# Academics

# Introduction

The academic delivery and administration at NMIMS Global Access – School for Continuing Education are governed by the policies and procedure with regards to:

- Courseware
- Live Online Sessions: WebEx
- Personal Contact Program
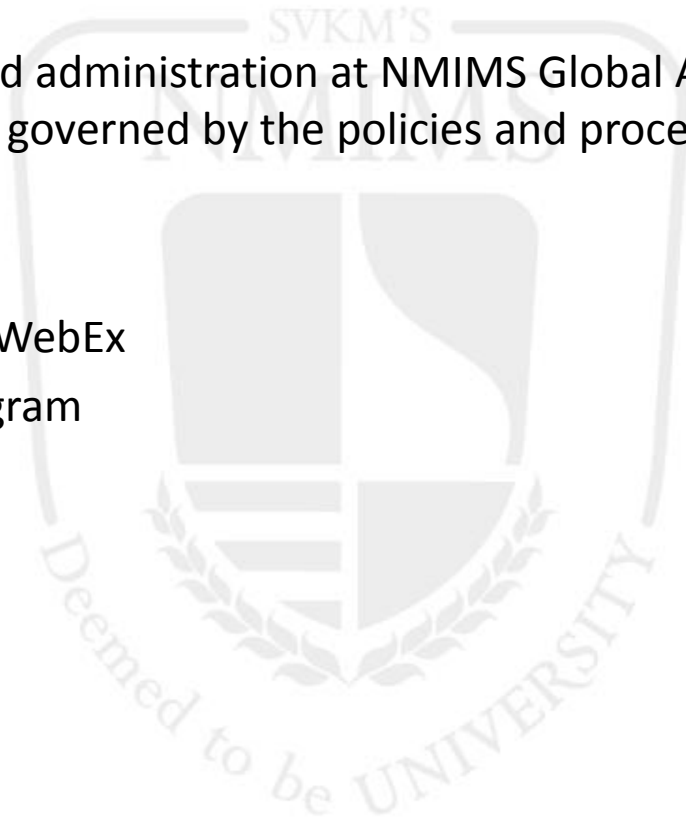
# Courseware

**Structure:** The courseware shall be bounded paper back Self Instructional Material (SLM). Each chapter of SLM shall cover:

a.  Learning Objectives
b.  Introductory Caselet
c.  Introduction
d.  Topic/Section
e.  Sub Topic – Sub Section
f.  Self-Assessment Questions
g.  Activity Based Questions
h.  Summary
i.  Keywords
j.  Descriptive Questions with hints for Answers
k.  Suggested Reading for Reference

# Courseware

**Policies:**

1. NGA-SCE shall provide courseware to each admitted student.

2. Student will get one course book for each course except of project (where applicable)

3. Photocopy, scanning, posting of all or any part of SLM on internet is strictly prohibited.

# Live Online Sessions: WebEx

- **Deliverables**

  NGA-SCE shall conduct eight hours online live sessions per course.

- **Connectivity**

  a. Students can attend the live online session from their place of preference subject to availability of necessary infrastructure (stable internet connectivity expected)

- **Cancellation**

  If after fifteen minutes of the start of session the number of students logged in the live online session is less than five, then that session will be cancelled.

# Live Online Sessions: WebEx

- **Feedback**

  NGA-SCE strongly recommends filling the faculty feedback form.

- **Recordings**

  The recording of live online session shall be made available in Student Zone

  within two working days of the conduct of the session.

- **Timings**

  a.The live online session are conducted weekdays and weekends.

  b.Tentative session timings are 7.00 pm to 9.00 pm on weekdays and

  between 10.00 am to 9.00 pm on weekends.

# Online Lecture Guidelines

## **Brief Description**

- Achieve the uniform quality of lecture delivery.

- Online lectures cover the learning of the entire course content as per the session coverage details. Faculty's interact and collaborate with students and thereby ensure enhanced student engagement.
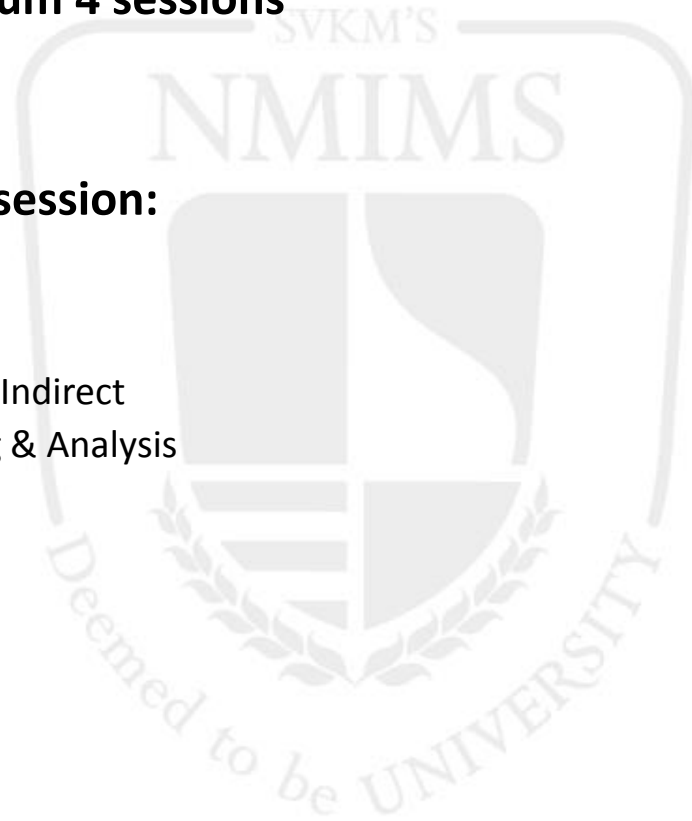
# Lecture planning and pattern all Semester's

