

## Curriculum Planning & Implementation

### SOP (Standard Operating Procedure)

#### About ACBCS

The Ashoka Center for Business & Computer Studies, Nashik is a co- education Institute Established in June 2009 by Ashoka Education Foundation with various courses of Higher Education. It is Affiliated to Savitribai Phule Pune University (SPPU). ACBCS offers high-quality programs in different areas Computer Science- B.Sc(CS) & M.Sc(CA) and under commerce it offers Bachelors in Business Administration in Computer Applications (BBA-CA), Bachelors in Business Administration (BBA) and Bachelors in Commerce (B.Com). Institute has highly qualified and experienced faculty on its roll. The laboratory, computer and library facilities in all Departments are well developed. The College also has a Central Library and Central Computing Facility. Institute gives substantial emphasis on the teaching learning process. An institute also provides unlimited broadband internet facility to the students. Besides national journals, international journals are made available to the students and the faculty. The teaching programme also gives emphasis on practical training and internships. The ICT facilities and other e-learning resources are adequately available in the institute for academic purposes. The institute has following vision and mission.

#### **Objectives of ACBCS**

- Create computer professionals to meet the organizational needs of IT industry.
- To encourage all-round development of the individual.
- To develop a basic and advance understanding of concepts, strategies, tools and techniques.
- To provide basic training in Management theories to work in corporate sector.

#### **Our Vision**

"To embed need based knowledge through holistic approach to create responsible future generation with deep rooted ethos of Indian culture and tradition."



## Our Mission

"To make our students thinker for self exploration with technical and skill specific knowledge to create young professionals."

The vision and mission statements of the institute are communicated through parents' meet, student meetings, orientation of Students, faculty and staff, department meetings with faculty and staff, Unit Meetings meetings etc. The vision and mission statements of the institute are displayed at prominent places. The planning and implementation of curriculum is carried out in most effective manner through a well planned and documented process.

### 1. CURRICULUM PLANNING

The curriculum is crafted by the concerned Board of Studies (BOS), which comprises industry experts, academics, and BOS members. Following its preparation, the curriculum undergoes final approval by the university's academic council before being published on the university website. Each academic year, the affiliating university issues an academic calendar and guidelines detailing semester commencement and conclusion dates, as well as schedules for in-semester and end-semester examinations and holiday periods.

The Principal gathers inputs from various sources such as IQAC, Academic Committee which includes Head of Department & Department coordinators. Based on these inputs, discussions are held among the Principal, Head of the Department (HOD), department coordinators, Physical Director, and Head of Cultural Activities to formulate the academic calendar for the college. The are documented by department coordinators. The finalized calendar is distributed to all departments. Each department then creates their Department Academic Calendar in consultation with their department faculties. Prior to the start of the semester, the Principal convenes a meeting with all teaching and non-teaching staff. Additionally, students are notified of the semester commencement through a student orientation at the start of semester and through the what's app system.

Head of the Department is to conduct a meeting with all staff before commencement of semester. The course allotment is done by Head of the Department and teaching plan of each course is prepared in line with department academic calendar by individual course teacher. The planning and implementation of curriculum is being monitored through Academic

