure that all resources required for conducting exams are available
8. Communication with SPPU: The cell communicates with SPPU online/offline regarding stationary requisition, exam form, inwarding, Exam stationary, Name change, Subject addition/deletion etc., Bar code stickers, Exam portal queries, QPD system, CAP related, SIP Viva, Result, Revaluation etc.





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Standard Operating Procedure (SOP) for internal examination.

1. Purpose

The purpose of this SOP is to establish standardized procedures for conducting internal examinations for MBA students, ensuring consistency, fairness, and integrity throughout the process.

2. Scope

This SOP applies to internal examination conducted for MBA students within the institution end-term, and any other internal assessments.

3. Responsibilities

Examination Committee: Overall supervision and coordination of the examination process.

Faculty Members: Preparation of question papers, invigilation, and evaluation of answer scripts.

Administrative Staff: Logistical support, communication, and documentation.

4. Examination Preparation

4.1. Scheduling:

Set the examination dates in the academic calendar.

Notify students and faculty members at least four weeks in advance.

4.2. Question Paper Preparation:

Faculty members must prepare question papers and submit them to the Examination Committee two weeks before the exam date.

Ensure the question papers cover the entire syllabus and adhere to the prescribed format.

Secure storage of question papers until the examination day.

4.3. Examination Material:

Prepare and distribute examination materials (answer booklets, question papers, attendance sheets) at least one day before the examination.

5. Conducting the Examination

5.1. Examination Hall Preparation:



Arrange seating plans and ensure the examination hall is set up to prevent cheating.



5.2. Invigilation:

Assign invigilators to each examination hall. Preparing Invigilation/Supervision Chart.

Brief invigilators on their duties, including monitoring students, distributing and collecting papers, and handling misconduct.

5.3. Examination Day Procedures:

Start the examination on time.

Distribute question papers and answer booklets to students.

Ensure students fill out attendance sheets.

Monitor the examination hall continuously.

Handle any issues (technical problems, student queries) promptly.

6. Post-Examination Procedures

6.1. Collection of Answer Sheets:

Collect all answer sheets immediately after the examination.

Ensure answer sheets are securely stored.

6.2. Evaluation:

Faculty members should begin evaluating answer scripts within three days of the examination.

Complete the evaluation and submit marks to the Examination Committee within one week.

6.3. Result Compilation:

Compile the results and ensure accuracy.

Address any discrepancies or errors promptly.

6.4. Result Announcement:

Announce results within two weeks of the examination.

Communicate results to students via the official platform (email, student portal).

7. Handling Grievances

7.1. Grievance Submission:



Allow students to submit grievances regarding their examination or results within one week of result announcement.

Provide a standardized form for grievance submission.

7.2. Grievance Review:

The Examination Committee reviews grievances and takes appropriate action within one week of submission.

Communicate the outcome to the concerned student.

8. Record Keeping

Maintain records of question papers, answer scripts, attendance sheets, and results for at least two years.

Ensure all records are securely stored and accessible only to authorized personnel.

9. Continuous Improvement

Collect feedback from students and faculty after each examination cycle.

Review and update the SOP annually based on feedback and identified areas for improvement.

10. Compliance

Ensure adherence to institutional policies and academic regulations.

Report any deviations from the SOP to the Examination Committee for review.



Curriculum Structure



SPPU MBA 2019 Revised CBCS Pattern Major + minor Specialization Explanation

Sem - I				
Type of Course	No. Of Courses	Credit	Total Credits	Total Marks
GC	6	3	18	600
GE-UL	3	2	6	150
GE-IL	3	2	6	150
			30	900

Human Rights-I (25)

Introduction to cyber security-I (25)

Sem - III				
Type of Course	No. Of Courses	Credit	Total Credits	Total Marks
GC	2	3	6	200
SIP	1	6	6	100
SC	2	3	6	200
GE-UL	3	2	6	150
SE-IL	3	2	6	150
			30	800

Introduction to cyber security-III (25)

Skill Development-I (50)

Introduction to constitution (50)

