



Academic Guidelines

1 message

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Cc: Director DMIMCS <director@moonjeinstitute.com>

Dear Sir/Madam

Kindly refer following academic related guidelines

1. Teaching Plan - Prepare the teaching plan in the format attached herewith and submitted by 5th July 2021 to academic coordinator.
2. 100 % syllabus completion will be by subject faculty. Apart from this 20 % topics from the syllabus can be assigned to industry expert. The faculty members will be submitting the details of topics, industry experts and schedules for the same in the given format. The coordination of these lectures will be done by the subject faculty. These sessions are to be conducted in addition to the regular sessions of timetable.
3. Daily attendance is to be sent Mr. Ashok Busare (MBA) and Mrs. Kirti Bhalerao(MCA) for data entry purposes.
4. For every subject a file is to be maintained containing : Syllabus of subject, Teaching plan, attendance sheet, lecture conducted details .
5. Record online session attendance in google meet chat window. Start by writing the subject code/ name and lecture time in chat for ease of maintaining attendance.
6. Academic calendar to include following – Academic sessions, guest sessions, Class test schedules, Placement activities, Language training sessions, Extra and co curricular activities, Mentoring sessions.
7. For each chapter pre-reads and post-reads to be shared in Google classroom.
8. In addition to the class tests, faculties can conduct concurrent evaluation as mentioned in the syllabus and according to CO mapping.
9. For MCQ practice , a question bank of minimum 100 questions is to be prepared. The number of questions on each chapter will be based on weightage of the chapter. The questions will be of low, medium , high level.
10. For subjective questions also one separate question bank covering all chapters is to be shared.
11. The ppt used will be in common format shared.
12. The faculties can use/ share study material as videos, eBooks, mobile apps etc. mentioning the reference for the same.
13. The eBooks, ejournals access to students will be given by the library through Google classroom.
14. For guest sessions the subject / industry expert to be suggested and coordinated by all faculties.
15. As per informal information received from university MBA2 exams will be in the end of July.
16. At least 2 concurrent evolutions should be conducted for MBA2 before 3rd week of July.
17. CE1 will start from 1st July 21. Prof. Sanjay Salve is going to provide with time table. CE1 will be MCQ test for 25 marks.
- 18: Faculty can conduct 2nd CE during 2nd week . CE component may be decided by faculty member as per requirement of Subject.

Thanks & Regards,
Swati Lakhhalgaonkar
Academic Coordinator (MBA)
Dr. Moonje Institute , Nashik