

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



दुरध्वनी क्रमांक : ०२०-२५६०१२०६
फॅक्स :- ०२०-२५६०१२०६

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दिनांक :- १२/०९/२०२०

परीक्षा-समन्वय/360

प्रति,
मा.संचालक,
व्यवस्थापनशास्त्र विद्याशाखा
सर्व संबंधित मान्यता प्राप्त संस्था.

महोदय/महोदया,

सन २०२० च्या प्रथमार्धातील व्यवस्थापन विद्याशाखेच्या अंतिम सत्रामधील / अंतिम वर्षातील विद्यार्थ्यांच्या नियमित व अनुशेषांतर्गत (Backlog) DESERTATION & PROJECT VIVA-VOCE परीक्षांची अंमलबजावणी करण्यासाठीची मार्गदर्शक नियमावली सोबत जोडत आहेत.

कळावे,

आपला,

संचालक,

परीक्षा व मूल्यमापन मंडळ

MBA SEM III and IV (2016 Pattern)
April May 2020 Examination

1.0 Scope:

1. Regular Exam : MBA Sem IV – Dissertation
2. Backlog Exam : MBA Sem III– Summer Internship Project

2.0 Assessment & Evaluation (Common to both SIP & Dissertation):

1. Concurrent Assessment: Internal viva-voce - 50 marks. The Panel shall comprise of the Internal Faculty Guide & One additional faculty nominated by the Director. (most institutes may have completed this part)
2. End Semester Assessment: The University shall conduct an external viva-voce for evaluation of the SIP for 50 marks. The Panel shall comprise of the Internal Faculty Guide & One additional examiner (approved teacher for MBA under SPPU) appointed by the Director from the other MBA institutes (not belonging to the same trust / society). (This part is pending)**please ensure that individual teacher should not evaluate more than 60 students.** Institutes can use the same examiner (if available) appointed in the last academic year by the SPPU

3.0 Mode of Assessment for April / May 2020 exam which shall be conducted in September 2020:

1. Online Assessment through suitable Digital Platform – Google Meet / Microsoft Teams / Zoom Etc.
2. Examiners –to be appointed by the Institute
3. Institute shall prepare detailed schedule and host it on the website as well as communicate to the students through suitable digital means such as emails, whats app, etc.
4. Institute may carry out a dummy run to test and validate the digital infrastructure especially at the student's end.
5. Student will join from the place of his residence / any suitable place wherever he / she is currently.
6. Student as well as Examiners will keep the camera on (except in extreme circumstances of challenge of bandwidth / connectivity)
7. The entire viva voce evaluation shall be based on the external viva voce interaction only (with or without copy of SIP report / dissertation)
8. If any student has a SIP backlog (due to failure in external viva voce), the external viva voce of SIP shall be conducted, for 50 marks, along with the Dissertation viva voce (same panel and same manner as above).
9. If any candidate has SIP internal backlog the institute should conduct viva voce in similar fashion as above between 15th September 2020 and 25th September 2020 and communicate the marks to SPPU.
10. The revaluation shall not be applicable for the Dissertation / SIP Viva Voce.
11. Recorded viva voce shall be documented and made available on demand for audit by SPPU empowered panel.

The student shall be evaluated as per the following parameters

1. Presentation by the student – **10 marks**
2. Identification of the contemporary issue – **5 marks**
3. Relevance and Linkages of the identified issue with functional and general management frameworks, principles and practices – **10 marks**
4. Survey of literature (scholarly literature as well as literature from business press, web resources, etc.) – **5 marks**
5. Methodology – **5 marks**
6. Overall understanding of - Functional perspectives, Cross functional perspectives, Global perspectives, Interdisciplinary perspectives, Social perspectives of the area of the study – **10 marks**
7. Ability to put forth a unified & cumulative argument – **5 marks**

Guidelines to conduct online project evaluation cum viva exams for Semester VI of MCA