Sem - II				
Type of Course	No. Of Courses	Credit	Total Credits	Total Marks
GC	4	3	12	400
SC	2	3	6	200
GE-UL	3	2	6	150
GE-IL	1	2	2	50
SE-IL	2	2	4	100
			30	900

Human Rights-II (25)

Introduction to cyber security-II (25)

Sem - IV				
Type of Course	No. Of Courses	Credit	Total Credits	Total Marks
GC	2	3	6	200
SC	2	3	6	200
GE-UL	2	2	4	100
SE-IL	2	2	4	100
			20	600

Introduction to cyber security-IV (25)

Skill Development-II (50)

Total Credits:110

Total Marks:3200

FOR MAJOR + minor Course --->[For Sem-II] [2 SC & 2 SE of MAJOR] & [For Sem III & IV] (MAJOR 4SC +5SE=9, minor 2SC + 2SE=4) Credits (MAJOR 12SC+10SE, minor 6SC + 4SE) [NOTE: minor is allowed only from sem-III]

FOR SINGLE (MAJOR ONLY) Specialization --->(Sem-II,III,IV 2+2+2 = 6SC , 2+3+2 = 7SE)



Process for continuous internal assessment



D Y PATIL GROUP

Marking Scheme

Sr. No.	Evaluation Parameter	Mapped to marks	Total Marks
1	Home Assignments (5)	50 Marks mapped to 10 marks	10
2	Open Book Tests (2)	20 Marks mapped to 10 marks	10
3	Value added course/ Faculty wise parameters like presentation/GD/ Participation in activities etc.	20 Marks mapped to 20 marks	20
4	Internal End Semester Exam	50 Marks mapped to 10 marks	10
		Total	50

Five Home Assignments are given to the students, with a particular deadline to submit the assignment books.

Two Open book tests are conducted in the session.

Value added course is there or faculty have their individual parameters like Presentation/viva/GD/Participation in activities.

Internal End Semester Exam is conducted of 50 marks each, at the end of the semester after syllabus completion.

Finally as per these parameters total internal marks are calculated out of 50.





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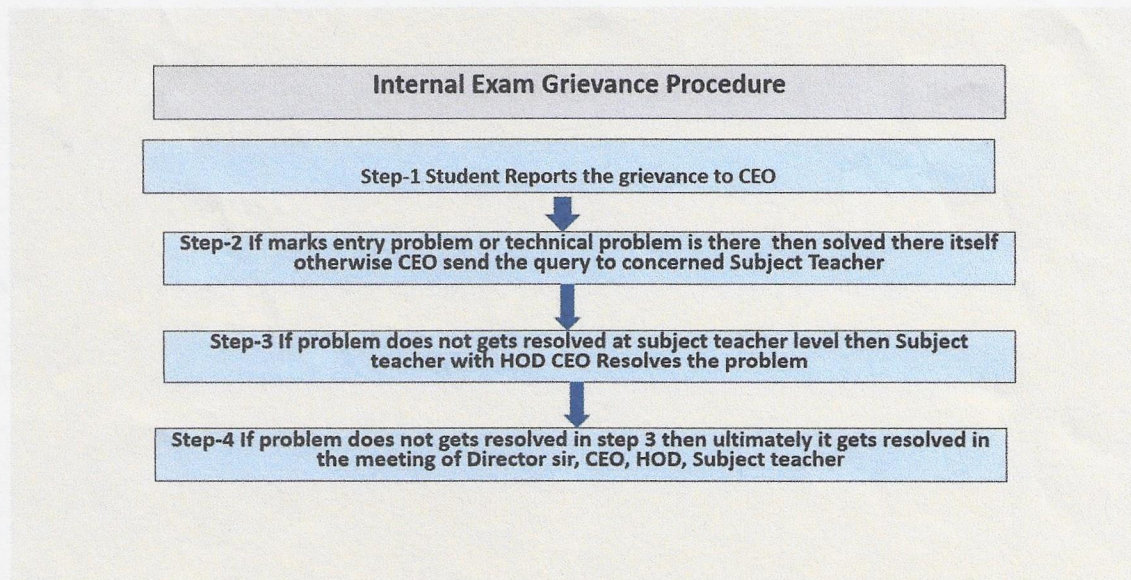
Dealing with the Internal Exam Grievance

DYPSOM has designed a grievance mechanism to bring complete transparency in the evaluation system and to provide platform for redressal of grievance to students pertaining to University examination as well as internal examination respectively in time-bound and efficient manner.

