



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Seshadripuram Institute of Commerce and Management
Seshadripuram, Bangalore, affiliated to Bangalore University,
Karnataka as
Accredited
with CGPA of 2.18 on seven point scale
at B grade
valid up to February 07, 2024

Date: February 08, 2019



S. L. Channu
Director



SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

(Affiliated to Bengaluru City University)
NAAC ACCREDITED 'B' GRADE

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STUDENT HANDBOOK ON CONTINUOUS INTERNAL EVALUATION

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**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**



SESHADRIPURAM GROUP OF INSTITUTIONS

Seshadripuram Public School

#22, Mother Dairy Road,
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Seshadripuram Higher Primary School

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Seshadripuram Educational Trust

Gratitude to the Founders



Smt. Late Anandamma



Smt. Late Seethamma

The Seshadripuram Educational Trust was founded in 1930 by two lady educational enthusiasts viz. Smt. Anandamma and Smt. Seethamma who started a primary school with about 20 children in two rooms. The institution has grown from strength to strength and today the total strength of students is about 24,800. The Trust runs 38 educational institutions all over Karnataka from kinder garden to postgraduate courses. The institution has about 1,100 employees including supporting and part time staff.

BELIEF

Seshadripuram Educational Trust, believes that every individual from each stratum of society needs affordable, relevant and quality education to fulfil personal aspirations.

VISION

To constantly strive towards meeting this social need by inclusion and expansion of newer streams of education in its institutions and provide world class infrastructure for learning, research and application of knowledge.

MISSION

To excel in all its activities to create an atmosphere of effective learning, generate a spirit of enquiry, induce healthy challenges and competitiveness, encourage sustainable accomplishments and ensure enriching rewards to everyone- students, teachers, trustees, members, associates and the society at large.

GOAL

To emerge as a global conglomerate of premier academic institutions, each taking pride in having nurtured knowledge that will lead to happiness, peace, harmony and prosperity.

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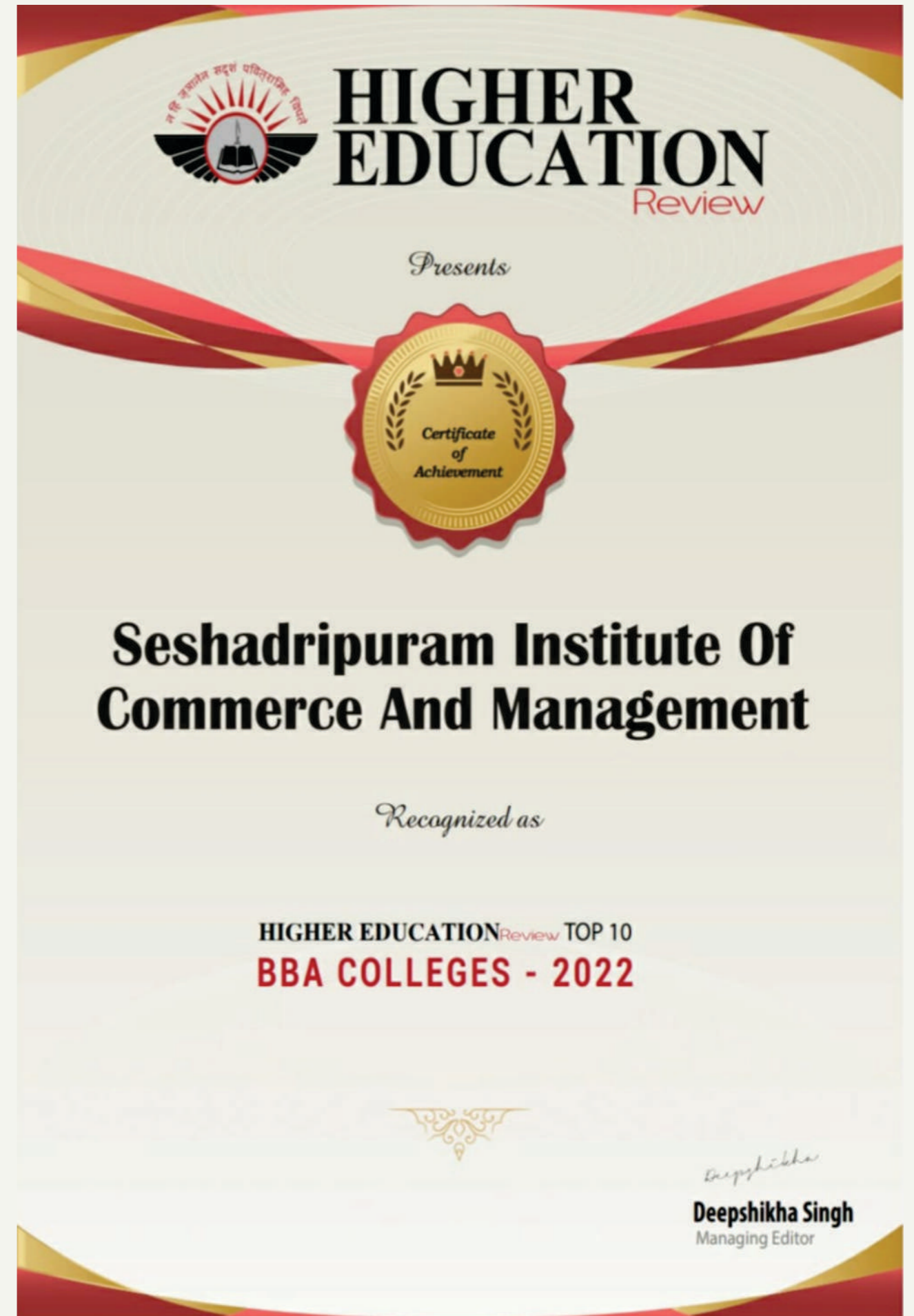
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Chairman, Governing Council

