

Academic Policy

1. ACADEMIC CALENDAR

Academic calendar is prepared by Principal in consultation with senior faculty. The academic calendar is displayed on notice boards for students and staff.

2. TEACHING LEARNING PROCESS:

The college follows student centric teaching learning process which aims at using state of the art teaching aids, conducive teaching learning atmosphere, proactive approach to ensure overall academic welfare of the students and accomplishment of vision and mission of the programs and that of institute at large.

(i) Teaching of a course will confine to the study plan as prescribed by SNDT University, Mumbai from time to time. A course will have four teaching units comprise of theory and practical.

- **Subject allocation:** The Principal allocate the subjects as per the work load to the faculty well in advance and in a transparent manner.
- **Time Table:** Time table is prepared as per the teaching format of SNDT University and departmental requirement. The time table is circulated among the staff members and displayed well in advance for the students.
- **Commencement of Classes:** The date of commencement of classes as per academic calendar is to be communicated to the students by means of displaying it on the notice board, by telephonic conversation, SMS etc. before the commencement of classes.

(ii) Course teachers are expected to prepare a Course File as per defined format provided: Updated Course File should have Latest Syllabus, Program Outcomes, Program specific outcomes and Course Outcomes, Teaching Plan, Academic calendar, Time Table, Unit Tests, Assignments, University Question Papers, Sessional examination question papers, Teaching notes (Hard Copy)etc.

(iii) The course teacher will prepare teaching plan as per policies and guidelines of the Institute so as to give justice to every component of the course.

- Teaching-Learning deliverables will include periodic assignments to the students on the component of the syllabus taught.
- Remedial Classes to be conducted for academically weak students of the class.
- The Teaching-Learning process should make use of real life examples/technological issues, visit to industries etc.
- Subject Notes /PPT(s) are to be made available to the students.

(iii) To complement the conventional teaching methods, the department should also emphasize on following innovative teaching learning methods.

- Expert lectures by eminent person from other college or Industry, are to be organized for various subjects for improving the knowledge of the students.
- The use of ICT (Information and Communication Technology) is an essential tool of modern teaching/learning process which the teachers should make use of for enhancing teaching learning process.
- Workshops, seminars and Video lectures are to be organized to update the knowledge of students.
- Seminars through PPT should be delivered by the students on latest topics to enhance their skills.
- Technical quiz/Surprise test/Open Book Test based on syllabus of some of the core subjects may be conducted.
- Bright students should be motivated for participation in intercollegiate activities and encourage them to work on software projects assigned to them.

(iv) Academic Records

- Attendance register must be maintained by the course teacher, ensuring timely entry of all relevant information already prescribed in the Attendance register.
- Monthly student attendance reports are submitted to the Principal.
- Record of Remedial classes should be maintained.

- Review of syllabus taught by faculty should be taken by the principal.
- The List of Students having attendance below 40 % should be displayed on notice board and be communicated to the parents.
- Teacher-Guardian should counsel the students and also inform the parents regarding progress of the student and maintain the record.

(v) Student Evaluation Methods

- Student evaluation shall consist of direct evaluation methods which will comprise of all internal examinations for theory, practical, project etc.
- Direct Assessment consists of internal assessment and University Exam assessment.

Internal assessment:

- Methods of Internal Assessment for theory comprise of assessment of Unit Tests, Assignments and Sessional Examination.
- Methods of Internal Assessment for practical comprise of practical performance in lab and its record (Journal), Viva-Voce and Practical Exam.
- Methods of Internal Assessment for Project are based on individual & team performance parameters.
- **University assessment:**
 - It is done twice in a year through the semester pattern examination that they follow to evaluate the performance of students.

3. QUALITY ASSURANCE

Quality Assurance Initiative

- Academic Audit carried out by internal experts.
- Faculty development programs.
- MOUs for exchange of technical know-how, value addition.

Quality improvement initiative through Practical experiments

- To enhance the practical exposure of the students, computer laboratory is well equipped with the computers and Internet facility.