To address all examination and evaluation related problems, the institute has appointed College Examination Officer (CEO) as per the directives of SPPU.

The details of CEO are submitted online to the Savitribai Phule Pune University through University examination portal.

Every year the examination committee is formed in the institute for smooth conduct of examination under the guidance of College examination officer.



After the end semester examination after doing the final evaluation, the marks are displayed to students.

If the student is having any grievance the grievance is immediately solved their itself if it includes any technical error, typing mistake, marks entry error etc.

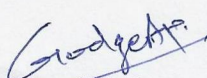
If the student is having any grievance regarding the marks given, he/she fills the grievance form and submits to Examination committee/CEO.

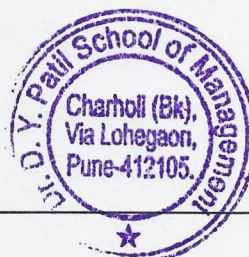
Then the grievance is resolved by discussing and taking necessary action on grievance by the subject teacher & accordingly the marks are updated.

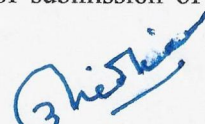
If there also the grievance does not gets resolved then subject teacher, HOD, CEO together resolves the grievance.

If there also the grievance does not gets resolved then Director, HOD, CEO, Subject teacher resolves the grievance.

The grievance solving process takes at the most 10 days from the date of submission of grievance.


Dr. Amol Godge
College Examination Officer




Dr. E. B. Khedkar
Director



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Dr D Y Patil Knowledge City, Charholi (Bk.), Via Lohegaon, Pune – 412105


Date: 12-06-2023


End Term Internal Exam Time Table (APR-MAY 2023)


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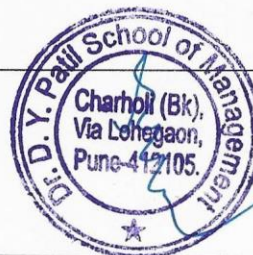
Internal Exam Time Table: April -May 2023 (MBA-I Sem-II)

Day	Date	Time	MBA I (Sem-II)
Monday	19-06-2023	10.30 am - 01.00am	201 Marketing Management
		02:00pm -04.30 pm	215 Entrepreneurship Lab
Tuesday	20-06-2023	10.30 am - 01.00am	202 Financial Management
		02:00pm -04.30 pm	217MKT-IMC/ 218 FIN-F&O/ 217HRM-LW/ 218OSCM-PM/217BA-MA
Wednesday	21-06-2023	10.30 am - 01.00am	203 Human Resource Management
		02:00pm -04.30 pm	218 MKT -PBM/224 FIN-GIHV/218HRM-LR&S/219OSCM-IM/218 BA-RA
Thursday	22-06-2023	10.30 am - 01.00am	204 Operations & Supply Chain Management
		02:00pm -04.30 pm	205MKT-MR/205FIN-FMBO/205HR-CBHRM/205OSCM-SOM-I/205BA-BBAR
Friday	23-06-2023	10.30 am - 01.00am	206MKT-CB/206FIN-PFP/206HR-ER&LL/206OSCM-SCM/206BA-DM
		02:00pm -04.30 pm	291-HUMAN RIGHTS-II/ 292-INTRODUCTION TO CYBER SECURITY-II


Prof. Amol Godge
CEO


Dr. O P Haldar
HOD


Dr. E. B. Khedkar
Director





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Date: 12-06-2023

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Internal Exam Time Table: April -May 2023 (MBA-II Sem-IV)

