Allenhouse
Business School

ACADEMIC PLANNING FOR ODD SEMESTER : 2022 - 23

Academic planning for Odd Semester : 2022 - 23 is circulated on July 30, 2022. Please refer all the issued notices / circulars / office orders etc., time to time and keep yourself updated with latest and complete information of all relevant areas. Entire set of academic monitoring is to be done by Dean Academics through HODs concerned.

1. WORKING AND GENERAL INFORMATION

➢ There will be six days working (*Five Days Academics*) in the college with working timing as 08:30 am to 4:15 pm on all academic days. Class timings are w.e.f. 08:45 am to 04:00 pm on all academic days. Delayed arrival / early departure will be counted as per college rules. For any academic off – refer academic calendar.

➢ Lunch timings for <u>BBA & BCA (I Year, II Year & III Year) are from 12:55 am to 01:55 pm</u>.

➢ Conduction of the classes (six classes per day) will be as per the time table which will be circulated from time to time. The schedule of conduction of classes is as :

BBA & BCA (I Year)	I	II	III	Lunch	IV	V	VI
	08:45 09:45	09:50 10:50	10:55 11:55	11:55 12:55	12:55 01:55	01:55 02:55	03:00 04:00
BBA & BCA (II Year & III Year)	I	II	III	IV	Lunch	V	VI
	08:45 09:45	09:50 10:50	10:55 11:55	11:55 12:55	12:55 01:55	01:55 02:55	03:00 04:00

➢ All the college transport vehicles and students (from own vehicles / transport arrangements) must reach to the college on or before 08:30 am on every morning of academic day so that classes can be commenced smoothly *w.e.f.* prescribed time.

➢ All the HODs / departmental coordinators will review the academic transaction and counseling related issues on daily basis at departmental level *w.e.f.* 03:00 pm to 04:00 pm.

➢ Students may approach Counselor / Class Coordinator / HOD concerned and/or Dr. Sudha Dhawan, Dean-Students Welfare/ Associate Professor in the Dept. of Business Management, I/c : Grievance Redressal Cell, any time, for their problems.

2. REGISTRATION

Each student is required to complete registration process at the beginning of each semester, as per notified schedule. Each student is essentially required to present himself/herself for registration. In absentia, no registration will be permitted. Without the registration, student will not be allowed to attend classes and/or participate in any of the academic activities. Student is required to clear dues at the time of registration, so as to complete registration process. Rules for registration, procedure and schedule are to be notified separately by Dean Academics.

3. COMMENCEMENT OF CLASSES, ATTENDANCE AND APPRAISAL REPORTS

The classes for Odd Semester 2022 - 23 shall be conducted *w.e.f* August 08, 2022 (or as per academic calendar). The attendance will be counted *w.e.f.* first day of commencement of classes. No student will be allowed to attend classes without registration. Further, no relaxation in attendance will be given in case of late registration owing to any of the reasons.

As per the norms of affiliating University (CSJMU, Kanpur), student has to maintain the minimum attendance of 75% in aggregate, failing which he/she may be detained and would not be permitted to appear in the coming Odd Semester University Examination as well as in sessional tests.

Each faculty member is required to upload the attendance on ERP on daily basis, also maintain the attendance record in prescribed format. Two / Three appraisal reports will be sent to the parents at different intervals. Each appraisal report will contain the attendance percentage (cumulative, *wef* commencement of classes). First Appraisal Report, containing attendance upto CT-1 is to be dispatched within 10 days of completion of CT-1, Second Appraisal Report, containing attendance upto CT-2 is to be dispatched within 10 days of completion of CT-2 and Third Appraisal Report, containing attendance upto PUT is to be dispatched within 10 days of completion of PUT. List of Detained Students (for Semester Exams) is to be displayed after 10 days of completion of PUT.

4. COURSE FILE FOR THEORY AND LAB SUBJECTS

All the faculty members are required to prepare the course files (in soft copy) of respective courses. This course file must be prepared in soft and hardcopy both. Original file will be in possession of faculty itself. Photocopied/Soft copy course file is required to be submitted to Dean Academics / Director on or before prescribed date. The contents must include :

S.No.	Contents
	PART A
1.	Institute Mission, Vision statement – *one copy*
2.	Department Mission & Vision – *one copy*
3.	List of Students – *(double column format)*
4.	PEOs, POs, PSOs of the Department – *one copy*
5.	Pre-requisites, Course Outcomes and Mapping of COs with POs/PSOs – *one copy*
6.	Last year CO attainment and suggested action – *one copy*
7.	Academic calendar – *one copy*
8.	University Syllabus – *one copy*
9.	Class Time Table – *one copy*
10.	Faculty Time Table – *one copy*
11.	Lecture plan
12.	Lecture Delivery Schedule with plan summary of assignments/Test/Quiz
13.	Assignments/ Test/ Quiz with Answer key – *(with CO & KL mapping)*