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17	Sri W. D. Vijay Kumar	Member
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21	Prof. Vidya Shivannavar	Principal
22	Mr. Amar H A	IQAC Co-ordinator
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सत्वभरिततत्त्वपूर्णध्येयसंयुता
 शेषाद्रिपुरविद्यासंस्था जयतु सर्वदा ।
 शारदाम्बाकरुणया असीमयान्वहं
 मौल्यमयशिक्षणे दीक्षितव्रता ॥
 संस्कृतिसहिता, समृद्धिभिर्युता, सत्कीर्तिराजिता.....
 नैकाभिश्शाखाभिस्सहविभूषिता
 विश्वस्तरविद्यासु कौशलमतिदा ।
 समाजाभिवृद्धिपरकार्यतत्परा
 सत्कर्मधर्मसुगुणशान्तिबोधवृष्टिदा ॥
 समत्वसाधिका, लोकमानिता, आनन्दामृतदा.....
 सत्वभरित.....जयतु सर्वदा ॥

* * * *

रचयिता
 प्रो एस्. मुरलीधरः
 संस्कृतविभागमुख्यः
 शेषाद्रिपुरं महाविद्यालयः

शेषाद्रिपुर - विद्या - संस्कार - गीतम्

सत्त्वभरिततत्त्वपूर्णध्येयसंयुता
 शेषाद्रिपुरविद्यासंस्कार जयतु सर्वदा ।
 शारदांबाकरुणया असीमयान्वहं
 मौल्यमयशिक्षणे दीक्षितव्रता ॥
 संस्कृतिसहिता, समृद्धिभिर्युता, सत्कीर्तिराजिता.....

नैकाभिश्शाखाभिस्सहविभूषिता ।
 विश्वस्तरविद्यासु कौशलमतिदा ।
 समाजाभिवृद्धिपरकार्यतत्परा
 सत्कर्मधर्मसुगुणशान्तिबोधवृष्टिदा ॥
 समत्वसाधिका, लोकमानिता, आनन्दामृतदा.....

सत्त्वभरित.....जयतु सर्वदा ॥

रचने -

प्रो. एस्. मुरलीधरन्
 संस्कृत विभाग मुख्याध्यक्ष
 शेषाद्रिपुरं कालेज





ಶೇಷಾದ್ರಿಪುರ - ವಿದ್ಯಾ - ಸಂಸ್ಥಾ - ಗೀತೆಯ ಅರ್ಥ

ಸತ್ವಭರಿತ ತತ್ವದಿಂದೊಡಗೂಡಿದ ಧೈಯದೊಂದಿಗಿರುವ ಶೇಷಾದ್ರಿಪುರಂ ವಿದ್ಯಾಸಂಸ್ಥೆಯು ಎಂದೆಂದೂ ಜಯವಾಗಲಿ ಶಾರದಾಂಬೆಯ ಅಸೀಮವಾದ ಕರುಣೆಯಿಂದ ಮೌಲ್ಯಮಯ ಶಿಕ್ಷಣವನ್ನು ನೀಡುವುದರಲ್ಲಿ ದೀಕ್ಷೆಯನ್ನು ತೊಟ್ಟಿರುವ, ಸಂಸ್ಕೃತಿ, ಸಮೃದ್ಧಿ ಹಾಗೂ ಸತ್ಕೀರ್ತಿಯೊಂದಿಗೆ ರಾರಾಜಿಸುವ ಶೇಷಾದ್ರಿಪುರಂ ವಿದ್ಯಾಸಂಸ್ಥೆಯು ಎಂದೆಂದೂ ಜಯವಾಗಿರಲಿ.

ಅನೇಕಾನೇಕ ಶಾಖೆಗಳಿಂದ ವಿಭೂಷಿತವಾಗಿರುವ, ವಿಶ್ವಸ್ತರವಿದ್ಯೆಯಲ್ಲಿ ಕೌಶಲ್ಯಯುತ ಮತಿಯನ್ನು ನೀಡುವ ಸಮಾಜಾಭಿವೃದ್ಧಿಪರ ಕಾರ್ಯಗಳಲ್ಲಿ ತತ್ಪರತೆಯೊಂದಿಗಿರುವ, ಸತ್ಕರ್ಮ, ಧರ್ಮ, ಸುಗುಣ, ಶಾಂತಿ ಹಾಗೂ ಜ್ಞಾನವನ್ನು ಮೂಡಿಸುವ, ಸಮತ್ವಚಿಂತನೆಯೊಂದಿಗೆ ಲೋಕಮಾನ್ಯತೆಯನ್ನು ಪಡೆದಿರುವ, ಆನಂದಾಮೃತವನ್ನೀಯುವ ಶೇಷಾದ್ರಿಪುರಂ ವಿದ್ಯಾಸಂಸ್ಥೆಯು ಎಂದೆಂದೂ ಜಯವಾಗಿರಲಿ. ಸಂಸ್ಥೆಯು ಸದಾ ಜಯ ವಾಗಿರಲಿಜಯವಾಗಿರಲಿ.....ಜಯವಾಗಿರಲಿ.

Seshadripuram Institutional Anthem Meaning

May Seshadripuram Educational Institution which always shines with cling of virtues, great vision, unflinching Mission, righteous goal, culture, prosperity and noble fame along with firm determination to provide valuable Education through benign blessings and boundless compassion of Mother Sharada be Victorious ever.

This Samstha with various branches constantly strives to bestow skillful knowledge with World Class Education and is gleefully interested in the task of developing good healthy Society by showering right thought and instigating Satkarma and Dharma in all to beget palpable peace. This highly respected Institution upholds equanimity to share the nectar of Ananda which makes life more meaningful and blissful.

