



**Prof. M. N. Navale**  
M.E. (Elect.) MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

## 2.5 - Evaluation Process and Reforms

**2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.**

### Response:

The Institute is affiliated to Savitribai Phule Pune University and adopted its evaluation reforms and effectively implemented them as per the guidelines issued by the authority from time to time. Following are the evaluation reforms introduced by institute and the University.

#### A) Internal assessment reforms:

Internal assessment is a continuous process. The IQAC coordinator of institute prepares the academic calendar by considering circulars of SPPU, which includes schedule of all curricular, co-curricular and extracurricular activities. Time table for MBA-I year and MBA-II year is prepared accordingly. The Academic monitoring committee (AMC) conduct regular meetings for academic planning before the beginning of each semester and conduct reviews of the academic process at the end of each semester. Continuous Internal Evaluation (CIE) is crucial for institutes to ensure effective planning, organization, and assessment of the educational process. Including CIE in the academic calendar provides a structured approach to learning and assessment throughout the academic year. Problem statement is formulated by the subject teacher who selects appropriate Concurrent Internal Evaluation methods as per the guidelines provided by the university. If there is more than one teacher teaching one course, then decision about course outline, CIE techniques is done collectively. These evaluation techniques, ranging from projects to case study, are chosen to effectively assess students' comprehension and skills within the context of the problem statement. To ensure a consistent and fair assessment process, the subject teacher prepares detailed rubrics for each evaluation method. These rubrics outline specific grading criteria and performance expectations at various levels. Preparation of course pack include session plan which specifies topic wise distribution, allotted time for the course delivery, rubric along with assessment details, study material and tentative schedules for

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041





Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S®

# S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone : +91 20 2435 4036

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evaluation. Throughout the course, the problem statement and evaluation methods are utilized for ongoing assessment, with valuable feedback provided to guide students' progress. By following this systematic approach, subject teachers create a dynamic learning environment that adheres to Savitribai Phule Pune University's directives, fostering student growth and achievement as they tackle real-world challenges and acquire valuable knowledge and abilities. CIE is based on the expected learning outcomes; subject teachers provide appropriate weightage for student's participation according to rubrics related to the course.

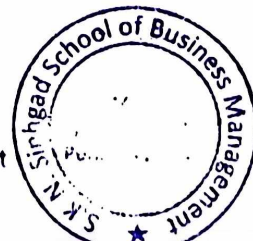
Internal Examination committee conducts End Term examination after completion of syllabus. The Question Paper Pattern for the Internal Term End Examination will be as per the Question Paper format of SPPU. The Subject Coordinator, in collaboration with the respective Subject Teachers, will formulate Question Papers and respective Model Answers. Internal Examination committee also takes care of collection of internal marks, marks entry on university portal for all subjects by the allotted faculty members. For efficiency of internal mark uploading, HOD's created for every subject and assigned responsibility of marks entry by Internal examination committee. After marks entry HOD have to submit hardcopy of the subject marks filled and signed to the Internal Examination Committee. Internal Examination head verify the marks entries of every subject and maintain record in systematic way

## Summer Internship Program:

At the end of Second Semester each student shall undertake a Summer Internship Project (SIP). The Institute conducts an internal viva-voce for evaluation of the SIP, The Panel comprises of two evaluators appointed by the Director. Two faculty member's Internal faculty and External faculty is invited to conduct the internal viva-voce for 50 marks. The internal viva-voce panel provides a detailed assessment of the SIP report and suggest changes required, if any. There will be an external viva-voce for the SIP for 50 marks where external examiners are appointed by SPPU and Internal faculty members.

  
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**S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT**  
**INTERNAL TERM END EXAMINATION COMMITTEE**

Minutes of the meeting held on 23/01/2023, from 3.00 pm. to 4.00 pm.

Members of Internal Term End Examination Committee:

1	Dr. Yatin Bokil (Dean)	Chairman	
2	Dr. Ganesh Yadav	Member & College Examination Officer (CEO)	
3	Dr. Sangita Gorde	Member	
4	Dr. Manoj Kulkarni	Member	
5	Prof. Manjula Dhulipala	Member	
6	Dr. D. P. Rane	Member	

Points discussed in the meeting:

1. The meeting was held to prepare and finalize the schedule for the Internal Term End Examination to be conducted for MBA I and MBA II and the activities related to the same.
2. The Internal Term End Examination will be conducted for all Core Subjects and University Level Subjects of MBA I and MBA II.
3. The Question Paper Pattern for the Internal Term End Examination will be as prescribed by Savitribai Phule Pune University and based on the respective Subject Rubrics.
4. The Internal Term End Examination will be conducted from 10<sup>th</sup> February to 16<sup>th</sup> February 2023.
5. Preparation and finalization of specialization-wise list of students of MBA II for Internal Term End Examination to be done by 27<sup>th</sup> January 2023.
6. Preparation of block-wise list of students with seat numbers to be done by 3<sup>rd</sup> February 2023
7. Respective Subject Coordinator, in collaboration with the respective Subject Teachers, will formulate the two sets of Question Papers and Model Answers. The Question Papers to be

sent to the members of Internal Term End Examination Committee by 2<sup>nd</sup> February 2023 and the Model Answers to be sent by 9<sup>th</sup> February 2023. The Model Answers are expected to include the key points for the respective questions.

8. The members of Internal Term End Examination Committee will randomly select one set of Question Paper from two sets as the Question Paper for disseminating to the students for the Internal Term End Examination.
9. The hard copies of the randomly selected Question Papers will be prepared and sealed in the enclosure in the Examination Control Room by 7<sup>th</sup> February 2023.
10. Invigilation Chart will be prepared and disseminated by 7<sup>th</sup> February 2023.
11. The duration for the Internal Term End Examination for each subject will be 2 hours.
12. The Term End Examination will be conducted in 2 time-slots: 10.00 am. to 12.00 pm. and 2.00 pm. to 4.00 pm.

**Dr. Prachi Pargaonkar**

**Director**

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**S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT**  
**INTERNAL TERM END EXAMINATION COMMITTEE**

Minutes of the meeting held on 03/06/2023, from 3.00 pm. to 4.00 pm.