14.	Assignment/ Test/ Quiz Marks - *(with CO mapping)*
15.	Tutorial sheets for numerical problems
16.	Sessional Tests/ Pre-University Exam Question Papers – *(With solution for numerical problems)*
17.	Sessional Tests/ Pre-University Exam - Award Sheet
18.	Sessional Tests/ Pre-University Exam - Gap Analysis and CO attainment
19.	List of Weak Students and their Make-up Classes *(after each sessional exam)*
20.	Review of University Question Paper *(and proofs of correspondence with University in case of any discrepancy)*
21.	Attendance Sheets – Overall
22.	Evaluated Answer Scripts – *(6 Samples) – 2 Toppers; 2 Average and 02 Low scorer*
23.	Course Exit Survey and analysis
24.	Over all CO attainment and recommendations/Suggested Action
	PART B
1.	Faculty Notes (Handout, PPTs in Separate File) – *(for each faculty; common ppt/ notes to be marked accordingly)*
2.	Books, web content, other than Text Book frequently referred to – *(faculty wise)*
3.	Previous Years Question Papers (AKTU - 5 Years) →Descending Order – *one copy each*

NOTE : For theoretical subjects (without numerical portion, like Environ. Studies etc), case studies and its presentation must be considered in tutorial classes. ***Please note that this duly completed course file, signed by HOD, must be available for review to Dean-Academics on or before August 13, 2022, positively.***

Similarly, a lab file must contain (duly typed)

S.No.	Contents
1.	Institute Mission, Vision statement – *one copy*
2.	Department Mission & Vision – one copy
3.	PEOs and POs of ME– one copy
4.	List of Students (All Sections) – (Lab group wise, section wise, if applicable)
5.	Lab Course Outcomes and Mapping with relevant POs (Acad 002) – one copy
6.	Academic calendar – one copy
7.	University Evaluation Scheme – one copy
8.	University Lab Syllabus – one copy
9.	Lab equipment details (with Cost, Year of Purchase and specification) – one copy
10.	Lab Time Table
11.	Lab Schedule – one copy
12.	Quiz (For study experiments) – (section wise; if same mark it accordingly)
13.	Solution of Quiz – (As above)
14.	Attendance summary of Lab – (section wise)
15.	Lab Evaluation/Assessment Record - (for each faculty conducting the lab)
16.	Details of virtual lab conducted (if applicable)
17.	Lab Feedback Report
18.	Extra Lab Classes to cover the syllabus (if any) – (section wise)
19.	Lab Manuals (in Separate File)

5. TUTORIAL SHEET/ QUIZ SHEET / HOME ASSIGNMENTS

There will be ONE tutorial sheet per unit. A tutorial sheet may contain 05-08 questions. Questions in the tutorial sheet should be similar to the questions asked in the university examination. 50% questions of the tutorial sheet/ assignment should be solved in the class and complete solution has to be submitted by the students to respective teachers with in a prescribed schedule but if students face problem in solving these questions, then difficulties must be removed in the class room / during tutorial period.

There will be ONE Unit Test / Quiz sheet per unit. A Quiz sheet may contain 05-08 questions. Questions in the Quiz sheet should be similar to the questions asked in the university examination. The performance evaluation of each student should be done after completion of each unit.

There will be FIVE home-assignments (8-10 questions may vary from student to student,) from entire syllabus and each student is required to submit it in his/her handwriting to the subject teacher concerned for its evaluation on or before prescribed date. These must be provided to the students before commencement of each unit of the subject. On these sheets, date of submission must be printed. All the Home-Assignments are to be solved on a hard-bound register (use of loose paper / stapling is prohibited).

6. CLASS TESTS / PRE-UNIVERSITY TESTS

For BBA & BCA– I / II / III years, to award CT marks (30), there will be two term of sessional tests (max. marks of 30, 120 min. duration) and one term of PUTs (of 3 hrs duration and max. marks of 100 for each course).

Pre-university Tests will be conducted at the end of semester, after completing full syllabus, same as the university pattern. The syllabus completion date is December 30, 2022* (or as per academic calendar). The detailed examination schedule and seating plan is to be provided by examination cell. To award CT marks, all the conducted sessional tests and PUTs will be considered.

7. SYLLABUS AND PATTERN FOR TESTS

The syllabus covered in the class will be the syllabus of test for the subject concerned. In each sessional test term, approximate 40% of the full syllabus must be covered in the class. The syllabus of one sessional test will not be repeated in another sessional test.

In each sessional test question paper (30 marks, 120 min. duration), there will two sections of 02 COs. Weightage/ Number if questions of both the sections will be same. One answer sheet, containing 16 pages, will be provided to the student and no 'B-sheet' will be provided during examination. In weekly tests' question paper (10 marks, 50 min. duration), there will be only one section of 01 course outcome.

For pre-university tests (of 3 hrs duration and max. marks of 100 or same as of end semester examination), question papers will be as per the CSJMU pattern and will be from full syllabus. The distribution of marks will be same for each section or each CO. Questions of approximately 20 marks, appeared in all previously conducted sessional tests, will appear compulsorily in each question paper of PUTs.

