



Modern Education Society's
Neville Wadia Institute of Management Studies & Research, Pune
(Permanently affiliated to Savitribai Phule Pune University, Accredited by NAAC
Approved by AICTE, recognized under 2 (f) & 12 (b) sections of UGC Act)
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FILE NO.35

POLICY DOCUMENT FILE

TYPE OF FILE: MAIN FILE
INDEX OF FILE

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Dr. A. B. Dadas Director

Master of Business Administration (MBA)

ALUMNI RELATIONS POLICY

(Amended as on 1st July 2019 and applicable from 2nd July, 2019)

Version	1.0
Authorized by	Director

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Dr. Anand Dadas



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ALUMNI RELATIONS POLICY

Policy purpose : The purpose of this policy is to connect with the Neville Alumni with the objective of supporting the best interest of Neville and its Alumni. This document guides on building Alumni relations and the objectives to be pursued.

Policy Statement : The Neville Wadia Institute of Management Studies and Research, Pune values the importance of maintaining ties with its Post graduates in the development of the Institute. Neville Alumni may serve as :

1. Connecting with Neville students as mentors, inspirational speakers.
2. Reviewers of the content and research programs to make the same market relevant.
3. Sources of funding for Neville Development Initiatives.
4. Maintaining relevant communication with Neville and promote integration.
5. Extending opportunities in areas of Projects, Internships, final placements to the Neville students.
6. The Institute would connect with the Alumni to publicise their success stories, Events like Milap (Hosted by Institute in a consistent manner), Corporate meets, Academia Industry meet and other alumni activities.

Objectives of Neville Alumni Relations.

1. Establish a comprehensive database of Neville Alumni Relations.
2. Registration of Neville Wadia Alumni Association.
3. Foster relations among Alumni.
4. Organize the yearly event – Milap
5. Recognize and honour the Alumni for their contribution to the society and service to the Institute.
6. Involve Alumni during events like Foundation day to acknowledge their role as important stakeholders.
7. Develop Alumni magazine that publicizes Alumni success stories, Milap, Academia Industry Meet and other Alumni activities.
8. Create SIG (Special Interest Groups to facilitate student-faculty mentoring).

The Institute looks forward to pursue a mutually beneficial relationship for contribution to the growth of Neville Wadia Institute and its Alumni.

Review : The policy shall be subject to review by the Institute every 5 years or more frequent as the management may determine.

Effective date of implementation: The Policy shall come into effect on the date of its approval by the Director of the Institute.


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CO-PO ATTAINMENT POLICY

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CO-PO Attainment Policy

Introduction to the Policy:

The institute has mechanism for Attainment of POs and COs. Institute assures the process of POs and COs as per the policy of attainment. CO-PO Attainment is ensured through rubrics for each Formative Assessment (FA)/ Comprehensive Concurrent Evaluation (CCE) and summative assessment.

Process of CO Defining and Mapping :

1. COs are defined together with the level of Bloom's taxonomy
2. Target level is defined for the achievement of COs.
3. Determine the level of achievement for each CO by analyzing past data.
4. Assigning assessment tools to each CO.
5. Calculate CO achievement level for internal assessment.
6. Calculate CO achievement level for external assessment.
7. Calculate the final CO achievement score.

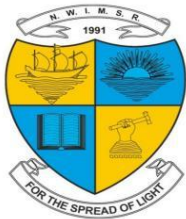
Process and Tools for CO Assessment:

The Institute has set process of COs assessment as defined by SPPU. The formative and summative assessment is carried out various methods of Internal and External Assessment are considered in calculating CO attainment.

For external assessment, University examinations are conducted at the end of each semester. Eventually, the ratio of internal assessment component and external assessment component based on the credit assigned to the course are calculated for CO attainment.


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Process of PO Attainment:

Institute has adopted Direct Attainment and Indirect Attainment for PO attainment. The direct attainment includes CCE/FA and SA and indirect attainment has taken care by Students' Feedback, Employers' Feedback, Alumni' Feedback Attainment Levels for

University Assessment

- 1.Level 1: 50% of students scoring more than 50% marks in university examination.
- 2.Level 2: 60% of students scoring more than 50% marks in university examination.
- 3.Level 3: 70% of students scoring more than 50% marks in university examination.

