



Mahatma Gandhi Vidyamandir, s
Panchavati College Of Management and Computer Science Nashik.
BBA /BBA (CA) Department SOP

1) Courses Conducted under department: BBA, BBA (CA)

2) Number of staff:

BBA - 4 teachers for Management subject

1 teacher for Maths

1 teacher for stat

BBA (CA)- 3 teachers for Computer subject

1 teacher for Management subject

1 teacher for stat

1 teacher for Maths

4) Required Criteria for BBA/BBA (CA) Admission:

A candidate from any stream, should have passed 12th Std. Examination (H.S.C.10+2) with minimum 40% of marks and English as a passing subject.

OR

Three Years Diploma Course from Board of Technical Education, conducted by Government of Maharashtra or its equivalent, after S.S.C. i.e. 10th Standard.

OR

Two Years Diploma Course in Pharmacy from Board of Technical Education, conducted by Government of Maharashtra or its equivalent, after H.S.C. i.e. 12th Standard.

OR

Completed MCVC program

Teaching instructions:

Teaching Workload: As per prescribed guidelines under the Commerce and Management faculty.

Method of Evaluation: 1) Internal Assessment (2) Projects Examination (3) University Examination (SPPU)

Role of teachers for Internal Assessment:

.In order to have a rational and objective assessment of the learners, a teacher is expected to use different evaluation methods.

1) Continuous Assessment (CA):

The concerned subject teacher is responsible for conduction and evaluation aspects with respect to Continuous Assessment. As soon as the course begins, the course teacher is expected to announce the mechanisms under which CA would take place.

Journals/Lectures/Library-notes/Seminar-presentations/Assignments/Extension Work/An Open-Book Test (book to be decided by the concerned teacher)/Internal examinations/Classroom instructions through audio visual aids/Case-studies/Role-plays/Industrial Visits/Seminars/Presentations/Guest Lectures/Shared teaching/Flip classes/Simulation/Experiential Learning/Social Outreach/Internships/Certificate Courses /Online Certifications/Group Discussion/Business Fest/Webinars etc. may be used as the tools/mechanism for CA. A subject teacher has the autonomy to devise a mechanism for evaluating the students as per the guidelines. The class work will carry 30 marks in each course. Internal Evaluation includes continuous evaluation of a student by adopting variety of techniques.

2) It is obligatory for a teacher to announce the performance of the students. It is also mandatory to declare the CA score gained by all the students on the notice board duly signed by the concerned teacher of the course and the HOD/Principal/Director well before the commencement of the SPPU examination.

3) External Examination: - SPPU will schedule the written Examination for the course at the end of each Semester.

Rules and Regulation for Faculty Members

These rules and regulations for BBA/BBA (CA) faculty members have been framed in two parts as follows:

- 1- Code of conduct for faculty members.
- 2- Roles and responsibilities of faculty members

Code of conduct for faculty members

I. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self motivated. Such students may need regular counseling in various forms

II. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.

III. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. A faculty member must display his / her dedication for the students so that it is felt by the students.

IV. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.

V . Faculty member should not enter into the arguments with students in front of everybody.

VI . The student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained.

VII. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.

VIII. . All such activities are private matters of individual faculty member and the same should not be performed during institute hours Page 3 of 5 or within the academic area of the department.

IX. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.

X. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an

example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.

XI. A faculty member must follow law of the ORGANISATION and should not indulge him/ her in an activity which can be detrimental to the reputation of the COLLEGE..

Roles and Responsibilities of Faculty members

- 1) Deliver lecture with low speed, and, as much as possible in English. To develop interest among students, experiments should be performed by faculty members with students.
- 2) Record of the poor performers (of previous semester) be taken and those students be given considerably higher attention than normal students.
- 3) Monitor the attendance of students in his class and inform the concerned Class Teachers if a student is absent for continuous four days for further action (calling their parents). Also inform low performing students to Class Teachers for further actions.
- 4) Generally students assume that attending practical classes will not provide any reward. They must be informed about the utility of practical/ hands on experience for their training programme/ interview, during placement/ interview for higher education and sincerity in their continuous performance.
- 5) Evaluation of the answer sheets is very important aspect of academics. Answer sheets of the assignments and especially internal examinations should not be evaluated on the basis of the general impression of the student in the class. Due-care need to be taken towards quality of answers in the answer-sheets (including the language) Inform students that those who did not attend classes/performed practical in last semester has been given minimum marks.
- 6) Practice to use standard books can be encouraged by recommendation during discussion of topics in class. Passing time in the class by taking general topics is to be discouraged, except sometimes when need do arises to motivate the students by discussing personal experience/ any topic related to the industry etc. Also, be prepared for 2-3 lectures (classes) in advance so that such situation does not arise in the class
- 7) Do not skip any topic altogether. Rather, it should be first discussed in class and then corresponding notes may be distributed (if required).
- 8) Ask and ensure the students to submit the tutorials/ assignments regularly.
- 9) Take the attendance with students' name rather than their roll numbers and point-out low attendance students in the class.
- 10) Encourage students to ask the questions in English during seminar, viva-voce etc. and students should be asked to explain a topic on the dais in English.