1. Institute should ask student to submit soft copy of the project report (work done till lockdown 15 March)
2. If student had completed project in an Organization, ask them to attach online certificate issued by organization to report. (Do not ask Hard original copy).
3. Project evaluation will be done based on 60% work done by student. (Considering they have done 60 % work till 15 March)
4. All the project evaluation cum viva exams have to be conducted in online (video-conferencing) mode and platform (ZOOM, Webex, Google Meet etc.) for the same will be decided by respective college/examiner.
5. All the external project evaluations have to be completed on or before 25th September 2020
6. One external examiner will be appointed by the Institute from the other MCA institutes (approved teacher not belonging to the same trust / society) for every batch of 20 students. (Colleges has to make batches of students according to their project group of Max 20-22 Students.)
7. The colleges / Examiners should enable video mode at the student terminals/mobiles while evaluation is being done and all the students must be visible to the evaluation committee during the viva exam.
8. Project viva sessions should be recorded at college level.
(Only via part, you can pause in between)
9. In case, Internet Bandwidth issue at student side & online Viva is not possible with any student then Examiner should take Telephonic Viva.
10. If any unforeseen issue arises, kindly contact Chairman BOS.
11. After evaluation, marks uploading process remain same as previous. Internal Examiner will share University Online Exam Software screen to External Examiner while entering the marks
12. Student should present their project work and either demonstrate the project work or present pseudo code. (No excuses will be entertaining under Organization policy where project is done)

PROCEDURE FOR CONDUCTING NON-WRITTEN EXAMINATION FOR BHMCT AND BSc-HS PROGRAMS

BHMCT: (2016 pattern)

CEA 801 Specialization in Food Production Management III (External Practical: 40 marks)

1. Students will be given a menu and they will have to submit a report on costing and pricing of the menu for a specialty restaurant with mention of the taxes as per the govt norms. The report should state how the costing was done.
2. The students should upload 2 videos, one on food styling /plate presentation for a dish of their choice and second on preparing a starter from any international cuisine. The food styling video shall be of 4 minutes and the starter video shall be of minimum 6 minutes.
3. Continuous evaluation marks may also be considered along with the above.

CEB 801 Specialization in Food and Beverage Service Management III (External Practical: 40 marks)

1. Students have to submit 5 international menus with beverages and cover set up, as a report.
2. Students will give a power point presentation online of 1 International Menu explaining the cover set up required and a choice of beverages to go with it. The presentation should be minimum 5 -7 minutes.
3. Continuous evaluation marks may also be considered along with the above.

CEC 801 Specialization in Housekeeping Management III (External Practical: 40 marks)

1. Students have to prepare a power point presentation on any of the following topics
 - Training module on refreshers workshop, induction etc for HK department
 - Planning and designing of guestrooms, lobby area, SPAs etc
 - Standard Operating Procedure for differently abled guest, handling guest complaints etc
 - Preparing Duty Rotas for guestrooms and public areas
 - Management functions like preparing checklists, task breakdowns, work schedules etc
2. Continuous evaluation marks may also be considered along with the above.

CED 801 Specialization in Front Office Management III (External Practical: 40 marks)

1. Students have to prepare a power point presentation on any of the following topics:
 - Design a Loyalty program for business hotel
 - Preparation of guest cycle for MICE
 - Various Techniques for creating a WOW factor
 - Effective GD and Mock Interviews for technical rounds
 - The new normal in the hotel during this covid 19 pandemic
2. A video of a case study on subjects like terrorist threat, check in process, handling guest complaints at the front office, SPATT guest, room reservations etc
3. Continuous evaluation marks may also be considered along with the above

CP 802 Project Report (External Viva: 75 marks)

1. Students should submit a soft copy of the report for evaluation
2. Students should prepare a power point presentation of the research report and present it online. The presentation should be minimum 10 mins.
3. The Examiners will ask questions based on the research report presentation.

BHMCT 2008 pattern

801 A Specialization in Food Production II

1. Students will be given a menu and they will have to submit a report on costing and pricing of the menu for a specialty restaurant with mention of the taxes as per the govt norms. The report should state how the costing was done.
2. The students should upload 2 videos, one on food styling /plate presentation for a dish of their choice and second on preparing a starter from any international cuisine. The food styling video shall be of 4 minutes and the starter video shall be of minimum 6 minutes.
3. Continuous evaluation marks may also be considered along with the above.

801 B Specialisation in Food and Beverage II

1. Students have to submit 5 international menus with beverages and cover set up, as a report.
2. Students will give a power point presentation online of 1 International Menu explaining the cover set up required and a choice of beverages to go with it. The presentation should be minimum 5 -7 minutes.
3. Continuous evaluation marks may also be considered along with the above.

801 B Specialisation in Accommodation Management II

1. Students have to prepare a power point presentation on any of the following topics
 - Training module on refreshers workshop, induction etc for HK department
 - Planning and designing of guestrooms, lobby area, SPAs etc
 - Standard Operating Procedure for differently abled guest, handling guest complaints etc
 - Preparing Duty Rotas for guestrooms and public areas
 - Management functions like preparing checklists, task breakdowns, work schedules etc
2. Continuous evaluation marks may also be considered along with the above.