Members of Internal Term End Examination Committee:

1	Dr. Yatin Bokil (Dean)	Chairman	
2	Dr. Ganesh Yadav	Member & College Examination Officer (CEO)	
3	Dr. Sangita Gorde	Member	
4	Dr. Manoj Kulkarni	Member	
5	Prof. Manjula Dhulipala	Member	
6	Dr. D. P. Rane	Member	

Points discussed in the meeting:

1. The meeting was held to prepare and finalize the schedule for the Internal Term End Examination to be conducted for MBA I and MBA II and the activities related to the same.
2. The Internal Term End Examination will be conducted for all Core Subjects and University Level Subjects of MBA I and MBA II.
3. The Question Paper Pattern for the Internal Term End Examination will be as prescribed by Savitribai Phule Pune University and based on the respective Subject Rubrics.
4. Tentative period for the Internal Term End Examination will be from 22<sup>nd</sup> June to 29<sup>th</sup> June 2023.
5. Preparation and finalization of specialization-wise list of students of MBA I & II for Internal Term End Examination to be done by 15.06.2023.
6. Preparation of block-wise list of students with seat numbers to be done by 20.06.2023.
7. Respective Subject Coordinator, in collaboration with the respective Subject Teachers, will formulate the two sets of Question Papers and Model Answers. The Question

- Papers to be sent to the members of Internal Term End Examination Committee on or before 15.06.2023 and the Model Answers to be sent on or before 20.06.2023. The Model Answers are expected to include the key points for the respective questions.
8. The members of Internal Term End Examination Committee will randomly select one set of Question Paper from two sets as the Question Paper for disseminating to the students for the Internal Term End Examination.
  9. The hard copies of the randomly selected Question Papers will be prepared and sealed in the enclosure in the Examination Control Room by 20.06.2023.
  10. Invigilation Chart will be prepared and disseminated by 15.06.2023.
  11. The duration for the Internal Term End Examination for each subject will be 2 hours.
  12. The Term End Examination will be conducted in 2 time-slots: 10.00 am. to 12.00 pm. and 2.00 pm. to 4.00 pm.



**Dr. Prachi Pargaonkar**

**Director**

**S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT**  
**END-TERM EXAMINATION MBA-I SEM-II (Batch-22-24)**

Day and Date	Subject 1 (Time : 10.00am-12 noon)	Subject 2 (Time: 2.00pm-4.00 pm)
Thursday, 22/06/2023	201.GC Marketing Management	208 GE - UL Geopolitics & World Economic Systems
Friday, 23/06/2023	202 GC Financial Management	209 GE-UL Start Up and New Venture Management
Monday, 26/06/2023	203 GC Human Resources Management	210 GE-UL Qualitative Research Methods
Tuesday, 27/06/2023	204 GC Operations & Supply Chain Management	
	205 MKT-SC Marketing Research	206 MKT SC Consumer Behaviour
	205 FIN SC Financial Markets and Banking Operations	206 FIN SC Personal Financial Planning
Thursday, 29/06/2023	205 HR SC Competency Based Human Resource Management	206 HR SC Employee Relations & Labour Legislation
	205 OSCM SC Services Operations Management - I	206 OSCM SC Supply Chain Management
	205 BA Basic Business Analytics using R	206 BA SC Data Mining


  
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**END-TERM EXAMINATION MBA-II SEM-IV (21-23 Batch)**

<b>Day and Date</b>	<b>Subject 1 (Time : 10am - 12 noon)</b>
Thursday, 22/06/2023	401 GC- Enterprise Performance Management
Friday, 23/06/2023	402 GC- Indian Ethos and Business Ethics



**Dr. Prachi Pargaonkar**  
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### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### SUPPORTING DOCUMENTS: INTERNAL EXAM CONDUCTED 2022 – 2023



Yatin Bokil <yatinbokil.sknsbm@sinhgad.edu>

#### Internal Term End Examination - Minutes of the Meeting & Time-Table

Yatin Bokil <yatinbokil.sknsbm@sinhgad.edu>

Thu, Jun 8, 2023 at 4:07 PM

To: FacultySKNSSBM <facultysknsbm@sinhgad.edu>

Cc: "Dr. Prachi Pargaonkar" <director\_sknsbm@sinhgad.edu>

Dear all,

Please find attached herewith the minutes of the meeting of the Internal Term End Examination Committee and the Time-Table of Internal Term End Examination . The particulars regarding Internal Term End Examination have been mentioned in the same.

The Internal Term End Examination will be conducted for all Core Subjects and University Level Subjects of MBA I and MBA II from 22nd June to 29th June 2023.

The Subject Coordinator, in collaboration with the respective Subject Teachers, will formulate two sets of Question Papers and respective Model Answers. The Question Papers and the Model Answers should be sent to Dr. Manoj Kulkarni ([manojkulkarni.sknsbm@sinhgad.edu](mailto:manojkulkarni.sknsbm@sinhgad.edu) ) with Cc to [director\\_sknsbm@sinhgad.edu](mailto:director_sknsbm@sinhgad.edu) and [yatinbokil.sknsbm@sinhgad.edu](mailto:yatinbokil.sknsbm@sinhgad.edu). The Question Papers should be sent by 15th June 2023 and the Model Answers by 20th June 2023. The Model Answers are expected to include the key points for the respective questions.

The Question Paper Pattern for the Internal Term End Examination will be as per the Question Paper format of Savitribai Phule Pune University Examination.

For any further clarification, kindly contact the members of the Internal Term End Examination Committee.

Regards,

Internal Term End Examination Committee

Internal Term End Examination - Minutes of Meeting & Time-Table.pdf  
1308K



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Sr.no	Internal Exam for the Month	Dates
1	MBA I Sem I and Sem II (OCTOBER / NOVEMBER 2022 EXAM)	10th Feb 2023 to 16th Feb 2023

### 10th Feb 2023 to 16th Feb 2022 (OCTOBER / NOVEMBER 2022 EXAM)



Yatin Bokil <yatinbokil.sknsbm@sinhgad.edu>

#### Internal Term End Examination - February 2023

1 message

Yatin Bokil <yatinbokil.sknsbm@sinhgad.edu>  
To: FacultySKNSSBM <facultysknsbm@sinhgad.edu>  
Cc: "Dr. Prachi Pargaonkar" <director\_sknsbm@sinhgad.edu>

Mon, Jan 30, 2023 at 12:09 PM

Dear all,

Please find attached herewith the minutes of the meeting of Internal Term End Examination Committee. The particulars regarding Internal Term End Examination have been mentioned in the same.

The Internal Term End Examination will be conducted for all Core Subjects and University Level Subjects of MBA I and MBA II from 10<sup>th</sup> February to 16<sup>th</sup> February 2023.