4. POLICY ON CONTINUAL ASSESSMENT

- Two unit tests should be conducted in the semester. First unit test is based on the syllabus of one unit & Second unit test is based on syllabus of two units.
- Sessional examination will be based on complete syllabus prescribed by SNTD UNIVERSITY as per university question paper pattern.
- The students should submit four assignments each based on 100% of the syllabus. Students will follow academic calendar for the submission of assignments.
- All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets, summary of marks sheets, and display of marks should be properly maintained for academic audit.

5. ANALYSIS OF ATTENDANCE

Policy on Grant of Attendance: Students as functionaries/participants in inter/intra collegiate events may be granted attendance for the limited period during which they were preoccupied in their roles as functionaries. Minimum 75 % attendance is expected to appear in the tests and sessional examination.

6. EVALUATION GUIDELINES /POINTERS

The distribution of 25 marks for the assessment of internal marks of subjects having Theory papers is as follows:

Theory Assessment Policy:

Sr. No.	Examination/ Assignments	Marks
1	Assignment	04
2	Punctuality, overall Performance	05
3	Unit Test-I	02
4	Unit Test-II	04
5	Sessional Examination	10
	Total	25

Practical Assessment Policy:

Sr.No.	Examination/Assignments	Marks
1	Journal	10
2	Punctuality in submission of practical	05
3	Performance	05
4	Viva Voce	05
	Total	25

7. Policy for Weak and Bright Students

Criteria for identifying academically weak students:

- Students having more than 50% backlog in the theory examination of latest declared results of SNDT University, Mumbai.

Action to be taken for weak students:

- Remedial/Extra classes should be conducted with appropriate focus on the subject/topic codes in which the students are found to be weak.
- Personal and Academic counseling through teacher guardian scheme.

Criteria for identifying academically bright students:

- Top ten scorers in the latest declared results of SNDT University examination.
- Students securing more than 75% marks (rounded off to higher integer) in Internal exam.

Measures for academically Bright Students:

- Guiding sessions for career planning or higher education through Teacher guardian scheme.
- Preparing the students for Higher Studies and facilitating them for the entrance examination procedure like MBA, MCA.
- Encouraging the bright student for In-house Software Development.
- Encouraging the students for participating in intercollegiate activities.

8. STUDENTS FEEDBACK

Students' feedback is considered to introduce innovative practices & improve teaching learning process.

(a) Student's Feedback of Faculty on Teaching Learning Process

- Feedback in the standard format is conducted by Principal once in a semester. Remarks on feedback are conveyed to the head of the department for necessary corrective action. Corrective action taken is communicated to the office of the Principal.

- The faculty whose performance is good in the academic year is awarded as best teacher award.

9. PROJECT WORK IN THE FINAL YEAR OF THE COURSE

The project coordinator displays the list of project groups with their selected/allotted guides. Progress seminars are conducted as per schedule in academic calendar, wherein the students present their progress of the work before the project review committee.

The committee evaluates their work with respect to the following rubrics:

1. Understanding the background and topic/Content of the progress report or seminar
2. Knowledge about existing system/Literature Review
3. Technical design and findings of the system/technical content
4. Presentation skills
5. Viva voce (Individual/group)

The departments should ensure that the evaluation is done at individual and group levels.

- The project review committee gives valuable suggestions to carry on with the decided project.
- A project guide maintains record as per the defined format and the students meet their guides from time to time for guidance.
- The project coordinator provides guidelines for writing the final project report and the students are expected to submit it to the department within the stipulated time frame.

10. POLICY ON CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The student council of BCA is planning and organizing curricular or co- curricular and extracurricular activities/events of their interest/relevance and provide platform for the students.

11. Resource Person

This provision facilitates:

- involvement of Industry persons / academic experts in teaching Learning
- understanding applications of the subjects in the industry.
- knowing the latest technology in the subject/course/program.
- Students for improving their personality as well as soft skill.