May this ever be Victorious.....Victorious.....Victorious



Seshadripuram Institute of Commerce and Management

Quality education is the hallmark of excellence. Seshadripuram Institute of Commerce and Management is working to enhance institutional culture to "better serve the needs of an ever-changing and dynamic learning community". Since 2005, bearing the torch of education which heightens the path of life our college is here to kindle the flame of Knowledge, Truth and Tolerance. Institution strongly believes in academic ethics and hence our motto is "Inspiring possibilities". The College is accredited to NAAC (Cycle 1) with B Grade.

The college is catering around 900 students with 25 qualified teaching and 10 non-teaching staff. The college has several university ranks to its credit with gold medals for highest marks since its inception.

Vision:

- ❖ To be an institution that strives to provide responsive, significant and eternal learning.

Mission:

- ❖ To evolve as a sustainable learning community resource and a leader in creating and disseminating knowledge.
- ❖ To establish and maintain partnerships with stakeholders for quality excellence.

Institutional ethics:

- ❖ To govern the practices of the institution based on values and moral principles.
- ❖ To integrate ethical principles and goals in every action of the institution.
- ❖ To recognize, understand, harmonize and facilitate ethical integrity and making it the guiding light of all institutional endeavours.

MESSAGE FROM THE PRINCIPAL

We focus on the holistic development of student to match with the vision of the trust and to make students industry ready for employability and entrepreneurship. The implementation of National Education Policy in higher education has brought in many reforms in Continuous Internal Evaluation (CIE) system, the shift towards Outcome Based Education (OBE) model and quality of assessment has necessitated the requirements of the manual on student's evaluation with respect to attainment course outcomes. Manual emphasizes meaningful learning; evaluation linked to 'Learning Outcomes' and 'Institutional goals' with clear objective to make the Continuous Internal Evaluation system transparent, robust without disturbing the legal frame work. The efforts are made to make the whole system of CIE learner centric and 'student centric learning' by reforming the existing evaluation system. I congratulate all the Heads of the Department for providing required inputs and the editorial committee's efforts in bringing out this manual.

Prof Vidya Shivannavar

MESSAGE FROM EDITOR'S DESK

Owing to the autonomy status provided by the Bengaluru City University in deciding the nomenclature for Continuous Internal Evaluation (CIE) of newly drafted syllabus under the New Education Policy. The students pursuing the programs have to carry practical exposure regarding the courses and have practical knowledge according to requirements of the industrial standards. With the above motive, we, the editors of the handbook have compiled the data contacting the functional departments and have brought the CIE governance under one common policy for the benefit of the stakeholders.

Chief Editors

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Associate Professor
Department of the Commerce and Management

Sri. Deepak D
Assistant Professor
Department of the Commerce and Management

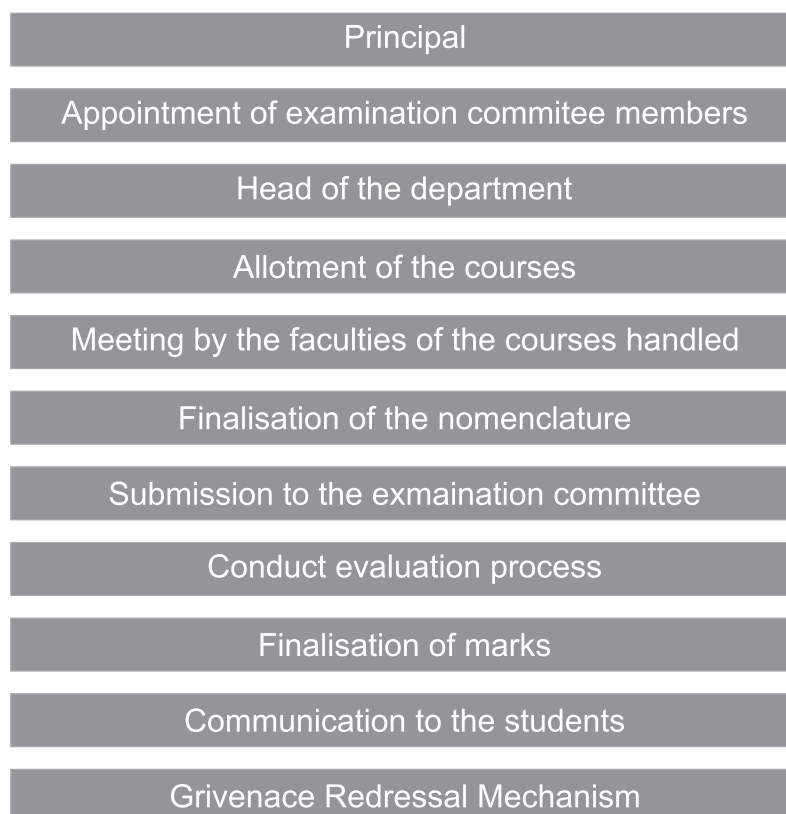
Preamble

National education policy, an initiative by Government of Karnataka, created a shift in awarding of the CIE Marks from 30% to 40% in each course. The combination of formative and summative assessment in the designed curriculum to match between the memory based assessments with skill based assessment. The memory based assessment is 20% designed with the curriculum, autonomy for the balance 20% is given by the university with different conditions which has necessitated the institution to come up with the policy for CIE.

Introduction

The Continuous internal assessment evaluation of the students is an integral part of the teaching-learning process. Institutions offering courses related to commerce and Management that is B.Com and BBA, National Education Policy has opened up the idea of major subjects and minor subjects including open electives to enhance interdisciplinary and multidisciplinary learning. The designing of the curriculum under the Board of Studies of various programs provides the options to the faculty members in deciding the practical based evaluation which is equal to the 20% of the course marks. The institution has decentralized the activity to the PAREEKSHA- Examination Committee which undertakes the responsibility of arranging the Continuous Internal Evaluation based on the requirements of the faculty with well-defined documentation process.

