ACADEMIC PROCESS

1.0 PURPOSE
- To implement various academic activities and processes of Sasmira's Institute of Commerce and Science (SICS) as prescribed by University of Mumbai.
- To establish and maintain documentation of ACADEMIC processes at Sasmira's Institute of Commerce and science (SICS) that meets the requirements of all the stakeholders.

2.0 INTERESTED PARTIES
- Faculty
- Students
- Staff
- Statutory Bodies(University, DHE)
- Accreditation bodies (NAAC)

3.0 SCOPE
- This procedure covers
  - Student related academic activities and curriculum implementation
  - Faculty related academic activities and procedures
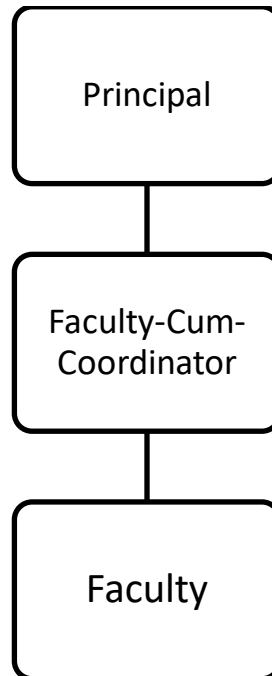 - Monitoring and effective delivery of knowledge to students

4.0 PROCESS OBJECTIVES

Sr. No.	OBJECTIVES	QUANTIFIED PARAMETERS
1	To ensure students and faculty have interactive session	Rolling Plan and faculty log book
2	To maintain pertinent records	To ensure the safe keeping of the records for the prescribed & predetermined time.
3	To undertake day to day activities for proper functioning of the Institute with applicable statutory and regulatory requirements	Positive feedback for a continual period of one year with 65% favorable.
4	To identify, record and manage areas of risk concerning the various operations and impacting the academic tasks	Documentation and maintenance of feedback related information.

5.0 DEFINITIONS / ACRONYMS
- DHE : Directorate of higher Education
- Faculty : Includes Full time and Visiting / Guest Faculty
- QMS : Quality Management System
- SICS : Sasmira's Institute of Commerce and science (SICS)
- University : Mumbai University

6.0 FUNCTIONAL CHART

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┌─────────────┐
│  Principal  │
└─────────────┘
       │
┌─────────────┐
│ Faculty-Cum-│
│ Coordinator │
└─────────────┘
       │
┌─────────────┐
│   Faculty   │
└─────────────┘
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7.0 ROLES, RESPONSIBILITIES AND AUTHORITIES
7.1. Principal
- Responsible for the overall functioning of the institute, which includes the planning, implementation and control of the academic functions and processes of the SICS.
- Assigns resources and monitors application as required for smooth operations.
- Communicates with concerned persons, relevant information concerning academic operations.
- Monitors and reviews progress of academic process operations and outputs as per requirements.
- Continually, ensures improvements in efficiency and effectiveness of the administrative process so as to achieve growth and cost objectives of the Institute.
- Authorizes implementation decisions and seeks performance reports and feedback concerning all academic activities.
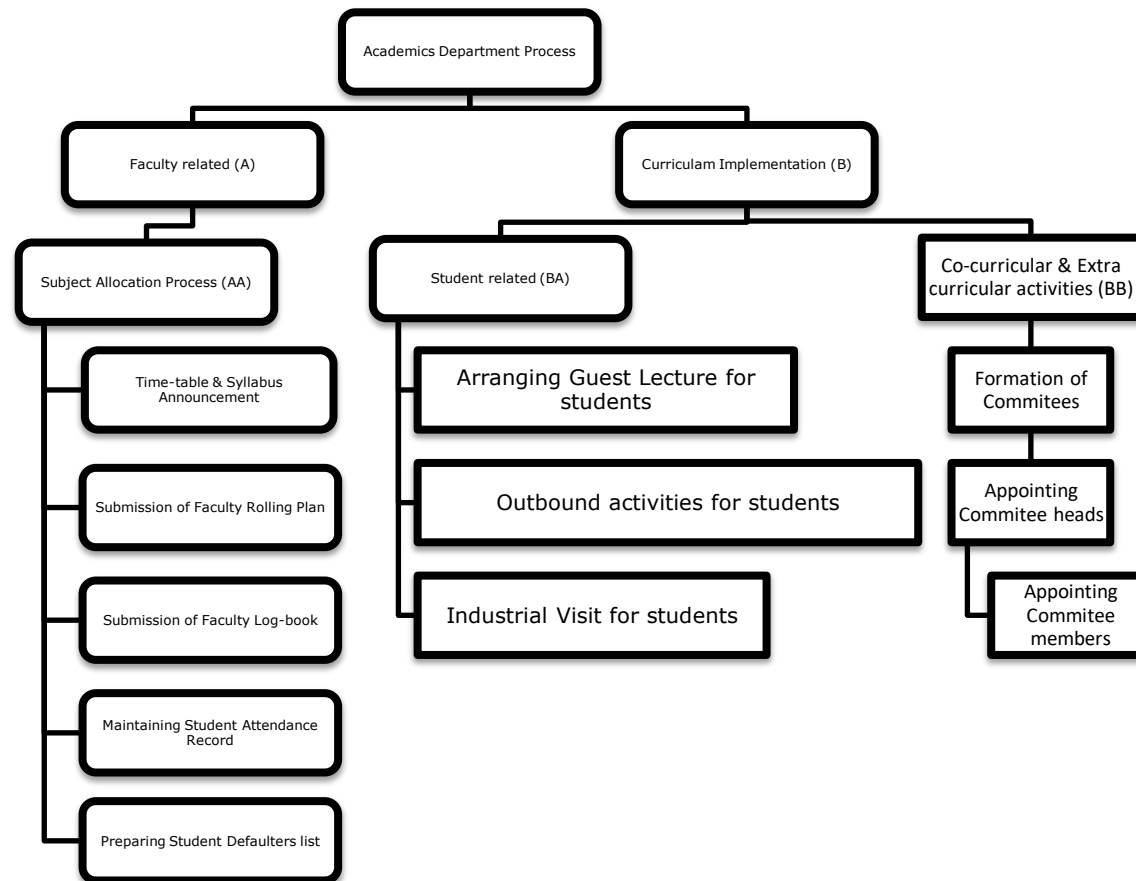- Planning and control of all accreditation related activities