As per the directives of Director madam, the Subject Coordinator, in collaboration with the respective Subject Teachers, will formulate two sets of Question Papers and respective Model Answers. The Question Papers and the Model Answers should be sent to Dr. Sangita Gorde ([sangitajangle.sknsbm@sinhgad.edu](mailto:sangitajangle.sknsbm@sinhgad.edu)) and Dr. Ganesh Yadav ([ganeshyadav.sknsbm@sinhgad.edu](mailto:ganeshyadav.sknsbm@sinhgad.edu)) with Cc to [director\\_sknsbm@sinhgad.edu](mailto:director_sknsbm@sinhgad.edu) and [yatinbokil.sknsbm@sinhgad.edu](mailto:yatinbokil.sknsbm@sinhgad.edu). The Question Papers should be sent by 2<sup>nd</sup> February 2023 and the Model Answers by 9<sup>th</sup> February 2023. The Model Answers are expected to include the key points for the respective questions.

The Question Paper Pattern for the Internal Term End Examination will be as per the Question Paper format of Savitribai Phule Pune University Examination.

For any further clarification, kindly contact the members of the Internal Term End Examination Committee.

Regards,

Internal Term End Examination Committee

Minutes of the Meeting.pdf  
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M.Com., Ph.D., FCA  
Director

## SKN Sinhgad School of Business Management Internal Term End Examination - October/November 2022

### Supervision Chart

DATE	SESSION	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10
10/02/23 FRIDAY	M	MP	SRS	MY	AJ	NP	KS	SO	YK	MJ	MD
	E	MS	VS	SO	Sanas	SP	VB	RK	AB	DH	YM
13/02/23 MONDAY	M	SRS	AJ	SP	MP	MS	MJ	Swami	VS	AB	KS
	E	VB	SG	NP	YK	MY	YM	SK	DP	DH	YB
14/02/23 TUESDAY	M	SP	YK	Swami	MJ	AJ	MK	KS	YB	SRS	Sanas
	E	SK	MP	NP	RK	MY	VS	AB	VB	YM	GY
15/02/23 WEDNESDAY	M	KS	Sanas	YK	DP	MS	MY	DH	SS	VS	Swami
	E	VB	SP	SS	SRS	RK	SK	AJ	MP	NP	MJ
16/02/23 THURSDAY	M	SO	MD	NP	MP	AJ	MJ	SP	SS	RK	MK

Internal Examination Team

  
Dr. Prachi Pargaonkar  
Director

Director  
S. K. N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411041



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**DETAILS of Internal End Term Examination 10th Feb to 16th Feb 2023**

**SKN Sinhgad School of Business Management, Ambegaon Bk, Pune.**

**MBA Internal Term End Examination 2023**

**Time Table**

Date	Day	Time	MBA I	MBA II
10/02/2023	Friday	10.00 am- 12.00 pm	101 MA	301 SM
		2.00 pm- 4.00 pm	102 OB	302 DS
13/02/2023	Monday	10.00 am- 12.00 pm	103 EABD	304 (Specialization-I) *
		2.00 pm- 4.00 pm	104 BRM	305 (Specialization-II) *
14/02/2023	Tuesday	10.00 am- 12.00 pm	105 BOM	306 IBE
		2.00 pm- 4.00 pm	106 DB	308 PM
15/02/2023	Wednesday	10.00 am- 12.00 pm	107 MF	309 KM
		2.00 pm- 4.00 pm	108 IE	
16/02/2023	Thursday	10.00 am- 12.00 pm	109ED	

* 304	Mkt-Sm	Fin-AFM	HR-SHRM	Ope-SOM	BA- ASM Using R
* 305	Mkt- SDM	Fin-IF	HR-HO	Ope-LM	BA- ML&CI Using Python



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**Sinhgad Technical Education Society's**  
**SKN Sinhgad School of Business Management**  
Internal Term End Examination October/November-2022  
Master of Business Administration  
(2019 Pattern) (Semester-I)

Time: 02 Hrs.	Sub. & Code:	Max. Marks: 50
<b>Instructions: 1) All questions are compulsory.</b>		
<b>Q.1)</b>	Solve any five.	<b>[10]</b>
	a)	<b>[02]</b>
	b)	<b>[02]</b>
	c)	<b>[02]</b>
	d)	<b>[02]</b>
	e)	<b>[02]</b>
	f)	<b>[02]</b>
	g)	<b>[02]</b>
<b>Q.2)</b>	Solve any two.	<b>[10]</b>
	a)	<b>[05]</b>
	b)	<b>[05]</b>
	c)	<b>[05]</b>
<b>Q.3)</b>	Solve any one.	<b>[10]</b>
	a)	
	b)	
<b>Q.4)</b>	Solve any one.	<b>[10]</b>
	a)	
	b)	
<b>Q.5)</b>	Solve any one.	<b>[10]</b>
	a)	
	b)	



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Sinhgad Technical Education Society's  
SKN Sinhgad School of Business Management  
Internal Term End Examination October/November-2022  
Master of Business Administration  
(2019 Pattern) (Semester-I)

Time: 02 Hrs.	Sub. & Code: 102 Organizational Behaviour	Max. Marks: 50
<b>Instructions: 1) All questions are compulsory.</b>		
<b>Q.1)</b>	<b>Solve any five.</b>	<b>[10]</b>
a)	Define Organizational Behaviour.	[02]
b)	Quote Emotional Intelligence in your understanding.	[02]
c)	Define Group Dynamics	[02]
d)	Define Perception	[02]
e)	Write in short Workplace Spirituality	[02]
f)	Write definition of Attitude	[02]
g)	Outline the Types of Culture	[02]
<b>Q.2)</b>	<b>Solve any two.</b>	<b>[10]</b>
a)	Summarize Kurt Lewin's- Three step model	[05]
b)	Compare Managers V/s Leaders	[05]
c)	Interpret Five functions of management	[05]
<b>Q.3)</b>	<b>Solve any one.</b>	<b>[10]</b>
a)	Express importance of Managing Cultural Diversity by organization	
b)	Articulate Balancing Work and Life in today's corporate scenario	
<b>Q.4)</b>	<b>Solve any one.</b>	<b>[10]</b>
a)	Explain Maslow's Need Hierarchy Theory	
b)	Explain Models of OB	
<b>Q.5)</b>	<b>Solve any one.</b>	<b>[10]</b>
a)	The Five -Stage Model of Group Development. Write in Brief	
b)	"Developing a Learning Organization is an need of hour for all employees "Put up your refection.	