11) Take care of time, in/out of the institute/class (self-discipline) and inculcate high level of professional etiquette

12) Compliance of wearing I-cards/proper dress by the students is the collective responsibility of all the faculty members. The students' I-cards need to be checked randomly in the class, may be at the beginning (sometimes by glance through, sometimes by rigorous check).

13) Proper dress code need to be checked and complied. For compliance of dress code, lady faculty should counsel girl students and gents faculty should counsel boy students.

14) To avoid the uncontrolled usage of the mobile phone: It should not be flashed in classroom during teaching hours and should not be found on desk, inside tables and not in open places. It must be in silent mode (not even on vibration). If students are found using mobile in class hours then it must be confiscated and be sent to the department' head for appropriate action

15) To discourage the students against use of foul language: This is a collective responsibility of all the faculty members to intervene appropriately and counsel students for correctional behavior as and when they are found indulging in such practices. The student may be in habit of speaking foul language. He need to be informed that in professional institute, such language is not expected and this habit shall be detrimental in the industry/places of Job.

16) Faculty members should wear only formal dresses.

Classroom rules for students

1. Ask questions
2. Respect and listen to your classmates
3. Respect and listen to the teacher
4. Raise your hand to speak
5. Be prepared for class
6. Be quiet when the teacher is talking
7. Be quiet when classmates are talking
8. Share new ideas
9. Keep your hands to yourself
10. Respect others' property
11. Keep your workspace tidy

12. Be kind
13. Always do your best
14. Walk, don't run, in the hallways
15. Be a good friend
16. Be on time
17. Share with others
18. Use equipment properly
19. Help keep the classroom tidy
20. Listen to all the teachers
21. Obey all school rules
22. Finish your homework on time
23. Be respectful of classmates who are working
24. Have a good attitude
25. Use positive language
26. Follow the dress code
27. Line up neatly and quietly
28. Stay in your seat
29. Listen with your ears and your eyes
30. Contribute to discussions
31. Be respectful of others' ideas
32. Follow the teacher's directions the first time they are given
33. Cooperate with your classmates
34. Be creative
35. Be honest
36. Use technology appropriately
37. Be proud of your work
38. Minimum 75% attendance required for the students; If students have any problem regarding attendance more than 3 days need application signed by class teacher.

Internal Examination - Rules and Regulations

Students must observe absolute silence at all times during examinations.

A student who is absent for examinations (or class tests) must produce a valid medical certificate from an authorized medical doctor to cover the period of absence. Otherwise, he will be given zero marks for the paper(s) that he has missed. A letter of excuse from parents/guardians or from a Chinese Physician (Traditional Chinese Medicine) is NOT acceptable

Students who report more than 30 minutes after the examination has commenced may not be allowed to sit for the examination.

Students who are late will not be given extra time

All students must be in their seats 10 minutes before the commencement of the examination

Students are to bring their own writing and mathematical instruments such as calculators, set-squares, compasses, Electronic gadgets and communication devices capable of displaying, storing, capturing and/or transmitting visual, audio or verbal information, such as mobile phones, cameras, tablets, smart watches/glasses are not allowed. Protractors and rulers for the examination.

Students must switch off their mobile phones and keep them in their bags before the start of the examination.

Students must inform the invigilator immediately if: – they are issued the wrong questionpaper, OR – they are issued a question paper that does not contain the number of pages or question specified in the cover page, OR – they are issued a question paper not scheduled to take place at that time or day, OR – they are not issued supplementary materials (such as graph paper, map or drawing paper) as required in the question paper.

Students are not allowed to remove any writing paper, used or unused, from the examination venue.

- Students caught in possession of unauthorized materials (such as notes, files etc ,are deemed to have committed a dishonest act.

Students found in possession of any electronic or communication devices such as mobile phones, smart watches/glasses, tablets, etc will be deemed to have committed a dishonest act.

Students who communicate with each other, verbal or non-verbal, are deemed to have committed a dishonest act.