ATKT NON WRITTEN EXTERNAL EXAMINATION

Semester 5

CIT 501: Industrial Training (External Exam: 175 Marks)

1. Students should submit a soft copy of the Industrial Training report for evaluation
2. Students should prepare a power point presentation of the industrial training report and present it online. The presentation should be minimum 10 mins.
3. The Examiners will ask questions based on the presentation.

Semester 6

CEA 601 Specialization in Food Production Management I (External Practical: 40 marks)

1. Students will make a video of one continental dish of their choice. The video will not be more than 5 minutes.
2. Students will submit an indent for a European menu of 5 courses.

CEB601 Specialization in Food and Beverage Service Management I (External Practical: 40 marks)

1. Students should prepare a power point presentation on any of the following subjects:
 - Banquet Function Prospectus
 - Menu planning and service for a banquet
 - Mis - en - place for serving dishes from guerdon trolley and service of special dishes like caviar, chateaubriand, smoked salmon etc

- Menu Engineering

CEC 601 Specialization in Housekeeping Management I (External Practical: 40 marks)

1. Students can make a video on flower arrangement or towel art of not more than 4 minutes.
2. Students can make a power point presentation on any of the following subjects:
 - Best of waste items used in the guestrooms
 - Preparing an operating budget for Housekeeping Department
 - Deriving cost per room from HK perspective.

CED601 Specialization in Front Office Management I (External Practical: 40 marks)

1. Students should prepare a power point presentation one brochure for different types of hotels, orientation training program for front office, layout of front and back office with various sub departments involved.
2. Students should make a video of 4 minutes on role play on any subject related to front office

SE 607 National Service Scheme (External Report and Viva: 50 marks)

1. The student should make a 5-minute video on health and hygiene related precautions to be taken during this pandemic and on how they have been helping other people in their neighborhood during this time of crisis.

Semester 7

CEA 701 Specialization in Food Production Management II (External Practical: 40 marks)

1. The student will make a video of soup or salad (International Cuisine). The video will be of 5 minutes.
2. The student will make a power point presentation on cold meat platter, chocolates, frozen desserts etc.

CEB701 Specialization in Food and Beverage Service Management II (External Practical: 40 marks)

1. The student will make a power point presentation of minimum 5 minutes on service of International Cuisine with wines, planning a bar, specialty restaurant, fast food, coffee shops etc. He will be asked questions based on the presentation.

CEC 701 Specialization in Housekeeping Management II (External Practical: 40 marks)

1. The student will make a power point presentation of minimum 5 minutes on soft furnishings, floor finishes, ergonomics, lobby décor during festivals etc. He will be asked questions based on the presentation.

CED701 Specialization in Front Office Management II (External Practical: 40 marks)

1. The student will make a power point presentation of minimum 5 minutes on job description and job specification of front office staff, task lists of various front office staff, standard operating procedures for VIP guests, crew check-in, single lady traveler etc. He will be asked questions based on the presentation.

PGDHM 2019-20 BATCH –Online Viva examination of Project Report

Guidelines for the online viva examination

Following suggestions for the online viva examination

1. Channel of examination:

Online viva to be conducted on a portal provided by the university by the examiners at respective Colleges would be ideal, otherwise,

2. As a backup scheduled zoom meetings are recommended as it is a well versed online platform & has been used for online lecture classes & for Internal Examination. It was used by the students during the lockdown and was proven user friendly. An alternative to the Zoom, whatsapp video calls are recommended in case of any kind of interruption during the exam.

3. Internet connectivity issues

Students need to be informed about the day and time slot for their exams so that they could make necessary arrangements and move to the spot to get good internet connectivity, Considering that students are now could be located at their native places which could be in remote areas, Informing them the time of the examination will ease them to come and make themselves available at the spot of good internet connectivity for the pre-decided time.

4. Postponement of examination on account of internet connectivity problem

In case of connectivity issues occur during the viva examination and postponement of the same, a written or on email communication from the respective college will have be sent to the concerned student providing another day and time of the scheduled examination.

5. Authentication and verification of the students

It is recommended that students to submit a report on their Project Report in a word document format and the whole project in a soft copy format to their respective colleges including following points:

- a. Name of the student
- b. Hall ticket copy
- c. Index of the project

- d. Aim and objectives
- e. Conclusions
- f. Recommendations

This copy can be used during the viva examination to authenticate the identity of the student giving viva for verification purposes. The student should be directed keep the video on position throughout the viva examination.