8. AWARD OF SESSIONAL MARKS OF THEORY SUBJECTS

The internal evaluation to award sessional marks will include award of CT marks, TA marks, and AT marks. To award sessional marks for half unit subjects, adopt suitable scaling. For awarding CT marks (30/15), 30% weightage will be given to each conducted sessional tests (two in numbers) and 40% weightage will be given to PUTs.

In case of absence / UFM in a test, zero marks will be considered in that test. For award of TA marks (10/5), the teacher will evaluate the students based on class discipline, submission of home-assignments / conduct of quizzes and its evaluation and general attention / participation in class to understand the subject. Attendance marks (10/5) will be awarded based on the percentage of attendance in a particular subject. The proposed distribution is as [AT upto 75% : 7/3.5; AT $\geq$ 75% but <80% : 8/4; AT $\geq$ 80% but <85% : 9/4.5; AT $\geq$ 85% : 10/5].

9. CONDUCT OF LABS AND AWARD OF LAB MARKS (SESSIONAL)

In the labs, theory as well as detailed description of the entire component used in the experiment/ practical, including relevance of the experiment in industries or in other places, must be explained to the students by the faculty member concerned. Lab assistants will assist the students in performing the experiment/ practical. Students will try to complete the experiment in all respect in the lab hours concerned on the same day.

Students are required to prepare a 64 page Note-book, separately for each lab, for rough work of the lab. All the formula used, observations, calculation and result part will be done in this rough note book and at the end of the each lab class, experiment in this rough note-book must be signed by the lab assistant / faculty member concerned. Submit the duly completed lab record in proper lab file (alongwith rough note-book) on forthcoming Monday positively. The evaluated lab record will be returned to the student concerned during his/her lab class, along with rough note-book. The marks with date of completion should be entered in the Internal Practical Performance Chart on the same day, by the faculty member / technical staff concerned.

The internal evaluation to award sessional marks (labs) will include Attendance (25%), Lab Records and Performance (50%) and Viva / Written Lab Quiz (internal, 25%). For example, the sessional marks in a lab is to be awarded out of 20 marks, then 5 marks will be awarded based on attendance, 10 marks will be awarded based on lab records and performance during lab and 5 marks will be awarded based on viva or internally conducted written lab quiz.

10. ACADEMIC MONITORING

Students' attendance on daily basis will be monitored through 'First Hour Attendance Monitoring' and conduct of classes (to be taken by faculty member concerned, subject and no. of present students) will be monitored through 'Subject Progress Report'. Academic Transaction is to be monitored by HODs concerned through duly prepared and submitted 'Lecture Progress Plan'. Submission of photocopy of complete course file (containing Syllabus, Lecture Plan, Question Bank, Home-Assignment, Tutorial Sheet, Quiz, Case Studies, Subject Progress Report, Attendance Record, Attendance and Evaluation Record and Class Notes for theory and containing Syllabus, List of Experiments, Layout, List of Equipment / M/c's with specifications, quantity and cost, all Lab-manuals and photocopy of duly complete stock-register for each lab subjects, separately) is mandatory. Duly completed attendance record and subject progress report is to be signed by HODs concerned on daily basis. In this way, all the HODs are requested to monitor entire academic affairs related to their department concerned regularly.

11. COUNSELLING

Class coordinators and counselors are appointed to take care of their group of students in all matters. Each counsellor is made responsible for a group of students comprising about 15-20 students. He/she will be responsible for entire record keeping pertaining to the students and required in counseling diary. Further, for help, Dr. Sudha Dhawan, Dean SW/ Associate Professor in the Dept of Business Management, I/c : Grievance Redressal Cell is available to counsel the students, if needed.

12. STUDENTS' PERFORMANCE EVALUATION AND IMPROVEMENT / QUALITY IMPROVEMENT / PERSONALITY DEVELOPMENT

Students' performance will be evaluated by each subject teacher on continuous basis. If a student misses the classes frequently in any of the subject, his/her parents will be informed telephonically by the subject teacher concerned and a note in this regard will be made in the register by the subject teacher. Repetition of such absence will be brought in to notice of concerned Counsellor / Class Coordinator / HOD and Dean Academics / Director in writing and a letter is to be sent to the parents of such student. The weak students will be identified on the basis of class performance and first class tests result. Separate attention will be paid to such students. Regarding quality improvement and personality development, seminars, presentations, aptitude quiz and group discussions may be conducted. It will also help in personality development and training and placement related activities. In this regard, Skill Development Cell will do needful. Separate classes will be planned for those students who may appear in back papers so that they may clear the back papers.

In case of any discrepancy / problem, please do contact with Dean Academics. All the necessary formats and studentslists can be downloaded from ERP.

Mr. Saurabh Shukla
Dean Academics

Copy for information and necessary action to :

Principal/Director
All HODs (BBA & BCA)