Students are to raise their hands and clarify with the invigilator if there are any queries.

Students are not allowed to borrow stationery items from each other.

Students are not allowed to go to the toilet, unless absolutely necessary.

After the Examination At the end of each paper, students are to remain quiet and ensure that all scripts are handed in as instructed by the invigilator.

No student is allowed to take any writing paper, used or unused, out of the examination venue. • Students are reminded to leave quietly and do not disturb the other students who might still be sitting for their papers, in other classrooms.

Policy for advance and slow learners

After the first internal examination subject teacher makes slow and advance learners analysis on the basis of marks.

We assessed slow learner students as par their score at the time of admission. Students who achieved less than 50%

Remedial Coaching –

Students with learning difficulties are provided additional help to bring them back into the mainstream classes. With proper remedial help, closer supervision, more individual attention and the use of stimulating teaching strategies, these low academic achievers interest in learning is aroused and they make better progress

FOR ADVANCED LEARNERS:

We assessed advanced learner students as par their score at the time of admission. Students who achieved more than 50%.

We motivate to advanced learners to take part in various seminars, conference

Mentor Role and Responsibilities

Mentors can take various roles during the mentoring relationship depending on the nature of the mentees needs and experiences

- Take the initiative for contacting their mentees and staying in touch with them
- Devote time to the relationship and be available when requested
- Assist new faculty with their various questions, needs, or concerns
- Share their knowledge and experience to benefit their new faculty

- Follow up on their progress
- Maintain confidentiality of the information shared by their mentee
- Schedule at least one face-to-face meeting per semester

Mentee Role and Responsibilities


Mentees roles will depend on their need, academic experience and the nature of the mentoring relationship.

- Devote time to the mentoring relationship and interacting often with the mentor(s)
- Take full advantage of opportunities provided by the mentor(s)
- Keep the mentor(s) informed of academic progress, successes, challenges and other concerns
- Exchange ideas and experiences with the mentor(s)
- Seek assistance and support as defined on the Faculty Mentoring Goals Form

Mentees are responsible for gaining their mentors' trust and confidence by interacting morally, ethically and collegially so as to value the mentor's time, professional and personal commitments, while engaging in activities


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Standard Operating Procedure (SOP)

Computer Science Department

- 1) **Department Name:** Computer Science
- 2) Computer science department offers **B.Sc.(Comp.Sci.)** 3 year degree course (6 semesters with choice based credit system) & **M.Sc.(Comp.Sci.)** 2 year post graduate course(4 semesters with choice based credit system).
- 3) There are **9** teaching staff & **2** non-teaching staff working under the department.
Subject wise allotment of teaching staff:
 - i) **Computer : 05**
 - ii) **Mathematics: 01**
 - iii) **Statistics: 01**
 - iv) **Electronics: 02**
 - v) **Lab Assistant: 01**
 - vi) **Lab Attendant: 01**
- 4) **Criteria for admission:**
 - i) B.Sc.(Comp.Sci.) (Intake 80+80= 160 seats):
Eligibility Criteria – H.S.C. (10 +2) from science stream with maths as passing subject.
 - ii) M.Sc.(Comp.Sci.) (Intake 30 seats):
Eligibility Criteria – B.Sc.(Comp.Sci.) with 50% marks for open category & 45% marks for other categories OR B.E. in Computer science/ Information Technology/Electronic Telecommunication with 50% marks.
- 5) **Roles and Responsibilities of Faculty members:**
 - i) Deliver the lectures & practical as per the schedule.
 - ii) Monitor the attendance of students in his class by Mentor and inform the parents if a student is absent for continuous four days for further action (calling their parents).
 - iii) Remedial coaching conducted for slow learner students.
- 6) **Rules and Responsibilities of students:**
 - i) For each subject minimum 75 percent attendance at theory and practical course and satisfactory performance during the academic year.
 - ii) Wearing I-cards & Uniform by the students is compulsory in college premises except Wednesday.
- 7) **Examination:**

Theory examination will be of two hours duration for each theory course.


Internal examination: Internal assessment of the student by respective teacher will be based on written test. The written test shall comprise of objective type questions – Multiple Type Questions, True / False, Definitions, Answer in Two or three line question (Describe/Explain).

Practical: Continuous assessment of Lab work and mini project.

Practical Examination: Practical examination shall be conducted by the respective college semester wise. Practical examination will be of 3 hours duration for each practical course. Lab book/ File is compulsory to appear for practical examination. There shall be two expert and two examiners(internal + external) per batch for the practical examination.


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