The process is as under:

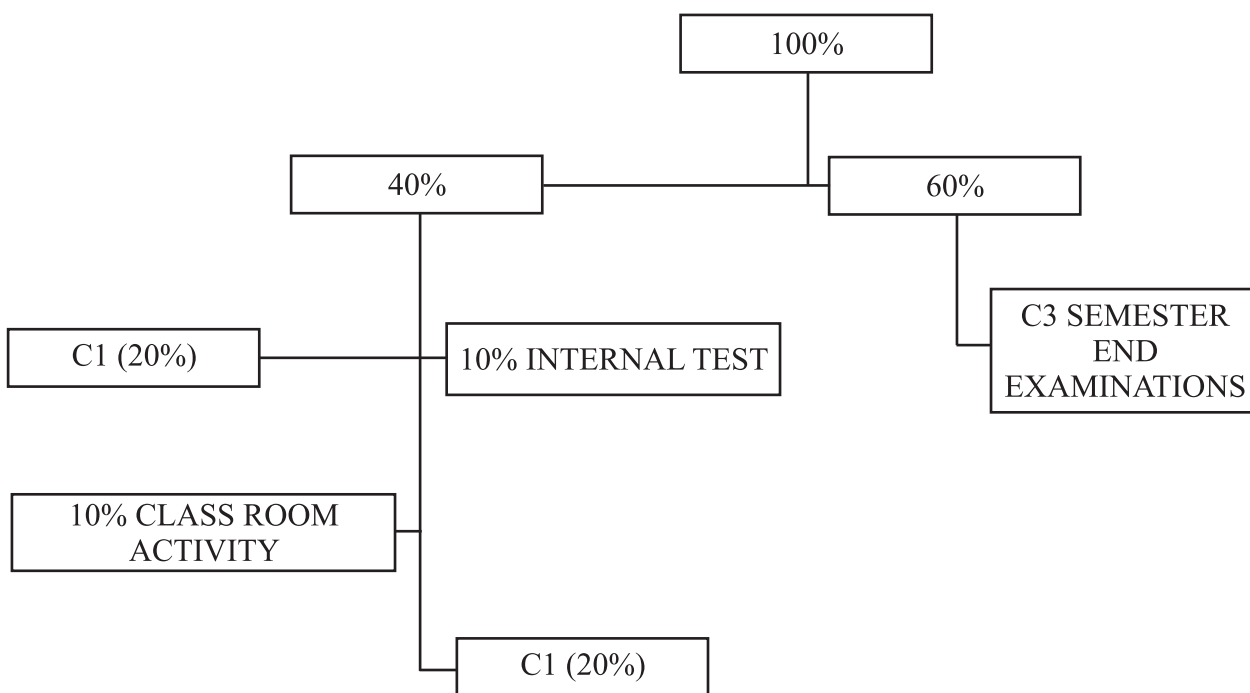


- Head of the institution nominates the members for examination committee at the beginning of the academic year.
- Examination committee members request the Head of the Departments to describe about the Continuous Internal Evaluation mechanism.
- Head of the Departments considering the allotment of the courses instructs the faculty to have a common CIE mechanism.
- Faculty members handling the courses conduct the meeting.
- Finalize the nomenclature and share with the Head of the Department.
- Head of the institution scrutinizes the proposal; the Head of the departments submit the proposal to examination committee.
- Conducting Evaluation process as per the designed nomenclature.
- Considering the semester working days, finalization of marks.
- Communication to the students for queries.

CONTINUOUS FORMATIVE EVALUATION/ INTERNAL ASSESSMENT

Total marks for each course shall be based on continuous assessments and semester end examinations. As per the decision taken at the Karnataka State Higher Education Council, it is necessary to have uniform pattern of 40 : 60 for IA and Semester end theory examinations respectively

TOTAL MARKS FOR EACH COURSE



EVALUATION PROCESS OF IA MARKS SHALL BE AS FOLLOWS.

The first component (C1) of assessment is for 20% marks. This shall be based on test, assignment, seminar, case study, field work, project work etc. This assessment and score process should be completed after completing 50% of syllabus of the course/s and within 45 working days of semester program.

The second component (C2) of assessment is for 20% marks. This shall be based on test, assignment, seminar, case study, field work, internship / industrial practicum / project work etc. This assessment and score process should be based on completion of remaining 50 percent of syllabus of the courses of the semester.

During the 17th – 19th week of the semester, a semester end examination shall be conducted by the University for each course. This forms the third and final component of assessment (C3) and the maximum marks for the final component will be 60%.

In case of a student who has failed to attend the C1 or C2 on a scheduled date, it shall be deemed that the student has dropped the test. However, in case of a student who could not take the test on scheduled date due to genuine reasons, such a candidate may appeal to the Program Coordinator / Principal. The Program Coordinator / Principal in consultation with the concerned teacher shall decide about the genuineness of the case and decide to conduct special test to such candidate on the date fixed by the concerned teacher but before commencement of the concerned semester end examinations.

For assignments, tests, case study analysis etc., of C1 and C2, the students should bring their own answer scripts (A4 size), graph sheets etc., required for such tests/assignments and these be stamped by the concerned department using their department seal at the time of conducting tests / assignment / work etc.

For practical course of full credits, Seminar shall not be compulsory. In its place, marks shall be awarded for Practical Record Maintenance.

Conduct of Seminar, Case study / Assignment, etc. can be either in C1 or in C2 component at the convenience of the concerned teacher.

The marks of the internal assessment shall be published on the notice board of the department / college for information of the students.

The Internal assessment marks shall be communicated to the Registrar (Evaluation) at least 10 days before the commencement of the University examinations and the Registrar (E) shall have access to the records of such periodical assessments.

There shall be no minimum in respect of internal assessment marks.

Internal assessment marks may be recorded separately. A candidate, who has failed or rejected the result, shall retain the internal assessment marks.