Attainment levels for Internal Assessments

- 1.Level 1: 50% of students scoring more than 50% marks in internal assessment
- 2.Level 2: 60% of students scoring more than 50% marks in internal assessment
- 3.Level 3: 70% of students scoring more than 50% marks in internal assessment

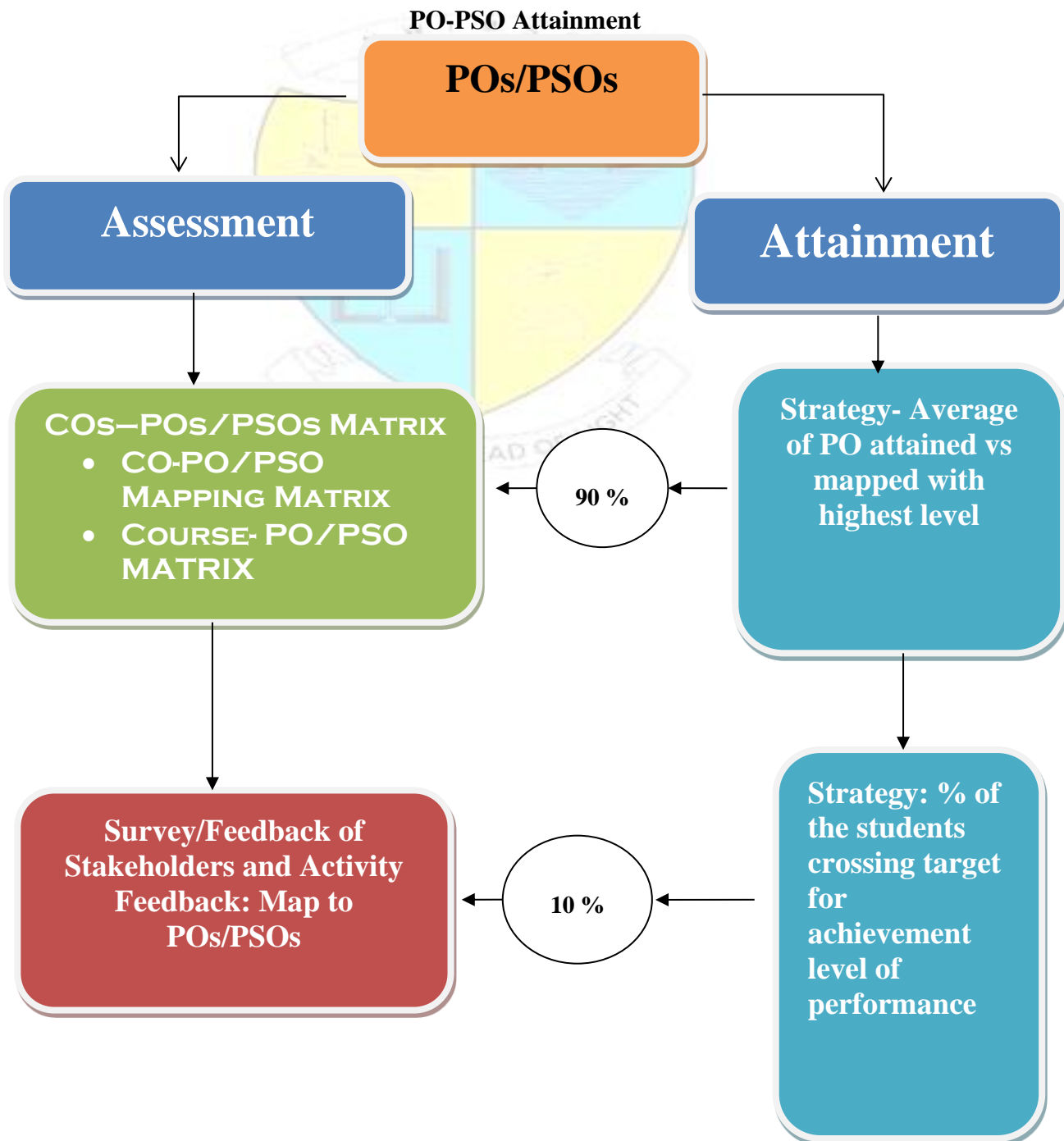
Mechanism of PO/PSO Attainment and CO-PO Attainment:

The mechanism has shown in the process diagram as below;


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EXAMINATION COMMITTEE – QUALITY POLICY

(Amended as on 1st July 2021 and applicable from 2nd July, 2021)

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Examination Committee – Quality Policy

Examination Committee should;

- We ensure transparency in conducting assessments.
- We comply with all the rules and regulations set by the higher authorities from time to time.
- We do not discriminate based on religion, caste and greed.
- We design the assessment with the view to enhance the ability of the students to express the knowledge as well as improve their understanding of the concepts through applicability in real life/ simulated situations.
- Purchase Committee – Quality Policy
- We aim at utilizing our resources optimally for the benefit of the institute and its stakeholders.
- We invite minimum three (3) quotations for items of material value.
- After the quotations are duly scrutinized and examined, select vendors are called for further negotiation.
- The functioning/ quality of purchases are observed to help better decisions in the future.




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CORPORATE SOCIAL RESPONSIBILITY (CSR)

COMMITTEE POLICY

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Corporate Social Responsibility (CSR) Committee

The Objective of CSR Committee - is to maximize shared value among Management, Staff, Students & other shareholders, as well as members of community.

While the precise value looks different for each of these stakeholders, the mutually beneficial nature of CSR initiatives are Sustainable.

- Shared values are the identity by which our institution is known. These values must be stated as both Social (corporate) objectives at institutional level and individual values.
- To transform the Institution in into a self-resourcing value creation model; where it is designed to solve social challenges.
- To create an environment, where shared values are constantly nurtured.
- To establish a mutually enriching professional relationship with a corporate of repute, wherein, Pre-defined shared values are implemented for the betterment of the community.
- To involve all the stakeholders, in CSR Committee's activities and to make a conscious effort to inculcate the moral values in them.
- To improvise, expand and constantly monitor the endeavors of the CSR Committee, for the larger good of the community / Society.


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ACADEMIC MONITORING COMMITTEE POLICY

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Academic Monitoring Committee Policy

Objective of Academic Monitoring Committee- to oversee the academic affairs of the Management Institute and make necessary Suggestions / recommendations to the responsible office bearers about academic programs and strategic priorities, for the Academic benefit of the students.

- To work hand in hand with the management of the Institute in order to ensure the proper maintenance of academic rigor.
- To be a responsible entity for encouraging and creating an intellectually stimulating Academic environment by supporting the programmes offered by the Institute.
- To maintain a keen focus on academic success and to ensure the personal development of students and maintaining student satisfaction.
- To develop and implement a constant feed-back mechanism, which would be instrumental in bringing the enrichment in the dissemination of the course contents, which would lead to the overall betterment of the delivery of the contents(Curriculum)
- To think on and recommend the add-ons /Additional inputs to the students, which would enhance the prospects of employability and build the confidence level of each student of this Management Institute.

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IT COMMITTEE – QUALITY POLICY

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IT Committee – Quality Policy

- We ensure that our IT infrastructure is a great enabler for providing value and for the smooth functioning of the institute.
- All Purchase decisions are taken intelligently based on the current requirements and those of the near future.
- We adopt practices and systems to monitor and maintain the efficiency and efficacy of the existing IT infrastructure.
- House Keeping Committee – Quality Policy
- We maintain our infrastructure in order to minimize the wasteful expenditure on repairs.
- All create a human friendly environment through our infrastructure and its facilities.
- We make sure that we are compliant with the norms of all the statutory bobbies.


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Internal Evaluation Policy

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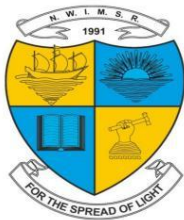
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Internal Formative Assessment (FA) / Comprehensive Concurrent Evaluation Policy

Revised Curriculum 2024 Pattern

Choice-Based Credit System (CBCS) & Grading System Outcome-Based Education Pattern

Aligned with National Education Policy (NEP) 2020

Programme: Master of Business Administration (MBA)

The policy for the internal evaluation of MBA Programme as per the Revised Curriculum 2024 Pattern: Choice-Based Credit System (CBCS) & Grading System Outcome-Based Education Pattern Aligned with National Education Policy (NEP) 2020 is given below:

The course teacher shall prepare the scheme of Comprehensive Concurrent Evaluation (Formative Assessment) before the commencement of the term as per the approved scheme of Formative Assessment (FA) /Comprehensive Concurrent Evaluation.