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**MODEL ANSWER KEY**

**Q1 Solve any five.**

a)	<p><b>Define Organizational Behaviour.</b></p> <p>“Organizational behaviour is directly concerned with the understanding, prediction, and control of human behaviour in organizations.” — Fred Luthans. Organizational behaviour is the study of both group and individual performance and activity within an organization. This area of study examines human behaviour in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc.</p>
b)	<p><b>Quote Emotional Intelligence in your understanding.</b></p> <p>Emotional intelligence (EI) is the ability to perceive, interpret, demonstrate, control, and use emotions to communicate with and relate to others effectively and constructively. This ability to express and control <u>emotions</u> is essential, but so is the ability to understand, interpret, and respond to the emotions of others.</p>
c)	<p><b>Define Group Dynamics</b></p> <p>group dynamics refers to the study of forces operating within a group. In other words, "the social process by which people interact face to face in small groups is called <b>group dynamics</b>"</p> <p>Group dynamics is important for every manager, it provides information to managers about the way to control the behaviour of members of the group.</p>
d)	<p><b>Define Perception</b></p> <p>the act or faculty of <u>perceiving</u>, or apprehending by means of the senses or of the mind; cognition; understanding.</p> <p>immediate or intuitive recognition or appreciation, as of moral, psychological, or aesthetic qualities; insight; intuition; discernment</p>
e)	<p><b>Write in short Workplace Spirituality</b></p> <ul style="list-style-type: none"> <li>• Workplace spirituality is a framework of organizational values evidenced in the culture that promote employees’ experience of transcendence through the work process, facilitating their sense of being connected to other in a way that provides feeling of completeness and joy</li> <li>• On the other hand, workplace spirituality can also manifest through the responsible behaviors of the employees, such as:             <ul style="list-style-type: none"> <li>• Active listening</li> <li>• Assertively stating one’s opinions</li> <li>• Drawing healthy boundaries</li> <li>• Showing respect for others</li> <li>• Responding to conflict and challenges with empathy and compassion.</li> </ul> </li> </ul>
f)	<p><b>Write definition of Attitude</b></p> <p>An attitude is a positive, negative, or mixed evaluation of an object expressed at some level of intensity. It is an expression of a favorable or unfavorable evaluation of a person, place, thing, or event. These are fundamental determinants of our perceptions of and actions toward</p>



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	all aspects of our social environment. Attitudes involve a complex organization of evaluative beliefs, feelings, and tendencies toward certain actions.
g)	<p><b>Outline the Types of Culture</b></p> <p>Organizational culture, also known as corporate culture, refers to the values, attitudes, beliefs and behaviors that characterize and contribute to organization's unique social and emotional work environment. Organizational culture is unique for every organization and one of the hardest things to change and consists of written and unwritten rules that have been developed over time.</p> <p><b>Strong and weak typology of organizational culture</b></p> <p>There are two types of cultures, namely, strong and weak.</p> <p>A strong culture is characterized by reinforcing tools such as ceremonies and policies to ensure instilling and spreading its norms and values (Madu, 2012), its focus and orientation towards its employees and their performance, and the group conformity (Ahmad, 2012). Also, it focuses on high-performance and constructive pressure. Such actions strongly influence the behavior of employees and their common purpose and, according to Karlsen (2011), are described as a successful culture.</p> <p>"A strong culture is one that people clearly understand and can articulate. A weak culture is one that employees have difficulty defining, understanding, or explaining." <i>Strong culture</i> is said to exist where staff respond to stimulus because of their alignment to organizational values. In such environments, strong cultures help firms operate like well-oiled machines, engaging in outstanding execution with only minor adjustments to existing procedures as needed.</p> <p>Conversely, there is <i>weak culture</i> where there is little alignment with organizational values, and control must be exercised through extensive procedures and bureaucracy.</p>

**Q 2 ) Solve any two**

a) **Summarize Kurt Lewin's- Three step model**

• **The 3 stages of change:**

**Stage 1: Unfreeze old values**

- Before a change can be implemented, it must go through the initial step of unfreezing. Because many people will naturally resist change, the goal during the unfreezing stage is to create an awareness of how the status quo, or current level of acceptability, is hindering the organization in some way. Old behaviors, ways of thinking, processes, people and organizational structures must all be carefully examined to show employees how necessary a change is for the organization to create or maintain a competitive advantage in the marketplace.

**Stage 2: Execute change with new tools and training**

- Now that the people are 'unfrozen' they can begin to move. Lewin recognized that change is a process where the organization must transition or move into this new state of being. This **changing** step, also referred to as 'transitioning' or 'moving,' is marked by the implementation of the change.

**Stage 3: Refreeze and reinforce the change to make it stick**





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Efforts must be made to guarantee the change is not lost; rather, it needs to be cemented into the organization's culture and maintained as the acceptable way of thinking or doing. Positive rewards and acknowledgment of individualized efforts are often used to reinforce the new state because it is believed that positively reinforced behavior will likely be repeated

### b) Compare Managers V/s Leaders.

Manager – An employee of the organization, responsible for its management. Leader – A person who leads, guides, and directs others. A leader is a person who directs, guides and influences the behaviour of his followers towards the attainment of specific goals. Providing direction to the employees by creating vision and communicating it and encouraging them to reach effortlessly. Management Function- Performs only **one** function - direction. A manager is a representative of the organization responsible for the management of the work of a group of employees and takes requisite actions whenever required. Formulating the structure of the organization and delegating authority and responsibilities to the employees. Management Function-Performs all **five** functions - planning, organizing, staffing, directing, and controlling.

### c) Interpret Five functions of management

#### 1. Planning:

Planning is looking ahead. According to [Henri Fayol](#), drawing up a good plan of action is the hardest of the five functions of management. This requires an active participation of the entire organization. With respect to time and implementation, planning must be linked to and coordinated on different levels. Planning must take the organization's available resources and flexibility of personnel into consideration as this will guarantee continuity.

#### 2. Organizing

An organization can only function well if it is well-organized. This means that there must be sufficient capital, staff and raw materials so that the organization can run smoothly and that it can build a good working structure. The organizational structure with a good division of functions and tasks is of crucial importance. When the number of functions increases, the organization will expand both horizontally and vertically. This requires a different type of leadership. Organizing is an important function of the five functions of management.