(SOURCE: BCU NEP UPLOADED DOCUMENT)

NATIONAL SKILLS QUALIFICATIONS FRAMEWORK

The progressive curriculum proposed shall position knowledge and skills required on the continuum of no vice problem solvers (at entry level of the program) to expert problem solvers (by the time of graduation):

At the end of first year	Ability to solve well defined problems
At the end of second year	Ability to solve broadly defined problems
At the end of third year	Ability to solve complex problems that are ill structured requiring multi disciplinary skills to solve them
During fourth year	Experience of workplace problem solving in the form of Internship or Research Experience preparing for Higher Education or Entrepreneurship Experience

Based on the above recommendations in the National Education Policy, the following proposal is given purely based on the stage wise

learning expected from the students to meet the given nomenclature.

(SOURCE: BCU NEP UPLOADED DOCUMENT)

**STANDARD OPERATING PROCEDURE FOR DISCIPLINE SPECIFIC COURSES UNDER
B.COM AND B.B.A**

SL NO	ASSESSMENT	STUDENT FULFILMENT	FACULTY EXPECTATION	OUTCOME
1	PRESENTATIONS	Students have to prepare as of copy and hard copy of the topic of the Presentation and present in front of their faculty.	Faculty have to give guide lines about how to do a presentation and what is the nomen clature to be followed and it is compulsory to give the topics out of what is discussed in practice a land tutorial hours.	To enhance students communication skills and help in over coming the stage fear.
2	SITUATION ANALYSIS	Students have to create a situation on their own based on the classes received by them on the courses.	Faculty has to teach them how to create situations based on the Subjects by considering only the courses that is being taught no inter disciplinary approach is expected.	Enhance visibility of students in creation of situations that are relevant to the subject matter of study under the courses.
3	PICTORIAL PRESENTATIONS	Collage based presentations either using traditional method of pasting or electronic mode using computers based on the topic should be presented by the students.	Faculty should give those topics and sufficient idea in extracting the information and presenting in the form of collage, the document has to be preserved in business lab compulsorily.	To grade the audio visual application of the students and also helping them in devising to presentations in concise method.
4	MONO DEPARTMENT CASE STUDIES	Students will be given common case study and divided into groups facilitating discussion and presentation.	Faculty should teach them how to analyze the case with perfect nomenclature and out come.	It is to enhance the exercise of peer exchange of ideas and division of presentation
5	INDIVIDUAL FIELD WORK	Students have to prepare a questionnaire containing near 10 questions and obtain responses from atleast 30 people.	Faculty has to help them indesigning the questionnaire in their practical classes.	To improve the students analytical skill and help them in coming out of bias based statements.
6	SEMINARS	Students have to come prepared for the topic given for the seminar and openly express their ideas on the same.	Debate based seminars has to be arranged based on the burning issues of Commerce relevant to the course that is taught.	Help students in upgrading to the latest developments in their courses and also communicate in this regard.

7	INTER DISCIPLINARY CASE STUDY	Students have to analyse cases involving more than one department in the organisation structure of functional areas of management.	Faculty has to bring in the attitude of making student understand the impact of decision of one department on the other department based on which the cases has to be selected.	To groom students to be the future leaders by instigating the attitude of empathy in the overall organization structure.
8	FLIP FLOP	It is the situation where the students have to create a question to the answers given by the faculty.	Faculty teaching number based subject can do this exercise by displaying the answers and asking students to frame questions.	To give insight on purpose of learning with both dimensions of facilitator and learner.
9	PAPER PRESENTATIONS	Students have to present a paper in a conference on the topic that is prescribed.	Faculty has to teach how to write research paper in the practical classes that they take.	It is with an intention to inculcate the attitude of research backed with intention of how to express the research.
10	INDUSTRIAL VISITS	Students have to mandatorily attend the industrial trips that are arranged by the college on the specified date and prepare a report on their learning experience during visit.	Faculty members are expected to guide the students with regard to the available of data and various components to be included in the report.	It provides a combination of practical and applicability part and helps students to understand the methodology in which an idea can be converted into practice.
11	QUIZ	Students have to undertake quiz to ensure accurate learning that are to be tested in case of certain courses which are based on practical applications of law.	Faculty has to design such questions which includes on dot application of the law with interpretation.	It enhances the student's memory and the ability to think with situation based questions.
12	SELF STUDY	Students have to study on their own and relate to a practical aspect of the coverage in the course based on syllabus.	Faculty members have to guide the students and explain the requirement in terms of writing and presenting the practical based related application developed by the students.	This helps students in developing patience with the art of reading and also improvement in writing to facilitate illusionary thinking.
13	SELF ASSESSMENT	The student is expected to convert his stay in the college in the form of a graph and prove his performance on the Holistic development in the institution.	Faculty has to define Holistic development and inform the students on various measuring criteria that are considered to be called as complete human being.	It helps the student in understanding where he stands in terms of the competition that he is exposed to.

14	ROLE PLAY	Student will perform a role play to communicate the empathetical requirements in the thought process	Faculty has to guide students with regard to the communication part during the role play	To encourage students to think empathetically and developed the attitude of think before speaking.
15	DOCUMENTARIES	Students can prepare a documentaries based on the syllabus and exhibit.	Faculty has to look into the content and Guide students for betterment of documentary.	To update the students with changing technology and explore opportunities in conveying information.

- Faculty has to keep record of the topic that is given to the students along with the criteria that have been selected to award the internal marks in digital mode and has to be authorized in hard copy before submitting examination committee.
- Faculty has to spend the practical hours to enhance the skill of the students based on which assessments has to be given for 20 marks, writing based assessment should be avoided for 20 marks as it is covered under two mandatory tests.
- The information on conducting of internal evaluation has to be given to the students at least one week in advance.
- Faculties can consult the head of the department of commerce or examination committee or the principal with regard to any clarifications in finalization of internal marks.
- In case any student is absent on the day of internal evaluation sufficient proof has to be kept by the concerned faculty and then the retest has to be arranged by informing the examination committee.

