

SOP NO. 1
PRE-PLANNING OF SEMESTER

1. Purpose:

To prepare the SOP for Pre-Planning of Semester which will provide guidelines to academic department and will help in doing semester planning effectively.

2. Objectives:

- 2.1 To provide guidelines to the academic team regarding the step-wise process to be followed while planning for the semester.
- 2.2 To enable the concerned batch In-charge to know the start time and end time of planning for the semester.
- 2.3 To enable the academic team along with HOD and selected corporate panel member which subject to be covered in a semester.
- 2.4 To decide subject-wise faculty allocation in consultation of the Director.
- 2.5 To enable academic team to initiate communication with subject faculty for confirmation along with subject content.
- 2.6 To provide guidelines and information to the Batch In-charge and team in preparing academic calendar.

3. Scope:

This SOP is applicable to Pune Institute of Business Management, Pune for necessary preparation to make time table for MBA courses.

4. Calendar for Pre-Planning:

Sr. No	Semester	Planning period	Duration of the semester
1.	Business Orientation Program	February to 15th April	May to July
2.	Semester-I	April to June	August to 15th Dec
3.	Semester-II	November to 20th December	January to 15th May
4.	Semester-III	April to June	August to 15th Dec
5.	Semester-IV	December to 15th January	February to April

5. Preparation of Semester:

5.1 Pre-Planning Process

- 5.1.1 Concerned Batch In-Charge will check the previous proceeding year process and activities of the particular semester for which he/she is doing preparatory work before semester planning.
- 5.1.2 BI and academic team will consult director and HOD for their inputs with regard to previous year and batch for any refinement and correction required.
- 5.1.3 Concerned BI will organize a meeting with the Director, the Dy. Director, all HODs and HOD examination department for finalize the subjects, faculties, activities, different materials to be given to the students, examination plan etc. BI needs to prepare a PPT to facilitate such discussion.
- 5.1.4 Time for meeting for such discussion can be minimum 2 hours and maximum 3 hours.
- 5.1.5 The following points will be discussed in the meeting;
 - 5.1.5.1 Start date and End date of the semester
 - 5.1.5.2 Reporting date of the students.
 - 5.1.5.3 Subjects to be taught and faculty details.
 - 5.1.5.4 No. of teaching hours and evaluation hours per subject.
 - 5.1.5.5 Events- academic, placement and examination as applicable.
 - 5.1.5.6 Resources needed- No. of classroom, No. of benches, IT support and other.
 - 5.1.5.7 Rules and regulation w.r.t; grooming, discipline, hostel etc.
- 5.1.6 MOMs of such discussion should be prepared immediately for record and necessary communication to all concerned.

6. Subject Finalization:

- 6.1** For finalizing the subject BI and HOD will have meeting and HOD will also share the feedback which they received from corporates.
- 6.2** HODs will finalize the meeting with corporates for finalizing subjects. BI and academic team will share the updated list of subjects with HODs and Directors.
- 6.3** MOMs of such discussion should be prepared immediately for record and necessary communication to all concerned.

7. Faculty Finalization:

- 7.1** After finalizing the subject, faculty allotment for each subject will be done by BI team and HODs and that will be finally approved by Director.
- 7.2** For finalizing the faculty BI team will check who was taking the subject in previous years and they will also check the feedback of the faculty for that particular subject.
- 7.3** On the basis of the previous data BI team will share the proposed faculty list for particular subjects with HODs and then HOD will give their remarks and may propose some other faculty if required with proper justification.
- 7.4** The list will be shared with Director for the approval and then director will approve the same and then BI team will share the same with all the faculties.
- 7.5** The time duration for finalizing the faculty for different subjects should be minimum 2 days and maximum 3 days from the date of such discussion.
- 7.6** Once all the faculties have been finalized then BI will arrange one meeting of all the faculties who will be teaching different subject in the particular semester with their HODs and the Director. The following points which will be discussed in the meeting:
 - 7.6.1** BI will share the date by when all the faculties will share the course plan, content and evaluation plan with academics.
 - 7.6.2** BI team will prepare a list of core subjects where a corporate members can be a co-teacher. **(Annexure)**
 - 7.6.3** BI team will also discuss about the corporate who will come to teach the practical approach of the subject and for how much time that corporate will come.
 - 7.6.4** Time duration for the meeting should be min 2 hours and max 3 hours.
- 7.7** The confirmation mails will be send by BI to all the faculties and HOD will be in cc. That mail will have all the standard and deadlines to share the course plan and material.
(Annexure of mail draft is attached)**

8. Course Content preparation:

- 8.1** Faculty will prepare the course plan and content and that will be reviewed by the HODs on timely basis.
- 8.2** HOD will make one reviewer committee for their particular specialization and that committee will come twice for reviewing the course content.
- 8.3** One format for reviewing the course plan will be shared by academic team to all the HODs and then HOD will take the review which will be submitted to academics department. Same format will be used with reviewer committee further.

8.4 Once the review is done, then the deadline to be set for doing the required changes will be suggested by the review committee and HODs.

9. Evaluation plan:

9.1 Planning of evaluation will be done by faculty in advance and will submit the same to academic team and concerned HODs.

9.2 HODs will check the quality of the evaluations planned and will give feedback to the faculty based on which faculty will make necessary changes and will submit the final evaluation plan to academics and HOD.

9.3 Evaluation plan must contain:

9.3.1 Two or three presentations on the basis of SCPS

9.3.2 Test

9.3.3 Quiz

9.3.4 Unguided Sessions (Case study discussion)

9.3.5 Viva

9.3.6 Live projects/Field visits

9.3.7 Assignments

10. Preparing Study Material for students:

10.1 Academic team will collect and prepare the study material for students which will be shared to all the students before starting the semester.

10.2 Study material will contain;

10.2.1 Instruction kit (Different for BOP, Semester-I, II, III and IV)

10.2.2 Course plan with course objective and evaluation plan for all subjects. (**
Annexure attached)

10.2.3 Balance sheet for Finance classes

10.2.4 Case studies

10.2.5 Pre-readings (Will be shared on weekly basis)

10.2.6 Workbook if any

10.2.7 Books (Except subjective books like; personality development books etc.)