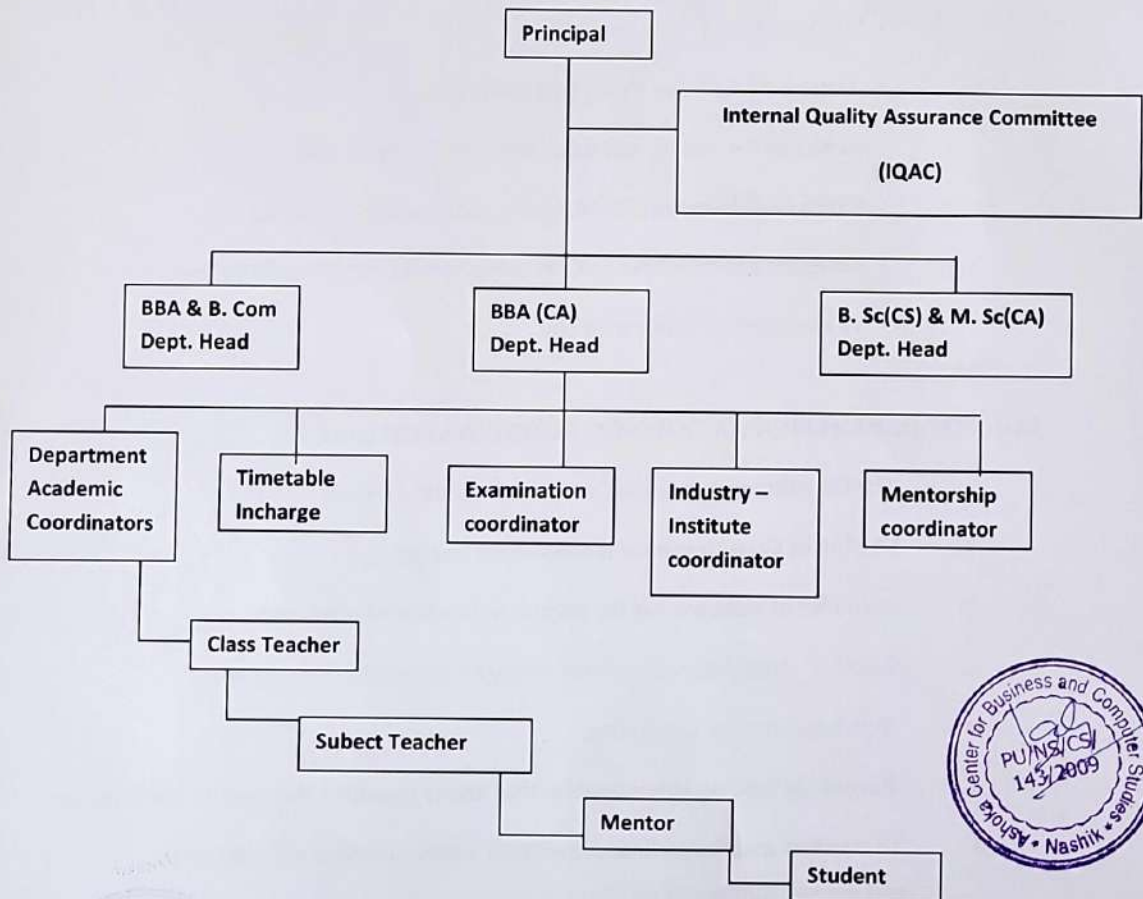




Committee. This committee decides the role and responsibilities for class teacher, subject teacher, mentor etc.

### ROLE AND RESPONSIBILITIES OF ACADEMIC CORE COMMITTEE (ACC)

The Academic Core Committee (ACC) is responsible for all academic aspects to ensure the effective planning and implementation of curriculum. The ACC is headed by Principal and comprises of Heads of all departments (HOD) and Department Academic Coordinators (DAC). It is supported by Class Teachers, Subject Teacher and Mentor. Academic Core Committee (ACC) is responsible for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department. Figure 1 depicts the organisation structure of academic monitoring committee.



- a. The Academic Core Committee (ACC) is responsible provide guidelines to department coordinators and collect information from departmental coordinators and convey it to the Principal for corrective measures, if required.
- b. ACC will prepare Academic Calendar and submit the same to Principal for approval and same is to be forwarded to all the departments at least 10-15 days before commencement of semester. ACC should collect the following information for smooth conduction of academics.
  - Term start and end dates.
  - Public Holidays.
  - Dates for Mid Term Tests, End Term Test.
  - Schedule for various cell wise, department wise events
  - Schedule of Industrial Visits, Guest Lectures, add on courses etc.,
  - Dates for annual events –cultural days, sports meet, Annual Gathering
  - vi. conferences, seminars if any

### **ROLE OF DEPARTMENT ACADEMIC COORDINATOR (DAC)**

The Department Academic Coordinator should monitor:

- a. Sharing of Class time table through class teacher.
- b. Activities of class teacher for smooth conduction of academics.
- c. Students' Attendance monitoring through half monthly ERP reports.
- d. Syllabus coverage monitoring.
- e. Records of sending letters/SMS to the parents regarding their wards' performance.
- J. To conduct meeting or interaction with subject teachers (if required) and prepare minutes of meeting.