Sr. No	Type of Course	Credits of Course	No. of CCE/FA to be taken by the teacher	Marks
1	Internal Assessment	2	2	50
2	Internal+ External Assessment	3	2 CCE + 1 -ESE	50
3	Only External Assessment	2	NIL for SPPU Submission. However, a teacher can take 2 CCE for their course	NIL
4	Internal Assessment	1	1	25

Note: The assessment outcome of each FA/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.

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The suggestive Patterns of Formative Assessment (FA) / Comprehensive Concurrent Evaluation Methods and Marks of Evaluations of MBA I & II Year are as follows;

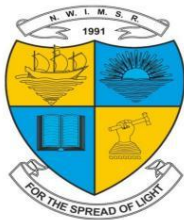
Sr. No	Particulars	External Course Conduct for the marks	Conversion of Marks	Internal Course Conduct for the marks	Conversion of Marks	Internal Course Conduct for the marks
		(3 Credits)		(2 Credits)		(1 Credit)
A. CCE Assessment Courses						
1	FA/CCE 1: Conduct for 25 Marks conversion into 10 Marks Note: Any CCE from Group A to F	25	50	25	50	25
2	FA/ CCE2: Conduct for 25 Marks conversion into 10 Marks Note: Assignments/ Any CCE from Group A (Maximum: 2, Minimum:1)	25		25		
3	FA/CCE 3: End Semester Examination (ESE) (Conduct of 50 Marks Exam Conversion into 25 Marks)	25		NA		
	Total Marks	75		50		

B. Summative Assessment (SA) / External Exam at University Level						
Sr. No	Particulars	External Course Conduct for the marks	Conversion of Marks	Internal Course Conduct for the marks	Conversion of Marks	Internal Course Conduct for the marks
B	Summative Assessment (SA) / External Exam by University	50	50	NA	NA	NA
Total Marks = (A+B) (Internal and University Exam)		100	100	50	50	25

C. Research Component/Basket Evaluation						
Sr. No	Particulars	Semester	Credits	FA	SA	Marks
1	Field Project (FP)	II	4	50	100	150
2	Desk Research	II	2	50	NA	50
3	On the Job Training (OJT)	III	8	100	100	200
4	Research Project (RP)	IV	6	100	50	150

NOTE: The faculty members follow the Comprehensive Concurrent Evaluation (CCE)/ FA & SA policy to assess the subject/Course. (Refer to Annexure for CCE Methods). This policy is applicable from immediate effect.

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Annexure:

Formative Assessment (FA) / Comprehensive Concurrent Evaluation Methods

Note: Refer to Baskets of Assessment from SPPU Syllabus Copy (Pages No.9 to 10)

Course teachers shall opt for a combination of one or more CCE methods listed from the 46

CCE Methods given below.

Formative Assessment (FA) / Comprehensive Concurrent Evaluation Methods					
A	B	C	D	E	F
Individual Assessment	Individual Assessment	Group Assessment	Creative - Individual Assessment	Use of Literature / Research Publications- Individual Assessment	Use of Technology - Individual Assessment
Frequency of CCE to be used: 1 per Course from A to F Group					
Class Test	Case Study	Field Visit / Study tour and report of the same	Learning Dairy	Book Review	Online Exam
Open Book Test	Caselet	Small Group Project & Internal Viva-Voce	Scrap Book / Story of the week / Story of the month	Drafting a Policy Brief	Simulation Exercises
Written Home Assignment	Situation Analysis	Model Development	Creating a Quiz	Drafting an Executive Summary	Gamification Exercises
In-depth Viva-Voce	Presentations	Role Play	Designing comic strips	Literature Review	Presentation based on Google Alerts
		Story Telling	Creating Brochures / Bumper Stickers / Fliers	Term Paper	Webinar based assessment
		Fish Bowls	Creating and Presenting Posters	Thematic Presentation	Creating Webpage / Website / Blog
			Writing an Advice Column	Publishing a Research Paper	Creating infographics/infomercials
			Library magazine-based assessment	Annotated Bibliography	Creating podcasts / Newscast
			Peer assessment	Creating Taxonomy	Discussion Boards
			Autobiography/Biography	Creating Concept maps	
			Writing a memo		
			Work Portfolio		