Day	Date	Time	MBA II Sem-IV
Monday	19-06-2023	10.30 am -01.00am	401 Enterprise Performance Management
		02:00pm -04.30 pm	412MKT-RM/412FIN-SCM/409HRM-LL/409OSCM-ERP/410BA-HA
Tuesday	20-06-2023	10.30 am -01.00am	402 Indian Ethos & Business Ethics
		02:00pm -04.30 pm	404MKT-MS/404FIN-CT&CF/403HR-OD&D/403OSCM-ESC&L/404BA-AIBA
Wednesday	21-06-2023	10.30 am -01.00am	492-Introduction Cyber Security-IV/494- Skill Development-II
Thursday	22-06-2023	10.30 am -01.00am	minor Specialization Subject Core (MKT, FIN, HR, OSCM, BA, IB, PHCM, RABM, THM)
		02:00pm -04.30 pm	minor Specialization Subject Elective IL (MKT, FIN, HR, OSCM, BA, IB, PHCM, RABM, THM)

Amol Godge

Prof. Amol Godge
CEO

O P Haldar

Dr. O P Haldar
HOD

E. B. Khedkar

Dr. E. B. Khedkar
Director





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Apr/May 2023 Internal Exam Supervision Chart


Day	Date	Session	30	30	30	35	40	30+9 = 39	Reliever
			Block-1	Block-2	Block-3	Block-4	Block-5	Block-6	
Monday	19/06/2023	Morning	SB	GL	RP	DJ	AK	CK	VP
		Afternoon	AS	VP	SJ	CG	GL	RP	SB
Tuesday	20/06/2023	Morning	GL	RP	DJ	AK	CK	AS	CG
		Afternoon	VP	SJ	CG	SB	DJ	AK	RP
Wednesday	21/06/2023	Morning	RP	DJ	AK	CK	AS	VP	SJ
		Afternoon	SJ	CG	SB	GL	CK	AS	VP
Thursday	22/06/2023	Morning	DJ	SB	CK	AS	VP	SJ	GL
		Afternoon	CG	AK	GL	SJ	AS	SB	CK
Friday	23/06/2023	Morning	AK	CK	RP	VP	SJ	CG	DJ

Where,

1. SB: Dr. Shreekala Bachhav
2. GL: Dr. Ganesh Lande
3. RP: Prof. Rajendra Payal
4. Dr. Debashree Jana
5. AK: Prof. Ashutosh Khedkar
6. CK: Dr. Chetan Khedkar
7. Prof. Amandeep Saini
8. VP: Prof. Varsha Patel
9. SJ: Prof. Sheetal Jalgaonkar
10. Mrs. Charushila Gaikwad


Prof. Amol Godge

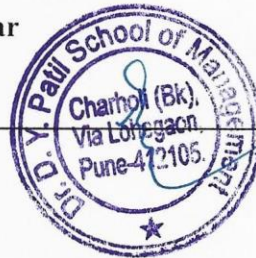
CEO


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HOD


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Total No. of Questions : [5]

SEAT No. :

[Total No. of Pages : 2]

First Year Master in Business Administration (M.B.A.)
206MKT: Consumer Behavior Subject Core (SC) Course – Marketing Management
(2019 Patten) (Semester – II)

[Time: 2:30 Hours]

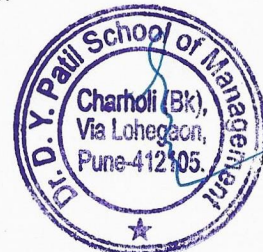
[Max. Marks: 50]

Instructions to the candidates:

- 1) Draw neat labeled diagrams wherever necessary
- 2) Figures to the right indicate full marks.
- 3) All Questions are compulsory.

