SHRI RAM COLLEGE OF COMMERCE

SRCC/PO/32

October 3, 2013

NOTIFICATION
FOUNDATION & APPLIED LANGUAGE COURSES
Conduct of Teaching, Activities & Evaluation; Question Bank;
Display of Award; Coordination and Monitoring mechanism

The University of Delhi in recent past has issued certain guidelines with respect to the evaluation of papers of Foundation & Applied Language Courses. In conformity with those guidelines the following norms have been set forth for information and compliance for all concerned students and teachers in the College.

1. Conduct of Teaching, related activity and Evaluation

The faculty responsible for teaching of papers of Foundation & Applied Language Courses will be responsible for conduct of related activities, counseling/mentoring and evaluation for the paper and will ensure the adherence of evaluation methodologies and evaluation process. The students should also discuss freely their queries related to the subject with their teachers.

The evaluation process must be completed by the teacher concerned **at least two weeks before the start of preparatory leave for the Term End Examinations (TEE)** for each semester under FYUP.

2. Categories/Activities for Evaluation & Distribution of Marks

Following shall be the evaluation categories and distribution of marks for them:

Project Work	25 marks	*(to be conducted by concerned teacher)*
Presentation	15 marks	*(to be conducted by concerned teacher)*
Group Discussion	15 marks	*(to be conducted by concerned teacher)*
Term End Examination (TEE)	20 marks	*(one hour duration paper with sufficient choices will be from the University)*

In the Project Work each student within a group shall be accorded equal credit on the basis of Project. In the Group Discussion 5 marks are for original queries that display critical and analytical thinking.

3. Evaluation Methodology

The following features must reflect in the evaluation of Project Works, Presentations and Group Discussions:

- (i) Group Activities
- (ii) Class Participation
- (iii) Project Work
- (iv) Hands on Activities
- (v) Real world connections
- (vi) Communication skills
- (vii) Hard work and sincerity of effort.

The evaluation process must enhance and recognize the above features.

4. Award and Display of Marks

The teacher concerned must show to the each student marks awarded to him/her and get his/her signature on the award list. The doubts of students with respect to the award of marks must be reconciled at this stage itself.

The marks awarded to the students must be submitted with the College Office by each concerned teacher at least **two weeks** before the start of preparatory leave for the **Term End Examination.**

The marks before forwarding to the University shall be displayed at the Notice Board and on the College Website <u>before beginning of the preparatory leave for TEE.</u>   One week-time shall be given to the students for pointing out errors, if any, in the award list. In case of discrepancy in the marks the concerned student must report same with the college office in writing within schedule time period for necessary correction.

5. Foundation Course Coordination Committee

There shall be a Coordination Committee comprising of at least one teacher from each foundation paper to work closely with the teachers, teaching papers of Foundation and Applied language courses, for assisting in providing better learning experience to the students and to discuss subject related issues. The Coordination Committee from time to time shall hold meetings during the semester with all the concerned teachers to discuss the progress of teaching, conduct of activities, related modalities and problems, if any. The composition of Coordination Committee is attached – Annexure I.

6. Foundation Monitoring (Oversight)Committee

There shall be a Monitoring (Oversight) Committee to ensure that teaching, related activities and evaluation process are working in lines with the spirit and norms set in this behalf. The Monitoring Committee will monitor the conduct of Projects, Presentations & Group Discussions; evaluation process and moderate the results appropriately (after recording justification for the same), if required. The Monitoring Committee shall also consider appropriately the representation given by students in the matter of his/her evaluation.   The composition of Monitoring (Oversight) Committee is attached – Annexure II.

7. Question Papers for the Question Bank

Faculty members who are teaching paper of foundation courses & applied language courses will generate question in each semester for the Question Bank. These questions will be generated on the basis of interaction of teachers with their students in the classroom. The teachers are advised to encourage and engage students in developing questions which they can discuss with them in classroom sessions.   The papers for the Question Bank must be submitted in each semester by **15th March** and **15th October** with the Principal Office in the form of hard & soft copy for onward submission to the University.

For the first semester of 2013 the questions generated must be submitted in the form of hard and soft copy by 17.10.2013 with the Principal Office.

8. Books:

The college has procured the necessary readings materials suggested for Foundation Courses in the College Library. The reading material provided by the University of Delhi for the Foundation papers is also available in the College Library. The concerned faculty, directly, and students, through their teachers, can also suggest any significant text or material in any form or books related to the foundation and applied language course that can be procured in the college library.

It must be noted that the books for these courses are to be considered only as platforms for which students and teachers can launch ideas and experiences that lead to a deeper understanding of the subject.

All concerned teachers and officials are advised to strictly adhere to the time-limits fixed for completing evaluation process, submission and display of marks.

PRINCIPAL

Copy to

The Dean of Colleges, University of Delhi
Member of Moderation (Oversight) Committee
All Concerned Faculty
Faculty Notice Board
Students Notice Board
Administrative Officer

SHRI RAM COLLEGE OF COMMERCE

SRCC/PO/32   October 3, 2013

NOTIFICATION

MODERATION (OVERSIGHT) COMMITTEE
(FOUNDATION & APPLIED LANGUAGE COURSES)

A Moderation (Oversight) Committee comprising of the following Officials has been constituted. The terms of reference for the Committee shall be as given in the clause 6 of the Notification No. SRCC/PO/00, dated 03.10.2013.

1. Principal   Chairperson (Nodal Officer)
2. Teacher In-charge, Commerce Department   Member
3. Teacher In-charge, Economics Department   Member
4. Secretary, Staff Council   Member
5. Two senior Faculty members nominated by the Principal

PRINCIPAL

Copy to
All Concerned

SHRI RAM COLLEGE OF COMMERCE
UNIVERSITY OF DELHI

FOUR YEAR UNDERGRADUATE PROGRAMME 2013-14

FOUNDATION COURSE COORDINATION COMMITTEE

S. No.	Name of the Teacher	E-mail Id (s)	Contact No.	Name of the Foundation Course to be taught
1.	Mr. Amit Sachdeva	amitsachdeva123@yahoo.com	9899261747	Business, Entrepreneurship & Management
2.	Dr. Ravi Sharma	drrvshrma@gmail.com	9811036140	LLC – 1 (Hindi)
3.	Mr. S.K. Chawla	shailesh.chawla@gmail.com	9958900388	AC -1 (English)
4.	Mr. Vikas Madan	vik_madan44@yahoo.com vikas.rd.madan@gmail.com	9899323136	Information Technology
5.	Ms. Sunita Sharma	sunita_m78@rediffmail.com	9313006902	Building Mathematical Ability
6.	Dr. Lokesh Kumar Gupta	lokeshkrg6@gmail.com	9899453746	Science & Life
7.	Dr. (Mrs.) Preeti Singh	preeti.singh802@gmail.com	8130022629	History & Culture

PRINCIPAL

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All Concerned