#### 3. Commanding

When given orders and clear working instructions, employees will know exactly what is required of them. Return from all employees will be optimized if they are given concrete instructions with respect to the activities that must be carried out by them. Successful managers have integrity, communicate clearly and base their decisions on regular audits. They are capable of motivating a team and encouraging employees to take initiative.



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### 4. Coordinating

When all activities are harmonized, the organization will function better. Positive influencing of employees behaviour is important in this. Coordination therefore aims at stimulating motivation and discipline within the [group dynamics](#). This requires clear communication and good leadership. Only through positive employee behaviour management can the intended objectives be achieved.

### 5. Controlling

By verifying whether everything is going according to plan, the organization knows exactly whether the activities are carried out in conformity with the plan.

### Q 3 ) Solve any one.

#### a) Express importance of Managing Cultural Diversity by organization

ANS) Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures, and work with varying cultural beliefs and schedules. While there are myriad cultural variations, here are some essential to the workplace: Cultural competence, in brief, is the ability to interact effectively with people from different cultures. This ability depends on awareness of one's own cultural worldview, knowledge of other cultural practices and worldviews, tolerant attitudes towards cultural differences, and cross-cultural skills.

**1. Communication:** Providing information accurately and promptly is critical to effective work and team performance. This is particularly important when a project is troubled and needs immediate corrective actions. However, people from different cultures vary in how, for example, they relate to bad news. People from some Asian cultures are reluctant to give supervisors bad news – while those from other cultures may exaggerate it.

**2. Team-Building:** Some cultures – like the United States – are individualistic, and people want to go it alone. Other cultures value cooperation within or among other teams. Team-building issues can become more problematic as teams are comprised of people from a mix of these cultural types. Effective cross-cultural team-building is essential to benefiting from the potential advantages of cultural diversity in the workplace, and is one of the top [benefits of diversity training in the workplace](#).

#### b) Articulate Balancing Work and Life in today's corporate scenario

ANS) Work-life balance is **the state where a person chooses to equally prioritize the demands of work and career and the demands of their personal life**. An individual who lacks this balance has more work and home obligations, works longer hours, and lacks personal time

Find a job that you love.

Prioritize your health.

Don't be afraid to unplug.

Take a vacation.

Make time for yourself and family

Set boundaries and work hours.

Set goals and priorities (and stick to them).



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- work-life balance is the state of equilibrium where a person equally prioritizes the demands of one's career and the demands of one's personal life. Some of the common reasons that lead to a poor work-life balance include:
- Increased responsibilities at work
- Working longer hours
- Increased responsibilities at home

“Employers who are committed to providing environments that support work-life balance for their employees can save on costs, experience fewer cases of absenteeism, and enjoy a more loyal and productive workforce,” Employers that offer options as telecommuting or flexible work schedules can help employees have a better work-life balance

**Q 4 ) Solve any one.**

**a) Explain Maslow's Need Hierarchy Theory**

**ANS)**



Maslow's hierarchy of needs is a motivational theory in psychology comprising a five-tier model of human needs, often depicted as hierarchical levels within a pyramid.

From the bottom of the hierarchy upwards, the needs are: physiological (food and clothing), safety (job security), love and belonging needs (friendship), esteem, and self-actualization. Needs lower down in the hierarchy must be satisfied before individuals can attend to needs higher up.



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Our most basic need is for physical survival, and this will be the first thing that motivates our behavior. Once that level is fulfilled the next level up is what motivates us, and so on.

1. **Physiological needs** - these are biological requirements for human survival, e.g. air, food, drink, shelter, clothing, warmth, sex, sleep.

If these needs are not satisfied the human body cannot function optimally. Maslow considered physiological needs the most important as all the other needs become secondary until these needs are met.

2. **Safety needs** - once an individual's physiological needs are satisfied, the needs for security and safety become salient. People want to experience order, predictability and control in their lives. These needs can be fulfilled by the family and society (e.g. police, schools, business and medical care).

For example, emotional security, financial security (e.g. employment, social welfare), law and order, freedom from fear, social stability, property, health and wellbeing (e.g. safety against accidents and injury).

3. **Love and belongingness needs** - after physiological and safety needs have been fulfilled, the third level of human needs is social and involves feelings of belongingness. Belongingness, refers to a human emotional need for interpersonal relationships, affiliating, connectedness, and being part of a group.

Examples of belongingness needs include friendship, intimacy, trust, and acceptance, receiving and giving affection, and love.

4. **Esteem needs** are the fourth level in Maslow's hierarchy and include self-worth, accomplishment and respect. Maslow classified esteem needs into two categories: (i) esteem for oneself (dignity, achievement, mastery, independence) and (ii) the desire for reputation or respect from others (e.g., status, prestige).

Maslow indicated that the need for respect or reputation is most important for children and adolescents and precedes real self-esteem or dignity.

5. **Self-actualization needs** are the highest level in Maslow's hierarchy, and refer to the realization of a person's potential, self-fulfillment, seeking personal growth and peak experiences. Maslow (1943) describes this level as the desire to accomplish everything that one can, to become the most that one can be.

### b) Explain Models of OB

**ANS)** The five models of organisational behaviour are the: **autocratic model, • custodial model, • supportive model, • collegial model and • system model.**

#### **Autocratic Model**

The root level of this model is power with a managerial orientation of authority. The employees in this model are oriented towards obedience and discipline. They are dependent on their boss. The employee requirement that is met is subsistence. The performance result is less.



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The major drawbacks of this model are people are easily frustrated, insecurity, dependency on the superiors, minimum performance because of minimum wage.

### **Custodial Model**

The root level of this model is economic resources with a managerial orientation of money. The employees in this model are oriented towards security and benefits provided to them. They are dependent on the organization. The employee requirement that is met is security.

This model is adapted by firms having high resources as the name suggest. It is dependent on economic resources. This approach directs to depend on firm rather than on manager or boss. They give passive cooperation as they are satisfied but not strongly encouraged.

### **Supportive Model**

The root level of this model is leadership with a managerial orientation of support. The employees in this model are oriented towards their job performance and participation. The employee requirement that is met is status and recognition. The performance result is awakened drives.

This model is dependent on leadership strive. It gives a climate to help employees grow and accomplish the job in the interest of the organization. Management job is to assist the employee's job performance. Employees feel a sense of participation.