**STANDARD OPERATING PROCEDURE FOR SKILL ENHANCEMENT COURSES
VALUE BASED UNDER B.COM AND B.B.A**

In cases of skill enhancement value based courses the nomenclature clearly specifies the requirement of participation of the student in sports, NSS, NCC, Rangers and Rovers and Cultural activities. Since in our institution we have youth Red Cross wing and Eco Mitra it can be replaced with Range and Rovers. Students who become members of these committees can be allotted with complete 50 marks but for students who do not form a part of these committees, the option has to be given by the class teachers or mentors to the following activities based on which they can be assessed and awarded marks as permitted by the University nomenclature.

SEM ES TER	ASSESSMENT	STUDENT FULFILMENT	FACULTY EXPECTATION	OUT COME
1	YOGA/HEALTH AND WELLNESS	Student has to compulsory do yoga in the prescribed time that is provided and also has to contribute for health and Wellness by practicing certain nomenclatures that is Prescribed by the college.	Yoga teacher has to teach different ASANAS, health and Wellness teacher has to conduct practical classes on general hygiene and Practices.	Students have to concentrate on their fitness level and priorities health overall other factors.

2	STUDY ON INDIAN ACHIEVER (NON ENTREPRENEUR)	Student has to spend time in the library and study on the achievers who have contributed in constructing this country and has to prepare a report of minimum 25 pages.	Vivavoce examination to be conducted where by the student presents about the achiever of his choice.	Insights gained on the contributions by great personalities and necessary effort to create awareness to the Present generation.
3	COMMUNITY INTERNSHIP	Student has to take up community internship in any of the organizations which are set up for a social cause for a minimum period of 15 days and submit the report on completion.	Faculty has to guide the student as to how to prepare the report after completing the community internship.	Students specially coming under City areas will get exposure as to the societal problems which can be practically addressed.
4	STUDY ON INDIAN CIVILISATION	Emergence of modern lifestyle is based on practices of the past students have to studies such Civilization and prepare are port of 25 pages.	Vivavoce to be conducted where student will present his study.	To educate on the traditional value systems that has contributed for Present day convenient living.
5	VALUE BASED CERTIFICATE COURSES	Student can take up on line value based certificates courses which are conducted by various organization's like Swayam and other MOOC.	Certificate has to be collected before finalization of the marks of the student.	To inculcate the value through which the service is rendered to the society.
6	ARCHEOLOGICAL STUDY IN AND AROUND THE INSTITUTION	To choose a traditional place of student's choice and enquire about the back ground and history of that place and submit a report.	Vivavoce to be conducted where the presentation to be made on the Archaeological place studied by the student.	To inculcate the necessary of under standing the efforts of the previous generations in restoring pride for the modern generation

STANDARD OPERATING PROCEDURE FOR ABILITY ENHANCEMENT COURSES

VALUE BASED UNDER B.COM AND B.B.A

SEM EST ER	ASSESSMENT	STUDENT FULFILMENT	FACULTY EXPECTATION	OUT COME
1	READING POETRY PAPER ARTICLES COLLECTION	To get familiar with the different genres of literature.	To select the scripts to enhance the out comes	Awareness of the different genres of the literature

1	WRITING PARAGRAPH/ ESSAY TRAVELOGUE	To enable writing skills	Define the situation to do a specific writing	Writing skills betterment
1	SPEAKING ROLE PLAY	To equip with oral, communicative English	To select the topics based on real characters.	Betterment of the Communicative English
1	LISTENING SPEECHES	To listen to great personalities speeches, get motivated	To identify the personalities	Motivation and inspirational speeches
1	SLOKA CHANTING (SANSKRIT ONLY)	The students are expected to chant the slokas or poems with clarity as informed by their faculty	Faculty has to nurture and ensure that the pronunciation variation is reduced to the minimal extent to ensure speaking skill enhancibility..	To enhance the speaking skills and most importantly the Phonics concerned with the pronunciation
1	MEMORY GAME	Students have to pick the last alphabet of pronounced word and frame a new word out of the alphabet.	Faculties have to check the authenticity of the words that are used by the students in line whether languages picked by them	To ensure the emergence of new words in an open environment to strengthen their communication in the language.
SEM EST ER	ASSESSMENT	STUDENT FULFILMENT	FACULTY EXPECTATION	OUT COME
2	READING • SUCCESS STORIES	To nurture the entrepreneurial skills and spirit (select success stories)	Suggest the books where the stories are available.	Informed about business and it technicalities
2	WRITING • DIALOGUES • SCRIPT BUILDING	To improve writing skills, scripting skills	Narrate the event for the script.	Scripting language and its requirements
2	SPEAKING • ANCHORING	An exposure of hosting an event and its preparation	Narrate the event for the MC	Learning and practical exposure of hosting a program
2	LISTENING • INTERVIEWS	To go through the interviews to improvise their experience	Conduct mock interviews	Understanding Personalities/case studies