**ROLE OF CLASS TEACHER**

- a. Ensuring the Roll call list, students' and their parents/ local guardians' data with address, mobile number, email ids etc. is in place.
- b. Monitoring the attendance of their class and sending warning letters to students who are not having upto the mark attendance and interacting with parents.
- c. Monitoring conduction of lectures and Practical regularly and making alternative arrangements in case of faculty is on leave and see that same must be recovered by subject teacher taking extra lectures if required. He/She will also inform the Head of Department about making substitute arrangement for lectures and practical when a faculty is on leave.
- d. Informing students about their attendance.
- e. Communicating internal examination time table and other academic activities to the students well in advance.
- f. Preparing defaulters List at the Mid & end of smster
- j. Maintaining informal feedback from students (if any).
- k. Monitoring late reporting student.

**ROLE OF SUBJECT TEACHER**

Subject Teachers will be responsible for all the academic aspects for

- a. Preparing and maintaining course file, taking attendance for each lecture/practical.
- b. Maintaining the daily attendance report and send SMS to the parents of absent students through ERP.
- c. Providing subject notes, question bank, assignments to students.
- d. Periodic conduction of internal examinations, make-up classes, lectures for slow learners etc.
- e. Industrial Liaison, training and visits.
- f. Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counselling,





- setting and evaluating test papers, arranging and conducting tests, conduct of Local/University examinations, implementation of project for students, setting and evaluation.
- g. Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry.
  - h. Student's activities as an adviser to student associations, co-curricular and extra-curricular activities.
  - i. Administration which may be departmental and or institutional as member/convenor of some committee.
  - j. Professional activities i.e. involvement in professional and technical societies.
  - k. Continuing education activities (FDP/Seminars/Workshops/Expert Lectures /Swayam, MOOC courses etc.) both as an organizer and (or) as a participant.

## OBJECTIVES AND ROLE OF A MENTOR COORDINATOR

### Objectives of Mentoring

- To understand the students' needs and potential
- To personally help the students to improve upon in academics, soft skills, personal development etc.
- To guide the students to overcome the problems in academics and personality development.
- To enhance peer interaction.

### Role of Mentor Co-ordinator:

- a. Departmental Mentor coordinator should distribute the hard copy of Mentorship Diaries to the department mentors.
- b. Departmental Mentor coordinator must maintain the list of the students and respective mentors.
- c. Departmental Mentor coordinator must monitor the records of all department mentors on regular basis and report to the HOD.



**ROLE OF A MENTOR****Roles and Responsibilities of Mentors**

- a. To collect the list of allotted students and Mentorship diaries for updating the students' records.
- b. To collect the "student's Information" from the respective class teacher.
- c. To establish the contact with the parents through telephonic discussion, appraise them about the development of their ward.
- d. Conduct meeting with students.
- e. To act as a Counsellor, Guide and Philosopher of the student.
- f. To encourage the student to have open dialogue.
- g. To record the observations about the student viz. achievements, doubts, fears, grievances.
- h. To evaluate the student's ability, strengths and weaknesses.
- i. To help the students to over-come their weaknesses and strengthen the abilities to excel in his/her defined objectives.
- j. To submit the mentorship diaries to Head of Department (HoD) at the end of term. Mentors can collect those files from HoD before the start of next academic Session.
- k. To maintain utmost secrecy about the matters disclosed by the student during counseling.
- l. To maintain the following records
  - i) Student Information, Mentoring Record of students according to academic, SWOT analysis, short & long term, short term goal and attendance of students

**ROLE OF A LABORATORY INCHARGE**

- a. Dissemination of Vision, Mission statements into laboratory.
- b. Maintain dead-stock register.
- c. Preparation of laboratory manual.