### **Collegial Model**

The root level of this model is partnership with a managerial orientation of teamwork. The employees in this model are oriented towards responsible behavior and self-discipline. The employee requirement that is met is self-actualization. The performance result is moderate zeal.

This is an extension of supportive model. The team work approach is adapted for this model. Self-discipline is maintained. Workers feel an obligation to uphold quality standard for the better image of the company. A sense of "accept" and "respect" is seen.

### **Q 5 ) Solve any one.**

#### **a) The Five -Stage Model of Group Development. Write in Brief.**

**ANS)**

**STAGE 1 FORMING:** Individuals during initial stage are not clear of the purpose for which they would like to form into groups, other members, structure of the group, group tasks, leadership & group process. This stage is confused & uncertain. Members observe others, various events & issues & decide what type of behavior is acceptable. Once, members cross this stage, they are clear of the hierarchy & relationships.

**STAGE 2 STORMING:** In this stage is characterized among the group embers due to confusion over relationship, hierarchy, purpose & direction. Members accept the group, but there would be conflict over the leadership, objectives as well as relationship.

**STAGE 3 NORMING:** As members are clear about their leader, group hierarchy, purpose of group & group relationships. So, members settle, start co-operating with each other, develop close relationship, cohesiveness. Members formulate common goals & expectations of the group.

**STAGE 4 PERFORMING:**

Group members exert all their energies towards functioning & performing the tasks in order to attain the group goals. They share their ideas, skills, knowledge & competence in order to excel in the organizational activities forgetting their individual preferences & differences.



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- b) **“Developing a Learning Organization is a need of hour for all employees “Put up your refection.**

**ANS)**

- A learning organization is a company whose first priority is attaining new knowledge. All communications and decision-making are focused on learning new things and sharing that knowledge across the organization. Learning organization companies include employee development in their culture and value any opportunity to help employees discover talents and skills. These companies support employee endeavors and sometimes prioritize them over other business goals.
- How to build a learning organization

-Lead by example

-Focus on communication

-Prioritize communication

-Celebrate success



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### INTERNAL MARKS COMMUNICATION FOR COMPILATION FOR APR / MAY 2023 SUPPORTING DOCUMENTS

Communication for compilation and inwards of internal marks Inbox x



**Yatin Bokil**

to FacultySKNSSBM, Prachi ▾

Mon, 24 Jul, 17:02



Dear all,

Please find attached herewith the communication regarding compilation and inwards of internal marks.

Regards,

Internal Examination Team

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### S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

Date: 24/07/2023

Process for Compiling and Inwarding Internal Marks on Online Internal Marks System of Savitribai Phule Pune University will be as follows:

I. Subject teachers will send the internal marks to

- A) MBA I – Division Coordinator
- B) MBA II – Specialization Coordinator

The MBA I Division-wise Faculty Coordinators for compilation of internal marks are as follows:

1. Div. A - Prof. Niketa Patil
2. Div. B - Dr. Ram Kollhe
3. Div. C - Prof. Sheetal Sarnot
4. Div. D - Prof. Mrunali Pathak
5. Div. E - Dr. Roza Parasher

The Division Faculty Coordinators are requested to prepare the respective Division-wise List with Seat No. and PRN No. The format for the List is attached with this email. The Division Faculty Coordinators are requested to prepare this list and send the same on [facultysknssbm@sinhgad.edu](mailto:facultysknssbm@sinhgad.edu) latest by 25.07.2023, 10.00 am.

The MBA II Specialization-wise Faculty Coordinators for compilation of internal marks are as follows:

1. Finance - Dr. Sadhana Ogale
2. Marketing – Dr. D. P. Rane
3. HRM- Dr. Sangita Gorde
4. BA - Prof. Kalpana Sayankar
5. OSCM - Dr. Manoj Kulkarni





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The Specialization-wise Faculty Coordinators are requested to prepare the respective Specialization-wise List with Seat No. and PRN No. The Specialization-wise Faculty Coordinators are requested to prepare this list and send the same on [facultyknssbm@sinhgad.edu](mailto:facultyknssbm@sinhgad.edu) latest by 25.07.2023, 10.00 am.

2. The subject teachers should fill the internal marks for their respective subjects in the list sent by Coordinators and send the same to the respective Coordinators latest by 25.07.2023, 4.00 pm.

3. The faculty coordinators will then get the signatures of all the subject teachers on the hard copy of the final compiled internal marks. **The subject teachers should properly check the internal marks for their respective subjects on the hard copy given to them by coordinators and only after properly checking the marks on the hard copy, subject teachers should sign the same.**

4. This hard copy signed by all the subject teachers and the soft copy of the same will be sent by MBA I division coordinators to Dr. Yatin Bokil and Dr. Ganesh Yadav and by MBA II specialization-wise coordinators to Dr. Sangita Gorde and Dr. D. P. Rane latest by 25.07.2023, 6.00 pm. **The coordinators should ensure that there is no discrepancy between the hard copy and soft copy of compiled internal marks sent by them. Only after checking that there is no discrepancy between the hard copy and soft copy, coordinators should send the same.**

5. Final compiled marks will then be sent by Dr. Yatin Bokil and Dr. Ganesh Yadav to MBA I assigned Internal Examiners (faculty who will be entering the marks on Online Internal Marks System of Savitribai Phule Pune University (SPPU)) and by Dr. Sangita Gorde and Dr. D. P. Rane to MBA II assigned Internal Examiners for marks entry in Online Internal Marks System of SPPU latest by 26.07.2023, 11.00 am. **The Internal Examiners should enter the compiled internal marks on the Online Internal Marks System of SPPU only after receiving the same from Dr. Yatin Bokil and Dr. Ganesh Yadav for MBA I and Dr. Sangita Gorde and Dr. D. P. Rane for MBA II.**



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6. Internal Examiner will then be sending the soft copy of the Preview Report to Dr. Yatin Bokil and Dr. Ganesh Yadav for MBA I and Dr. Sangita Gorde and Dr. D. P. Rane

for MBA II for checking latest by 27.07.2023, 5.00 pm. **The Preview Report should be properly checked by the Internal Examiner and only then the same should be sent.**

7. Dr. Yatin Bokil and Dr. Ganesh Yadav for MBA I and Dr. Sangita Gorde and Dr. D. P. Rane for MBA II will check Preview Report to verify whether the marks in preview report are as submitted by subject teachers. After verifying the same, the concerned Internal Examination Committee members will sign on Preview Report and send the email to respective teacher to confirm the marks on the SPPU Online Internal Marks portal latest by 28.07.2023, 3.00 pm. **The Internal Examiners should confirm the marks on the SPPU Online Internal Marks portal only after receiving the email from concerned Internal Examination Committee members to confirm the same.**

8. Internal Examiner will generate Confirmation Report and will send the soft copy of the same to Dr. Yatin Bokil and Dr. Ganesh Yadav for MBA I and Dr. Sangita Gorde and Dr. D. P. Rane for MBA II latest by 28.07.2023, 6.00 pm.