7.2.Faculty-Cum-Coordinator

- Responsible for the planning and implementation of Academic activities to meet the requirements of the institute.
- Communicate and provide all relevant information concerning academic processes, procedures to the students and all concerned persons as per the guidelines of the University.
- Ensuring the smooth functioning and regular availability of the resources required by the Students, faculty and Staff of the Institute.
- Obtain performance feedback from students, faculty and staff concerning administrative processes.
- Prepare, student's monthly attendance
- Prepare monthly attendance of visiting faculty
- Coordinate with Administrative department of SICS for processing of monthly remuneration of visiting and guest faculty
- Interact with the class representative on regular basis to get feedback on issues pertaining to academic
- Assist exam department for smooth conduction of examination.
- Participate and support all activities concerning accreditation related processes.

8.3. Faculty

- Faculty includes Full-time and Visiting Faculty
- Full-time and Visiting Faculty have to perform the task assigned by the Faculty-Cum-Coordinator

8.0 Functional Processes

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                          Academics Department Process
                                      |
              +-----------------------+------------------------+
              |                                                |
      Faculty related (A)                        Curriculam Implementation (B)
              |                                                |
   Subject Allocation Process (AA)              +--------------+---------------+
              |                                 |                              |
   +--- Time-table & Syllabus          Student related (BA)        Co-curricular & Extra
   |    Announcement                          |                    curricular activities (BB)
   |                                          |                              |
   +--- Submission of Faculty          Arranging Guest Lecture       Formation of
   |    Rolling Plan                   for students                  Commitees
   |                                          |                              |
   +--- Submission of Faculty          Outbound activities           Appointing
   |    Log-book                       for students                  Commitee heads
   |                                          |                              |
   +--- Maintaining Student            Industrial Visit for            Appointing
   |    Attendance Record              students                        Commitee
   |                                                                   members
   +--- Preparing Student
        Defaulters list
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9.0 Academic Process
10.1 Faculty related
- **Allocation of Subject**
  - Subjects have been allotted to the faculties as per their academic expertise and area of interest.
- **Announcement of the Lecture timetable and syllabus**
  - Preparing of Lecture Time Table considering the Holidays and the availability of the resources.
  - Syllabus of all the available courses follows as prescribed the University of Mumbai.

- **Submission of Rolling Plan**
  - Faculties need to submit their Rolling plan of their respective subject (Annexure)
  - Individual meeting of each faculty with Principal to discussed the rolling plan and teaching requirements

- **Preparing of Faculty Log-book**
  - Faculties are maintaining their "Log Book" which includes the details of the topic and lectures covered

- **Maintaining Student's Attendance record**
  - Faculties to take students attendance and maintain attendance sheet of their respective subjects
  - Faculties to submit their respective subject attendance sheet to the course Co-ordinator for analysis of student's attendance record

- **Preparation of Student Defaulter list**
  - Check the attendance sheet of all subjects
  - Make a defaulter list as per University Norms
  - Submit the list of student defaulters to administration department of SICS for parent intimation

10.2 Curriculum Implementation
- **Student related Activities**
- **Guest lecture of the industry experts for the student**
  - Arrange on general topic as syllabus of students
  - As per the convenience of the guest speaker, schedule the guest lecture
  - After the lecture there will be question-answer session for the students

- **Out Bound**
  - Outbound conducted for enhancement of team building and leadership skills
  - Arranged in beginning of the session.

- **Industrial Visit (I.V)**
  - Industrial Visit Committee members finalize the location for Industrial Visits
  - I.V. Committee sends the indent to Executive Director, SASMIRA for approval.
  - After Approval, Indent is forwarded to Purchase Department, SASMIRA for finalization of Tour Operator.
  - After finalization f tour Operator, details are share to SICS

10.2.1 Co-Curricular & Extra Curricular Activities

➢ **Formation of Committees**

-Different committee exists for the smooth functioning of the college activities.

Name of the Committees

-Cultural, Sports, Discipline, Campus, Industrial Visit, Women's Development Cell, Women's Harassment Cell, Anti-Ragging.

➢ **Committee Head**

- Each Committee is headed by one Faculty and one student.

➢ **Selection of Student's Committee Head**

- Administrative office announces the application for selection of Student's Committee's Head.
- Interested students apply for the position.
- Students are called for interview for selection procedure.
- Faculty Committee Head finalizes the members for each committee.