2	CREATIVE WRITING	A part of the story will be given by the faculty which has to be completed by the students by using their own creative analysis.	Faculty has to narrate stories which are in general and provide a platform for students to execute their writing ability relating to what is there in their mind.	To enhance the thinking ability and convert thoughts into writing.
SEMESTER	ASSESSMENT	STUDENT FULFILMENT	FACULTY EXPECTATION	OUT COME
3	READING • BLOG READING	To introduce the social media skills and its basics	To help students in viewing relevant blog contents.	Updating with the present media culture
3	WRITING • LETTER WRITING • PERSUASION SKILLS	To train them the basic etiquettes of correspondence and persuasion.	Topic based on social hazards and overcoming It are given.	To refine the writing skills, do's and don'ts of it.
3	SPEAKING • PRESENTATIONS	To train them about the preparation and presentation techniques.	Pre and post preparation and its application practically.	Practical exposure of the Presentations
3	LISTENING • PRONUNCIATIONS	Introduction to Phonetics	Pick from the depositories of English literature such words to achieve the outcome	Awareness about the pronunciation – British and American
3	GRAMMAR TESTING	Students are given a structure questions either and return format or oral for which they have to fill with proper grammar in usage of words.	Faculties have to design such structure questions which test the student's grammar under different requirements as per the objective of the course.	It is to reduce the mistakes in common communication carried on by the students.
4	READING • HISTORICAL REFERENCES TO THE PRESCRIBED POEMS	To make students do a background study for the better understanding of the poems	Suggest the books where the stories are available.	Awareness of the historical references
4	WRITING • E-MAIL WRITING SKILLS • RESUME WRITING	Refining the correspondence skill set	Narrate the conversation for fine-tuning the skill.	Awareness of the historical references To improvise the mail writing skill set

4	SPEAKING • BOOK REVIEWS	To go through good book reviews to know the basics of it	Narrate the book for the activity	To customize students to the art of book reviews
4	LISTENING • INTER VIEWS/ GROUP DISCUSSIONS	To hone the skills required for facing the interviews/group discussions	Conduct group discussions	To groom students for the upcoming placements
4	BOOK REVIEW	Students will be asked to read a book and write a review on the same	Faculty has to guide students the various aspects to be covered while writing the review of the book.	It enhances the skill of writing as well as reading and develops the analytical ability of students.

STANDARD OPERATING PROCEDURE FOR SKILL ENHANCEMENT COURSES- SKILL BASED AND VOCATIONAL COURSES UNDER B.COM AND B.B.A

SL NO	ASSESSMENT	STUDENT FULFILMENT	FACULTY EXPECTATION	OUT COME
1	ENVIRONMENTAL RELATED STUDY	Student may conduct a study on pollution levels of sound, air and water in and around the vicinity and submit the report.	Faculty has to guide the students on how exactly they are supposed to study the levels of pollution with required institutions.	It is to educate students on the various ill effects that is created with regard to the existing pollution.
2	AWARENESS PROGRAMS	Students are expected to create awareness to the community at large different ways to overcome any of the pollution of their choice	Faculty has to provide necessary inputs in order to ensure that the messages conveyed properly	To educate students the ways of overcoming environmental pollution and the necessity city of contribution of community at large.
3	PRACTICAL HANDS ON WORKING	Students should be given the option to choose out of any of the three computer related application software task of which one will be performed by the students for purpose of marks	Faculty is expected to give such three options out of the application soft wares based on what is covered in the classes as per syllabus.	To educate students on application of the soft wares through vestibule approach.
4	AI APPLICATION IN ONE OF THE AREAS OF COMMERCE.	Students should be given the choice to practically explain the applicability of AI in the field of Commerce as their basic course is related to the stream of Commerce and Management.	Faculty is expected to tune the students in line with application part of a rather than coding part of AI as the discipline specific doesn't demand students to learn coding.	To educate students on necessary up gradations in technology and the necessity to keep up to the pace.

5	ONLINE SECURITY STUDY	Students have to transfer their money by utilising online portal and study the various security features attached to it.	Faculties are expected to guide the students with regard to understanding of security.	To educate students on security installed at every sphere of their online utilization.
6	DESIGN OWN FINANCIAL MODEL	Students are expected to design on financial models using Microsoft Excel.	Faculties have to teach them the tools and formulas to be applied in designing such models.	To educate students on designing the model by making them self-reliant in financial modeling.
7	ERP APPLICATIONS	Students must take one course on the enterprise resource planning through MOOC.	Faculty must guide them on the working pattern of Enterprises planning.	Student must be able to visualize the usage and threats associated with sharing of information and the need of understanding confidentiality.
8	MANAGING DIGITAL PLATFORMS	Students must pick up one region data maintained by any of the depositories and study the challenges of data maintenance.	Faculty must inform about the hierarchical models of data storage henceforth educating on managing the platforms.	To educate students on various challenges associated with designing redesigning maintaining and upgrading the digital platform.
9	RESEARCH METHODOLOGY	Students may be divided into groups and assign the task of conducting the research as per the different forms mentioned in the syllabus.	Faculty has to guide students in segregating the various forms of research.	To educate the students on practically applying the research by considering the day to day today possibilities
10	CONSTITUTION OF INDIA	Students must be asked to do the reverse engineering on the various rules and policies that are formulated by the government and identify the permission given to them under the constitution.	Faculty has to guide the students by taking the example of any one policy formulated by the government.	Educate the students that any enactment is always counted by the regulation of the country and it is in the written format of constitution.
11	GST LAW AND PRACTICE	Students have to create the videos of various GST formed in the way of uploading the data into the servers.	Faculties have to educate students on the various forms and purpose of its utilization	To educate the students on necessary of understanding the GST law a respective of the profession they choose in the future.