- Q.1) Solve any five. (Total 08 questions) (CO1) [10]
a) Define Consumer Behavior. [2]
b) Define Personality. [2]
c) Define Attitudes. [2]
d) What is Consumer Motivation? [2]
e) What is Service Quality? [2]
f) Define Consumer Learning. [2]
g) Define Brand Loyalty. [2]
h) What is a Search? [2]
- Q.2) Solve any two. (Total 03 questions) (CO2) [10]
a) Explain Application of consumer behavior. [5]
b) Explain factors influencing perception in detail. [5]
c) Explain consumer risk perception in detail. [5]
- Q.3) Solve any one. (CO3) [10]
a) Explain components of learning in detail.
b) Explain cognitive response model.
- Q.4) Solve any one. (CO3, CO4) [10]
a) Explain types of references group in detail.
b) Explain factors influencing organizational buyer behavior.
- Q.5) Solve any one. (CO4) [10]
a) Distinguish between consumer and customer in detail.
b) Explain Howard Sheth Model.

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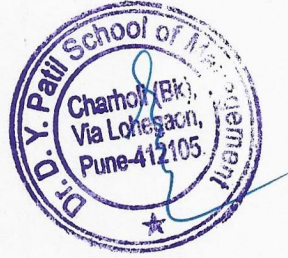
Date:12/06/2023

NOTICE

This is to inform to all the students that the MBA APR-2023 Internal Examination TIMETABLE is displayed on the College Notice Board. Note the dates and timings as mentioned in the TIMETABLE.

Prepare yourself for the examination and attend the examination punctually.

Prof. Amol Godge
College Examination Officer



Dr. E. B. Khedkar
Director



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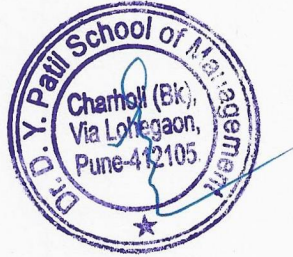
Under IQAC

Date:12/06/2023

NOTICE

This is to inform to all the faculty members that the MBA APR-2023 Internal Examination will start from 19/06/2023 and will end on 23/06/2023, So you will have to complete the assessment of answer sheets in the morning session from 20/06/2023 to 30/06/2023 and will have to submit the marks to examination committee.

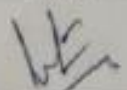
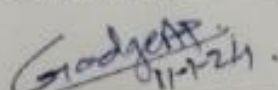

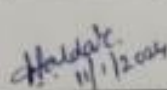
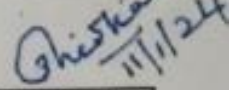
Prof. Amol Godge
College Examination Officer