9. The concerned Internal Examination Committee members will check the Confirmation Report and take the printout of the same and get it signed by the Director of the Institute latest by 31.07.2023, 11.00 am.



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Director

### General Instructions

1. The faculty members are requested to send the names of the students who have contributed for the activities coordinated by them during the semester. These names should be sent on [facultyknssbm@sinhgad.edu](mailto:facultyknssbm@sinhgad.edu) latest by 24.07.2023.

2. The placement cell is requested to send the names of the students involved in the coordination of the placement cell activities. These names should be sent on [facultyknssbm@sinhgad.edu](mailto:facultyknssbm@sinhgad.edu) latest by 24.07.2023.

In case of any doubts regarding compiling and inwarding internal marks, please feel free to contact the internal examination team.

**Dr. Prachi Pargaonkar**

Director



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# S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

S. No. 10/1, Ambegaon (Bk.), Pune - 411041. **Phone** : +91 20 2435 4036

Telefax: +91 20 2435 4036 Email : director\_sknsbm@sinhgad.edu

**Prof. M. N. Navale**  
M.E. (Elect.) MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

## FORMAT FOR ENTERING INTERNAL MARKS APR / MAY 2023 MBA I SEM II

S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT																
Internal Marks MBA I, Semester II APR./MAY 2023																
Div.	Roll No.	PRN	Seat No.	Name of the Student	201 MM	202 FM	203 HRM	204 OSCM	205 (Spe.)	206 (Spe.)	214 IADR	217 (Spe.)	218/221 (Spe.)	291 HR II	292 CS II	
					50	50	50	50	50	50	50	50	50	50	25	25

### Internal marks confirmation of 218 LRS Inbox x



**Ganesh Yadav**

to me ▾

Tue, 1 Aug, 15:25 (7 days ago)



Madam,

Please confirm your filled internal marks of 218 LRS and send a confirmation report.

The soft copy of the internal marks of **MBA I Sem. II** confirmed in SPPU online internal marks entry system should be named with subject code and subject name and then the same should be sent to the internal marks entry coordination team.

Internal Examination Team



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M.Com., Ph.D., FCA  
Director



**Dr. Roza Ashish Parashar** <rozaparashar.sknssbm@sinhgad.edu>

Tue, 1 Aug, 16:10 (7 days ago) ☆ ↶ ⋮

to Ganesh ▾

Dear Sir,

I have confirmed the marks for 218 LRS.

Regards,

**Dr. Roza A Parashar**



One attachment • Scanned by Gmail ⓘ



MBA I Semester II Compiled Internal Marks April/May 2023 for inwarding on SPPU Online Internal Marks System Inbox x 🖨️ ✉️



**Ganesh Yadav**  
to FacultySKNSSBM, Prachi ▾

Fri, 28 Jul, 15:39 (11 days ago) ★ ↶ ⋮

Dear all,

Please find attached herewith the compiled internal marks for MBA I Sem. II, as sent and confirmed by MBA I Division Coordinators and respective MBA I Subject Teachers, for inwarding on SPPU Online Internal Marks System.

You are requested to enter the internal marks on SPPU Webportal on priority.

After inwarding the internal marks on SPPU Webportal, you are requested to send the Preview report to [ganeshyadav.sknssbm@sinhgad.edu](mailto:ganeshyadav.sknssbm@sinhgad.edu) and [yatinbokil.sknssbm@sinhgad.edu](mailto:yatinbokil.sknssbm@sinhgad.edu) latest by 29/07/2023.

After verifying that the internal marks in the preview report sent by you are as per the attached compiled internal marks, you will be sent an email to confirm the same on SPPU Webportal.



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Director

Please do not confirm the internal marks on SPPU Webportal before receiving the email to confirm the internal marks.

After confirming the internal marks on SPPU Webportal, you are requested to send the soft copy of the same to [ganeshyadav.sknsbm@sinhgad.edu](mailto:ganeshyadav.sknsbm@sinhgad.edu) and [yatinbokil.sknsbm@sinhgad.edu](mailto:yatinbokil.sknsbm@sinhgad.edu)

In case of any query or doubts, please contact Dr. Ganesh Yadav and Dr. Yatin Bokil.

Regards,

Internal Examination Team

Regarding Internal Examiner Appointment

External

Inbox x



IntMarks Online <intmarks@pun.unipune.ac.in>

to me

Tue, 25 Jul, 15:23



SAVITRIBAI PHULE PUNE UNIVERSITY

सावित्रीबाई फुले पुणे विद्यापीठ

॥ यः क्रियावान् स पण्डितः ॥

Respected Sir/Madam,

Internal marks system for filling up marks is available online at [intmarks.unipune.ac.in](http://intmarks.unipune.ac.in) and it is notified online and through emails.

**Subject chairman/Project Co-ordinator appointed to you as Internal Examiner those details are listed below**



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Director

**Subject chairman/Project Co-ordinator appointed to you as Internal Examiner those details are listed below**

Sr.No	Pattern Name	Subject Name	Subject Type	Batch No	Appointed By	Name Of External
1	MBA (2019 REVISED)	SE-IL-HRM-02 LAB IN RECRUITMENT AND SELECTION	INTERNAL	202304199134	Yadav Ganesh Dinkar	

In case of any difficulty / query, please email us or call on support nos.

Mail ID:- [intmarks@pun.unipune.ac.in](mailto:intmarks@pun.unipune.ac.in)

Mobile No:-9579290178, 9579268940

Regards,

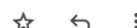
Internal Marks Support Team,

Savitribai Phule Pune University.



**IntMarks Online** <intmarks@pun.unipune.ac.in>  
to me ▾

Tue, 25 Jul, 15:24



Respected Sir/Madam,

Internal marks system for filling up marks is available online at [intmarks.unipune.ac.in](http://intmarks.unipune.ac.in) and it is notified online and through emails.