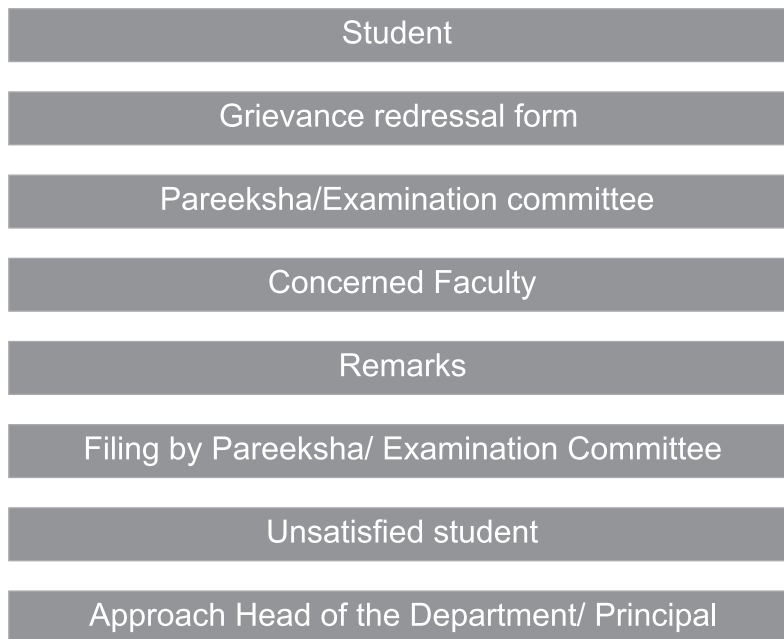
12	EMAIL WRITING PASSWORD RULE AND SECURITY ISSUES VIDEO CONFERENCING AND MEETING MANAGEMENT CALL ETIQUETTE SOCIAL MEDIA IN WORKPLACE	Students can take up practical sessions on these areas and demonstrate.	Faculties have to train the students on these professional communication skills and its applications in the companies.	To educate the students on the modifications in the workplace to be made by them from their academic life.
	SPORTS PROJECT	Student can pick one major and one minor Sports and prepare a complete report on its evolution rules with diagrammatic explanation of the courts or boundaries.	Along with the syllabus the faculty has to educate the sources and relevant information relating to the sports aspect.	Educate students on the act of professionalism in practicing and choosing any sport.
	SPORTS PRESENTATIONS	Student can pick one major and one minor Sports and prepare a complete presentation on its evolution, rules with diagrammatic explanation of the courts or boundaries	Along with the syllabus the faculty has to educate the sources and relevant information relating to the sports aspect.	Educate students on the art of sports related communication.
	DESI SPORTS STUDY AND PRESENTATION	Study can pick one Indian originated sports and prepare a complete presentation on its evolution, rules with diagrammatic explanation of the courts or boundaries	The faculty has to educate and discuss the relevant information relating to the Desi sports.	Educate on the existence of the sports under different civilizations of India.
	STUDY ON ASANAS	Students are expected to give the pictorial presentation of the asanas and report on the same with its benefits and advantages.	Faculty has to ensure the performance of such asana as a part of yoga classes.	To emphasize on yoga for day today fitness and energy.
	STUDY ON GENERAL FITNESS	Student may choose any of the fitness method that he/she is aware off and prepare a report and present the same.	Faculty must encourage Such initiatives by the students.	To expand the knowledge of fitness and its role in daily life.

	MEDITATION	Students are expected to prepare a report on meditation and its uses with in depth analysis of its different forms.	Faculties have to highlight the aspect of meditation in health and Wellness classes.	To educate students on mental well-being as a primary source of strength to human existence.
	STUDY ON MUDRAS	Students are expected to study the various movements in the Mudras and report on the same with pictorial presentations.	Faculties are expected to highlight the importance of mudras in health and Wellness classes.	Students understanding on contribution on small moments in their fingers on blood circulation.

**STANDARD OPERATING PROCEDURE FOR DISCIPLINE SPECIFIC ELECTIVES
UNDER B.COM AND B.B.A**

Sl. No.	ASSESSMENT	STUDENT FULFILMENT	FACULTYE XPECTATION	OUT COME
1	ENTREPRENEUR'S DAY	Students are expected to sell the product or a service in the college premises on a given day and prepare a report relating to profit or loss incurred by them.	Faculty has to train the students on the requirements of the content in the report.	To develop the entrepreneurial skills in the students.
2	MARKETING EVENT	Students are expected to advertise the product in the college and sell the same by persuading students to purchase it.	Faculties have to inform the various ways through which the communication can be made.	Convert advertisement into report through well-defined characteristics of a product is the motto of the event.
3	HUMAN RESOURCE EVENT	Students to be asked to prepare a set of structured questions to be asked in the interview and the expected psychological traits that are be observed at the time of answering the questions.	Faculty must conduct such activity once to exhibit to the students the best possible result through interview.	To ensure that the students job ready to one of the important HR process that is Selection.
4	ACCOUNTING AND FINANCE	Students to be asked to design the accounting policy based on the nature of the industry of their choice.	Faculty must educate the students on the various nature of the industry and the modifications in the accounting policy.	To ensure the students are industry updated with regard to the accounting and financial framework.

Grievance Handling Procedure



- ❖ Student in case of any discrepancy in the marks awarded may approach the Pareeksha / examination committee and receive for grievance redressal application form.
- ❖ The relevant information in the application form duly filled in by the student should be submitted to the Pareeksha / examination committee.
- ❖ Pareeksha / examination committee has to forward the same to the concerned teacher.
- ❖ The teacher should write the remarks and the same to be returned to Pareeksha/ examination committee in case of variation the new marks should be recorded.
- ❖ In case the student is not happy with the grievance handling mechanism, he/she can approach the Head of the Department and subsequently the Principal.

SESHADRIPURAM EDUCATIONAL TRUST
SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

(Affiliated to Bengaluru City University)

NAAC Accredited 'B' Grade

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CONTINUOUS INTERNAL EVALUATION GRIEVANCE FORM

Grievance Number	
Date	

MANDATORY FIELDS

Name of the Student	
Class and Section	
Course/ Subject	
Name of the Faculty	

GRIEVANCE

Particular	C1		C2	
	Maximum Marks	10	10	10
Allotted marks				
Student Remarks				
Student signature with date				

Marks allotted	Altered / Unaltered			
If altered, Final marks	C1		C2	

Date of Resolving	
Faculty Signature	

Head of the Department

Pareeksha Committee

Principal