Dr. E. B. Khedkar
Director

Concurrent Internal Evaluation

Dr D Y Patil School Of Management, Charholi(bk.) via. Lohegaon Pune							
INTERNAL MARKS							
MBA: SECOND YEAR SEMESTER: III							
COURSE TYPE: SE-IL-MKT-07							
SUBJECT CODE: 312 MKT Specialization : Marketing Management							
NAME OF THE SUBJECT: BUSINESS TO BUSINESS MARKETING							
SR. NO.	EXAM SEAT NO.	NAME OF STUDENT	Home Assignment [10]	Class Test/ Presentation [10]	Internal Exam [10]	Overall Performance (Behaviour, Conduct, Extra Curriculum, Performance in activity/ies) [20]	Total [50]
1	21009	CHAVAN AJAY SUNIL	7	6	1.8	12	27
2	21010	DESHMUKH HARSH VARDHAN RAJKUMAR	6	7	3	12	28
3	21011	GAIKWAD VEDANT SANJAY	6	6	3	12	27
4	21012	GAWAI RUSHIKESH MOHAN	8	7	0	10	25
5	21013	HARSHAL SUNIL KHARWADE	8	6	2	12	28
6	21014	KOMAL VIKAS PAJAD	7	7	2.6	12	29
7	21015	MACHARE RUCHIRA SURAJ	8	8	4.8	17	38
8	21016	PATRICK FIONA XAVIER	8	5	5.8	18	37
9	21017	PRASAD PRAKASH HIRDAYANAND	5	5	3.4	12	25
10	21018	RATHOD SHRINIVAS BALURAM	8	7	0	10	25
11	21019	SALVI PRATIK UTTAM	6	6	2.2	12	26
12	21020	SHINDE PRASAD SHRIKRISHNA	9	7	6.2	18	40
13	21021	SHINDE YASH RAMCHANDRA	5	5	2.8	12	25
14	21022	VISHWAKARMA NIRAJ ANIL	8	8	4.2	14	34
15	21083	BAHEKAR PRAVIN VIJAY	6	5	2	12	25
16	21084	FUNDE GANESH SUNIL	9	8	5.4	18	40
17	21085	GAIKWAD PRAJWAL PRAKASH	8	8	5.6	18	40
18	21086	GAURAV DNYANESHWARRAO KHATKE	5	6	2.2	12	25
19	21087	JAGTAP PRAJWAL POPAT	9	8	5.6	18	41
20	21088	ROSE MAHESH NAGO	8	9	6.6	18	42
21	21089	MAYURI GORE	9	9	6.4	18	42
22	21090	MAYURI SABHADINDE	8	8	6.4	18	40
23	21091	MESHAM SANGHARSH BANDU	4	4	4.2	15	27
24	21092	MODHALE RUSHIKESH JALINDAR	9	9	8	19	45
25	21093	MOHOLKAR GAJANAN MAHESH	5	5	3.6	16	30
26	21094	NAVALE GANESH ANKUSH	5	5	2.4	14	26
27	21095	PAGAR PRATHMESH PRADIP	6	6	5.2	15	32
28	21096	PATIL KUNAL SUBHASH	5	6	5.2	15	31
29	21097	POL VIVEK ARUN	9	8	7.8	18	43
30	21098	SAHIN PRAVEEN	8	8	5.4	18	39
31	21099	SAYAGAVE OMPRASAD ANIL	9	8	6.4	18	41
32	21100	SEJAL TILOKCHAND RANDAD	8	8	5.2	18	39
33	21101	SHREYA RAHUL JARONDE	6	6	5	18	35
34	21102	SHUKLA HEMANT SHANTARAM	8	8	5.6	18	40
35	21103	SUL PRATIKSHA VINAYAK	6	6	2.8	17	32
36	21104	YASH SANJAY BUEWAR	6	6	5	18	35
37	21105	YEWALE TIRUPATI BALAJIRAO	9	8	6.6	18	42

 Dr. Chetan Khedkar Associate Professor	 Dr. Amol Gode C.E.O.	 Dr. Shreekala Bachhav H.O.D.	 Dr. D P Haldar DEAN	 Dr. E. B. Khedkar DIRECTOR
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Internal Assessment Grievance Report 2022-23

Grievances Reported:

1. Students came with difference of opinion about internal assessment marks
2. The Grievances identified was
 - Totaling error
 - Reduction of Marks in few questions

The grievances were identified and resolved

Nov-Dec-2022 Internal Exam 101 Managerial Accounting				
Sr. No.	Name Of Student	Marks Scored	Marks After Grievance Redressal	Signature of Student
1	NARWADE PRAJAKTA SHRIKRUSHNA	26	28	<i>Prajakta</i>
2	LONDHE HARSHADA JEEVAN	31	32	<i>Harshada</i>
3	KAUSHIK PRASHANT THAKRE	25	25	<i>Prashant</i>
4	RUTIKA DATTATRAY PARAVE	19	20	<i>Rutika</i>
Nov-Dec-2022 Internal Exam 104 Business Research Methods				
Sr. No.	Name Of Student	Marks Scored	Marks After Grievance Redressal	Signature of Student
1	CHANDHERE RUTHIK MALHARI	24	26	<i>Ruthik</i>
2	NIRAJ VISHWAKARMA	19	21	<i>Niraj</i>
3	RIYA KISHOR KULKARNI	34	37	<i>Riya</i>
4	KAUSHIK PRASHANT THAKRE	24	26	<i>Prashant</i>
5	SHINDE RADHIKA SHANTARAM	20	21	<i>Radhika</i>
6	DANDAVATE NISHA JAIVANT	28	30	<i>Nisha</i>
7	HARSHADA SUNIL ITHAPE	26	28	<i>Harshada</i>

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