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STUDENT SUPPORT SYSTEM POLICY

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Student Support System Policy

- To ensure that each and every student of the Institute is given personalised guidance as necessary with respect to their academic pursuits and life goals.
- To gain a more intimate knowledge of the problems faced by students and to use the personalised feedback obtained from students for initiating timely remedial actions and quality improvements.
- To provide all essential managerial skills and ensure all round development of the students through teaching, workshops, seminars, industrial visits etc.
- To offer quality relevant and cost-effective programmes to produce managers as per requirements of the industry and other sectors of employments.
- Keeping track of the level of participation of the students in co-curricular and extra-curricular activities and encouraging them to actively participate in these.
- Patiently listening to the psycho-social difficulties of the students and providing personalised counselling or recommending professional counselling as necessary
- To offer research development, managerial skill oriented and customized Training to meet specific needs of the industry thereby promoting self-employment & entrepreneurship amongst students.


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Committees and Objectives

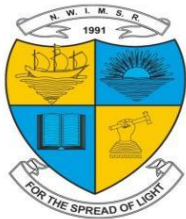
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- To create an environment where shared values are constantly nurtured.
- To establish a mutually enriching professional relationship with a corporation of repute, wherein pre-defined shared values are implemented for the betterment of the community.
- To involve all the stakeholders in the CSR Committee's activities and to make a conscious effort to inculcate the moral values in them.
- To improvise, expand, and constantly monitor the endeavours of the CSR Committee, for the larger good of the community / Society.




Director
Neville Wadia Institute of
Management Studies & Research
Pune-411 001.
Dr. Ananad Dadas
Director



Modern Education Society's

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Academic Committee

Objective of Academic Committee- to oversee the academic affairs of the Management Institute and make necessary Suggestions/recommendations to the responsible office bearers about academic programs and strategic priorities, for the Academic benefit of the students.


- To work hand in hand with the management of the Institute to ensure the proper maintenance of academic rigor.
- To be a responsible entity for encouraging and creating an intellectually stimulating Academic environment by supporting the programmes offered by the Institute.
- To maintain a keen focus on academic success and to ensure the personal development of students, and to maintain student satisfaction.
- To develop and implement a constant feedback mechanism, which would be instrumental in bringing enrichment in the dissemination of the course contents, which would lead to the overall betterment of the delivery of the contents(Curriculum)
- To think on and recommend the add-ons /Additional inputs to the students, which would enhance the prospects of employability and build the confidence level of each student of this Management Institute.

Policy purpose : The purpose of this policy is to connect with the Neville Alumni with the objective of supporting the best interest of Neville and its Alumni. This document guides on building Alumni relations and the objectives to be pursued.

Policy statement : The Neville Wadia Institute of Management Studies and Research, Pune values the importance of maintaining ties with its Post graduates in the development of the Institute. Neville Alumni may serve as :

1. Connecting with Neville students as mentors, inspirational speakers.
2. Reviewers of the content and research programs to make the same market relevant.
3. Sources of funding for Neville Development Initiatives.
4. Maintaining relevant communication with Neville and promote integration.




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5. Extending opportunities in areas of Projects, Internships, final placements to the Neville students.
6. The Institute would connect with the Alumni to publicise their success stories, Events like Milap (Hosted by Institute in a consistent manner), Corporate meets, Academia Industry meet and other alumni activities.

Objectives of Neville Alumni Relations.

1. Establish a comprehensive database of Neville Alumni Relations.
2. Registration of Neville Wadia Alumni Association.
3. Foster relations among Alumni.
4. Organize the yearly event – Milap
5. Recognize and honour the Alumni for their contribution to the society and service to the Institute.
6. Involve Alumni during events like Foundation day to acknowledge their role as important stakeholders.
7. Develop Alumni magazine that publicizes Alumni success stories, Milap, Academia Industry Meet and other Alumni activities.
8. Create SIG (Special Interest Groups to facilitate student, faculty mentoring).