**Subject chairman/Project Co-ordinator appointed to you as Internal Examiner those details are listed below**

Sr.No	Pattern Name	Subject Name	Subject Type	Batch No	Appointed By	Name Of External
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M.Com., Ph.D., FCA  
Director

**Subject chairman/Project Co-ordinator appointed to you as Internal Examiner those details are listed below**

Sr.No	Pattern Name	Subject Name	Subject Type	Batch No	Appointed By	Name Of External
1	MBA (2019 REVISED)	INTRODUCTION TO CYBER SECURITY - II	INTERNAL	202304199140	Yadav Ganesh Dinkar	
2	MBA (2019 REVISED)	SE-IL-HRM-02 LAB IN RECRUITMENT AND SELECTION	INTERNAL	202304199134	Yadav Ganesh Dinkar	

In case of any difficulty / query, please email us or call on support nos.

Mail ID:- [intmarks@pun.unipune.ac.in](mailto:intmarks@pun.unipune.ac.in)

Mobile No:-9579290178, 9579268940

Regards,

Internal Marks Support Team,

Savitribai Phule Pune University.





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Director

### DETAILS FOR INTERNAL MARKS ENTRY MBA II SEM IV 2023

MBA II, Sem IV Common subject list as per college summary Inbox x



**Dr. Sangita Ulhas Gorde**

to FacultySKNSSBM, Prachi ▾

Tue, 25 Jul, 10:01



Dear All,

Please find attachment for MBA II, Sem IV Common subject list as per college summary to fill the internal marks.

Thanks & Regards,

--

**Dr. Sangita Ulhas Gorde**

Associate Professor

S.K.N. Sinhgad School of Business Management

Cell No. 9730557601

E-Mail: [sangitajangle.sknsbm@sinhgad.edu](mailto:sangitajangle.sknsbm@sinhgad.edu)



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Director

### SUPPORTING DOCUMENTS

### END TERM EXAMINATION MBA I & MBA II 22<sup>nd</sup> June to 29<sup>th</sup> June 2023



Sinhgad Institutes

Yatin Bokil <[yatinbokil.sknsbm@sinhgad.edu](mailto:yatinbokil.sknsbm@sinhgad.edu)>

### Internal Term End Examination - Minutes of the Meeting & Time-Table

Yatin Bokil <[yatinbokil.sknsbm@sinhgad.edu](mailto:yatinbokil.sknsbm@sinhgad.edu)>  
To: FacultySKNSSBM <[facultysknsbm@sinhgad.edu](mailto:facultysknsbm@sinhgad.edu)>  
Cc: "Dr. Prachi Pargaonkar" <[director\\_sknssbm@sinhgad.edu](mailto:director_sknssbm@sinhgad.edu)>

Thu, Jun 8, 2023 at 4:07 PM

Dear all,

Please find attached herewith the minutes of the meeting of the Internal Term End Examination Committee and the Time-Table of Internal Term End Examination . The particulars regarding Internal Term End Examination have been mentioned in the same.

The Internal Term End Examination will be conducted for all Core Subjects and University Level Subjects of MBA I and MBA II from 22nd June to 29th June 2023.

The Subject Coordinator, in collaboration with the respective Subject Teachers, will formulate two sets of Question Papers and respective Model Answers. The Question Papers and the Model Answers should be sent to Dr. Manoj Kulkarni ([manojkulkarni.sknsbm@sinhgad.edu](mailto:manojkulkarni.sknsbm@sinhgad.edu) ) with Cc to [director\\_sknssbm@sinhgad.edu](mailto:director_sknssbm@sinhgad.edu) and [yatinbokil.sknsbm@sinhgad.edu](mailto:yatinbokil.sknsbm@sinhgad.edu). The Question Papers should be sent by 15th June 2023 and the Model Answers by 20th June 2023. The Model Answers are expected to include the key points for the respective questions.

The Question Paper Pattern for the Internal Term End Examination will be as per the Question Paper format of Savitribai Phule Pune University Examination.

For any further clarification, kindly contact the members of the Internal Term End Examination Committee.

Regards,

Internal Term End Examination Committee

 Internal Term End Examination - Minutes of Meeting & Time-Table.pdf  
1308K



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Director



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### S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT INTERNAL TERM END EXAMINATION COMMITTEE

Minutes of the meeting held on 03/06/2023, from 3.00 pm. to 4.00 pm.

Members of Internal Term End Examination Committee:

1	Dr. Yatin Bokil (Dean)	Chairman	
2	Dr. Ganesh Yadav	Member & College Examination Officer (CEO)	
3	Dr. Sangita Gorde	Member	
4	Dr. Manoj Kulkarni	Member	
5	Prof. Manjula Dhulipala	Member	
6	Dr. D. P. Rane	Member	

Points discussed in the meeting:

1. The meeting was held to prepare and finalize the schedule for the Internal Term End Examination to be conducted for MBA I and MBA II and the activities related to the same.
2. The Internal Term End Examination will be conducted for all Core Subjects and University Level Subjects of MBA I and MBA II.
3. The Question Paper Pattern for the Internal Term End Examination will be as prescribed by Savitribai Phule Pune University and based on the respective Subject Rubrics.
4. Tentative period for the Internal Term End Examination will be from 22<sup>nd</sup> June to 29<sup>th</sup> June 2023.
5. Preparation and finalization of specialization-wise list of students of MBA I & II for Internal Term End Examination to be done by 15.06.2023.
6. Preparation of block-wise list of students with seat numbers to be done by 20.06.2023.
7. Respective Subject Coordinator, in collaboration with the respective Subject Teachers, will formulate the two sets of Question Papers and Model Answers. The Question



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Director

- Papers to be sent to the members of Internal Term End Examination Committee on or before 15.06.2023 and the Model Answers to be sent on or before 20.06.2023. The Model Answers are expected to include the key points for the respective questions.
8. The members of Internal Term End Examination Committee will randomly select one set of Question Paper from two sets as the Question Paper for disseminating to the students for the Internal Term End Examination.
  9. The hard copies of the randomly selected Question Papers will be prepared and sealed in the enclosure in the Examination Control Room by 20.06.2023.
  10. Invigilation Chart will be prepared and disseminated by 15.06.2023.
  11. The duration for the Internal Term End Examination for each subject will be 2 hours.
  12. The Term End Examination will be conducted in 2 time-slots: 10.00 am. to 12.00 pm. and 2.00 pm. to 4.00 pm.

**Dr. Prachi Pargaonkar**

Director