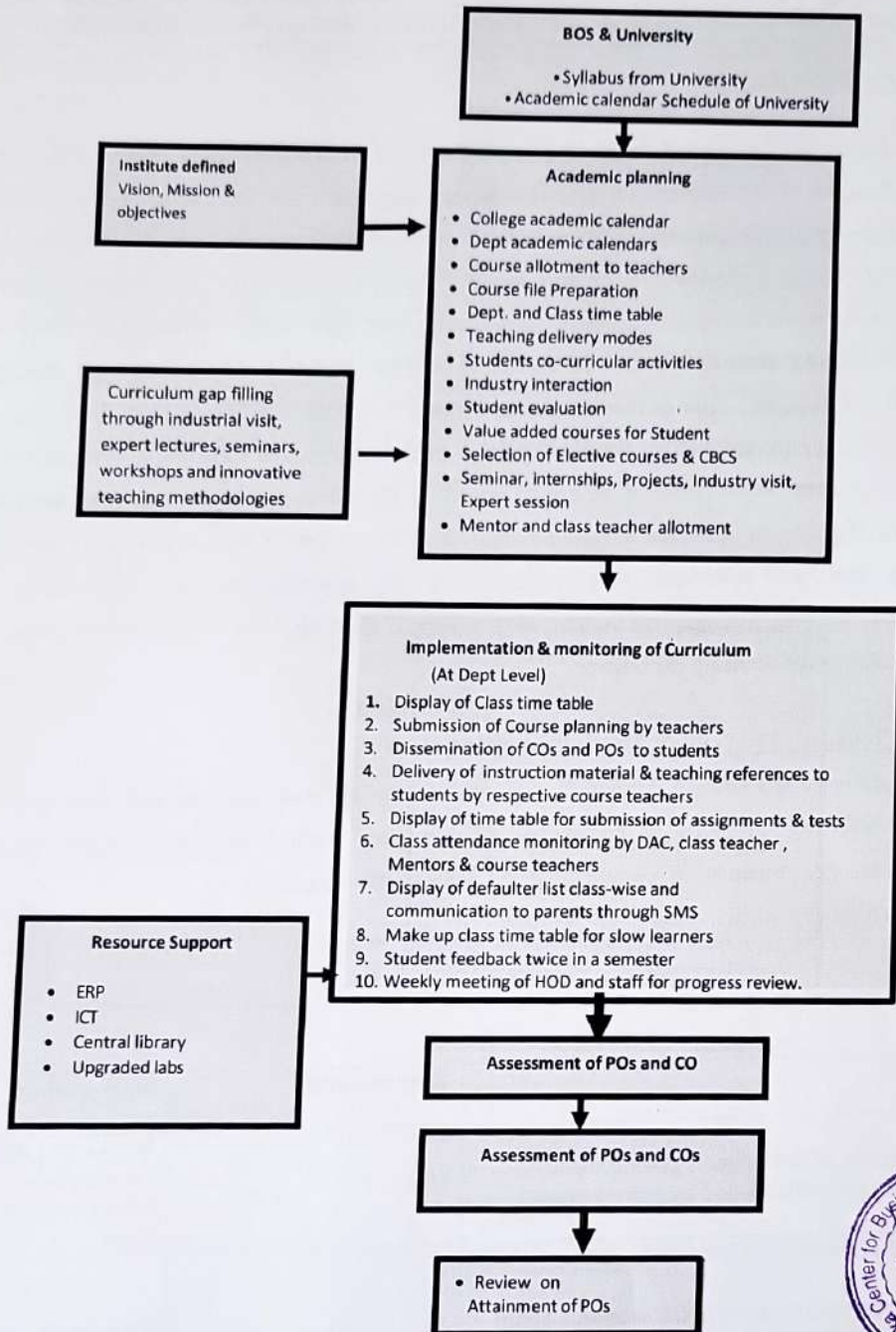


- d. Display of information related to Lab time-table, Total laboratory cost, List of major equipment, Lab area, Standard operating procedures (SOPs).
- e. Display of Models, Charts, Slides etc.
- f. To monitor condition of an equipment, to conduct preventive and predictive maintenance, calibration, annual maintenance contract of laboratory equipments.
- g. Suggest new equipments to meet the need of teaching, erection/installation and commissioning of new equipment, Procurement of consumables etc. before the implementation of revised syllabus (if any).
- h. Determine size of the batch, Number of sets, Demonstration kits etc. to be arranged.
- i. Preservation of sample Journal copy.
- j. Conduct mock practical/ or oral examination for batch allotted to you.
- k. Maintain laboratory utilisation register, equipment utilisation for specific work.
- l. Maintain testing and consultancy (if any) records conducted in laboratory.
- m. Periodic feedback from students about working of instruments and special need.
- n. Make a laboratory budget.
- k. Monitor laboratory safety and cleanliness.