Women's empowerment

- Build awareness of innovations that accelerate women's empowerment and have a real impact on the quality of life for women, men, families and communities;
- To stress upon the development of women in every sphere.
- To organize events & activities for women's empowerment so that they realize their full potential & capabilities.
- To help students (specifically female students) through motivational lectures & activities to have a balanced life where they neither lurk into depression nor take the abode of aggression.
- To create awareness about “ Women entrepreneurship”





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Anti Ragging

- Examining the genuineness of the case . As we would like to help all genuine cases.
- Informing guardian or parents of our observation / complaint. This will be done to ensure transparency.
- Decide on the action based of the intensity of the case
- Document all interactions with the offending and the aggrieved parties




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IPR committee


- Our effort is to Create a culture and an environment that fosters and encourages individuals to invest time and efforts in this vital area .
- Identify opportunities, interest and need gaps . To help individuals and communities.
- We are committed to guiding and supporting any member of the Institute pursuing IPR in order that it reaches a logical end.
- We invite experts to add further value to on-going efforts.

Mrs Archana More

Objectives of Library Committee

- To provide quality education through the state-of-art Infrastructural and Instructional facilities
- To achieve Academic Excellence.
- To Inculcate Moral, Ethical and Spiritual Values in the students to make them World-class citizens.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services.
- To formulate policies and procedures for efficient use of Library resources.
- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library.
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library
- To take measures to increase the membership of the Library beyond the boundaries of the College.




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Examination Committee – Quality Policy

- We ensure transparency in conducting assessments.
- We comply with all the rules and regulations set by the higher authorities from time to time.
- We do not discriminate based on religion, caste and greed.
- We design the assessment with the view to enhance the ability of the students to express the knowledge as well as improve their understanding of the concepts through applicability in real life/ simulated situations.
- Purchase Committee – Quality Policy
- We aim at utilizing our resources optimally for the benefit of the institute and its stakeholders.
- We invite minimum three(3) quotations for items of material value.
- After the quotations are duly scrutinized and examined, select vendors are called for further negotiation.
- The functioning/ quality of purchases are observed to help better decisions in the future.




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IT Committee – Quality Policy

- We ensure that our IT infrastructure is a great enabler for providing value and for the smooth functioning of the institute.
- All Purchase decisions are taken intelligently based on the current requirements and those of the near future.
- We adopt practices and systems to monitor and maintain the efficiency and efficacy of the existing IT infrastructure.
- House Keeping Committee – Quality Policy
- We maintain our infrastructure in order to minimize the wasteful expenditure on repairs.
- All create a human friendly environment through our infrastructure and its facilities.
- We make sure that we are compliant with the norms of all the statutory bodies.




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Student Support System

- To ensure that each and every student of the Institute is given personalised guidance as necessary with respect to their academic pursuits and life goals.
- To gain a more intimate knowledge of the problems faced by students and to use the personalised feedback obtained from students for initiating timely remedial actions and quality improvements.
- To provide all essential managerial skills and ensure all round development of the students through teaching, workshops, seminars, industrial visits etc.
- To offer quality relevant and cost-effective programmes to produce managers as per requirements of the industry and other sectors of employments.
- Keeping track of the level of participation of the students in co-curricular and extra-curricular activities and encouraging them to actively participate in these.
- Patiently listening to the psycho-social difficulties of the students and providing personalised counselling or recommending professional counselling as necessary
- To offer research development, managerial skill oriented and customized Training to meet specific needs of the industry thereby promoting self-employment & entrepreneurship amongst students.




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ED Cell

1. OBJECTIVES OF THE COMMITTEE:

1. To give a wide awareness of entrepreneurship as a career option among potential candidates of and to motivate them to join the programme.
2. To arrange regular interactions with successful entrepreneurs.
3. To create, foster and promote the spirit of entrepreneurship among the students of by conducting Motivational Workshops, guest lecturers, counseling, mentoring and orientation visits to entrepreneurial ventures.
4. To equip the students with necessary entrepreneurial skills & provide necessary guidance for starting their own enterprises.
5. To liaison with various external agencies and leading Financial Institutions for supporting the students of institute.




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Training and Placement Cell

- Major thrust on creativity, innovation, entrepreneurship and motivating environment towards holistic growth of individuals
- Maintaining utmost standards of excellence in trainings, research.
- Ensuring the process of self-evaluation and continuous improvement.
- Enabling the students to be more accountable for themselves and the organizations as a whole




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