## PROCESS OF EFFECTIVE CURRICULAR IMPLEMENTATION:



## Preparation of Teaching Plan:

Subject allocation is determined under the supervision of HODs, involving discussions with department faculties. The departmental timetable is then prepared based on the subject allocation. Faculty members create comprehensive Microplans to ensure effective curriculum delivery within the designated time frame. Subsequently, subject teachers develop course files, incorporating subject Microplans, study materials, question banks, assignments, and other details, ensuring alignment of COs and POs for each course. Schedule of Internal (Mid Term & End Term), In semester, external examinations are displayed time to time. Training, induction, guidance is imparted to newly joined faculty for building and maintaining academic culture in the college. An Orientation programme is conducted for students before start of semester. Imparting guidelines for subjects & their teachers, academic & Department ,calendar upgrading innovative and creative teaching learning process, methodology, tools and techniques at periodic intervals by implementing advanced concept of pedagogy, ICT, learning management system, student centric methods, participative learning etc. for enhancing teaching and learning experience.

## 2. Curriculum Delivery & Implementation

Curriculum delivery is a strategy by which a curriculum enables students to achieve their learning goals. The processes involved in curriculum delivery are teaching, learning support, advice, guidance, interaction, mentorship, participative and collaborative learning.

Following is a process of it.....

### **PROCESS:**

Sr. No.	Activity	Responsibility	Stage output
1	Distribution of the subjects among faculty members per policies laid by management.	HOD	Workload Load Distribution Subject allocation chart
2	Prepare Timetable for the Class room. Display timetable on department notice board and outside classroom. Prepare individual, class wise, department wise and master time table. Review and revise time table as per requirement	Time table In charge	Time table ( Master, Class wise, Department wise, Individual faculty, Remedial Time Table)



3	<p>Divide unit into number of topics as per syllabus requirement.</p> <p>Prepare micro plan. Considering lectures, interactive sessions, experiential learning, project based learning, computer assisted learning, seminars and other student-centred and outcome based learning methods and recent advancement in respective subject. Communicate micro plan to students in the beginning of semester.</p>	Faculty	Micro plan
3	Get micro plan approved from management	HOD & Principal	Micro plan
4	<p>Prepare course file. The file shall contain</p> <ol style="list-style-type: none"> <li>1. Institute and Department Vision, Mission, Quality Policy, Quality Objectives, POs and COs</li> <li>2. Academic &amp; IQAC Calendar</li> <li>3. Individual Time table</li> <li>4. Syllabus Copy</li> <li>5. Study material</li> <li>6. Teaching plan</li> <li>7. CO and PO Mapping</li> <li>8. Teaching Material</li> <li>9. Multimedia/e-learning resources (presentations, audio, still images, animation, video, MCQ question bank etc. in digital/soft copy form) if applicable</li> <li>10. University and Test Question Papers.</li> <li>11. Evaluation Blue print / schedule</li> </ol>	Faculty	course file
5	Get admitted student list from admin and division wise list of students	Class Teacher	Class Attendance list
6	<ol style="list-style-type: none"> <li>1. Provide excellent learning environment in class room. Class room must have</li> <li>2. White board visible from all corners</li> <li>3. Sufficient lightings</li> <li>4. Teaching aids like projector, CPU, Keyboard, slide changer etc</li> </ol>	Admin & Class Teacher	Ready to use class room
7	<ol style="list-style-type: none"> <li>5. Take student attendance</li> <li>6. Revise last topic</li> <li>7. Lecture on current topic</li> <li>8. Assignment's / Homework</li> <li>9. Next topic to be taught in next lecture</li> </ol>	Faculty	Lecture delivery & Attendance
9	Monitor students attendance through Monthly attendance monitoring system	Class teacher and coordinator	Monthly reports
10	Monitor Syllabus completion status	HOD	Syllabus completion report





10	Feedback for improvement of teaching learning	HOD	Students faculty feedback
11	Class observation by Coordinator / VP	Coordinator / HOD	Class observation sheet

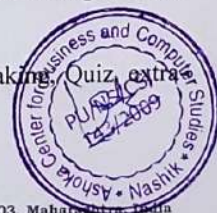
The institution focused on student-centred methodologies, with a strong focus on experiential learning, participative learning, and problem-solving approaches to enrich the overall educational experience. Following are suggestive teaching learning student centered methodologies .....

### Experiential Learning:

- 1. Laboratory Work:** Students of BSc(CS), BBA(CA) and MSc(CA) have practical as compulsory Experiential factor.
- 2. Project & Internship:** These projects generally simulate real-world situations, giving students hands-on experience to apply education.
- 3. Educational Visits/ Excursion:** Connecting theoretical concepts to real-world by organising Field Visits, Industrial visits, study tours etc.
- 4. Language Lab:** Utilize the language laboratory to enhance personality and communication proficiency.

### Participative Learning:

- 1. Group Discussions:** Structured small-group talks improve critical thinking and communication.
- 2. Peer Teaching:** Students reinforce their understanding and offer diverse views by teaching their peers.
- 3. Role-Playing:** By putting course concepts into practice, acting out scenarios improves comprehension.
- 4. Debates:** Students learn critical thinking and communication by researching, expressing, and defending their opinions in structured debates.
- 5. Student Presentations:** Presenting research, conclusions, or viewpoints boosts students' public speaking skills and confidence.
- 6. Activity-Based Learning:** Showing abilities at Book review, highlight of Union Budget, Shark Tank, sport meets, Buzz-Bid and annual gathering.
- 7. Competition:** Participation in several curricular competitions such as poster making, Quiz, extra-curricular like kite making, kavi sanmela etc.



8. **Events:** Students are involving and organising various types of events as a volunteer for Indradhanushya gathering, Udaan Intercollegiate competition, teacher's Day, Women's Day, etc.
9. **NSS:** Organising campaign, street play, social activities like awareness about sanitary Pads, education value, village cleanliness, shramdan, Medical Camp, awareness rallies, etc.

**Problem-Solving Learning:**

1. **Research-Collaborative Problem Solving:** Encouraging group collaboration for research activities. E.g. SRPS(Students Research Project Scheme)
2. **Case-Based:** Using case studies to present complex issues, where students analyse, identify problems, and propose.

**ICT- enabled tools**

Teachers frequently utilize ICT tools to boost teaching effectiveness. Some of the initiative taken by college for making the teaching-learning system ICT enabled:

1. **Digital Assessment Tools:** Faculty used Google meet or Zoom to conduct tests and for lecture delivery. Faculties prepare online quiz for students after the completion of unit with the help of Google Forms, Quizz.com etc.
2. **E-books and Digital Resources:** Teachers use e-books and digital resources to supplement traditional textbooks. Enhanced resources with multimedia elements offer engaging learning experiences.
3. **Communication Tools:** Teachers use communication tools such as email, messaging apps, and online discussion forums to stay connected with students, parents, and colleagues.
4. **Multimedia Presentations Tools:** Presentation software like PowerPoint enables teachers to create multimedia-rich lessons.
5. **Zoom/Microsoft Teams:** departments wise webinars, workshops and guest lectures are conducted on the new developments for effective teaching and learning by Industry experts and Alumni on Zoom platforms.
6. **MOOC Platform (NPTEL/Udemy/Edx):** Faculty as well as students completing online MOOC courses to enhance their knowledge in their respective subjects.
7. **Computers and Projectors:** are installed in all classrooms to incorporate new pedagogies in the teaching-learning process like to show videos related subjects.





### 3. Academic Monitoring Process

HOD & Department academic coordinators monitors the progress of syllabus coverage time to time..

**Following activities related to academic monitoring are carried out through ERP:**

- Preparation of Timetable: Class wise, Laboratory-wise, Classroom-wise, Individual,
- Preparation of Teaching Plan
- Attendance Monitoring
- Syllabus coverage Monitoring
- Continuous Assessment
- Internal Examination schedule, result analysis
- Upload of study material on ERP, Google Classroom
- Students feedback
- Parents Meet



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