- **All courses – Minimum 4 sessions**

- **Foundation Course session:**

  - Taxation- Direct and Indirect
  - Financial Accounting & Analysis
  - Business Law
  - Business Economics
  - Business Statistics

# Lecture planning and pattern all Semester's

✓ **Additional Sessions – July 2017 academic cycle**

  ➢ Information Systems for Managers
  ➢ Management Theory and Practice
  ➢ Organisational Behaviour
  ➢ Operations Management
  ➢ Business Communication and Etiquette
  ➢ Essentials of HRM
  ➢ Corporate Finance
  ➢ Strategic Management
  ➢ Marketing Management
  ➢ Project Management
  ➢ Financial Institutions and Markets
  ➢ Decision Analysis & Modeling
  ➢ Business Economics
  ➢ Total Quality Management
  ➢ Corporate Social Responsibility
  ➢ Business Law
  ➢ Financial Accounting & Analysis

✓ **Discussion on Session plan**

# Resources, References and content available

- ✓ Course Books
- ✓ Digital books
- ✓ Presentations
- ✓ Recordings
- ✓ Additional reading/reference material
- ✓ Case Study
- ✓ Digital Library – access to e-resources

    electronic journals, eBooks databases, research databases,

- ✓ Model answers - Assignments

# Touch points for Student interaction

- ✓ Online Sessions

- ✓ Post Query

- ✓ Discussion Forums
  - ✓ Forum to interact with faculty
  - ✓ Topics related to course/curriculum

- ✓ PCP/Face to face sessions
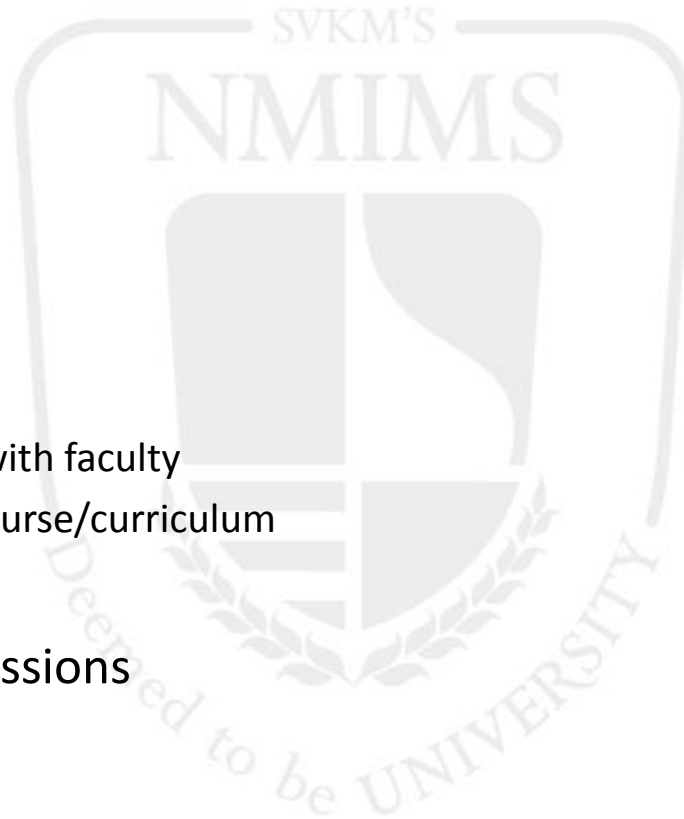
# Personal Contact Program

- **Deliverables**

  NGA-SCE shall conduct three hours personal contact program per course subject to minimum number of enrolments i.e. 15 for any course at any University Regional Centers.

  PCP's are conducted only in Mumbai and Pune.

- **NMIMS Learning Center**

  a. The PCP's shall be conducted only at NGA-SCE learning center/s.

  b. Personal Contact program/s shall not be conducted at any Authorised Enrollment Partner for any course/s. Authorised Enrollment Partner are not authorized to conduct any academic delivery including conduct of any personal contact or similar kind of program directly or indirectly.

# Personal Contact Program

- **Registration**
  a.    The registrations for PCP will be online.

- **Cancellation**

  NGA-SCE reserves the right to cancel the personal contact program for any course at any University Regional Centers where less than 15 students register for that course at that University Regional Centers. In such case the PCP fee paid by the students for that course shall be refunded.

- **Feedback**
  a.    NGA-SCE strongly recommends filling the faculty feedback form.

- **Timings**
  a.    PCP sessions are conducted on weekends.
  b.    PCP sessions are conducted between 10.00 a.m. to 5.00 p.m.

# Personal Contact Program Guidelines

## Brief Description

- To have standard and quality PCP session. The faculty will cover any or all of the following:

  a. Query Handling/Doubt clearing

  b. Case Study Discussion

  c. Group activities
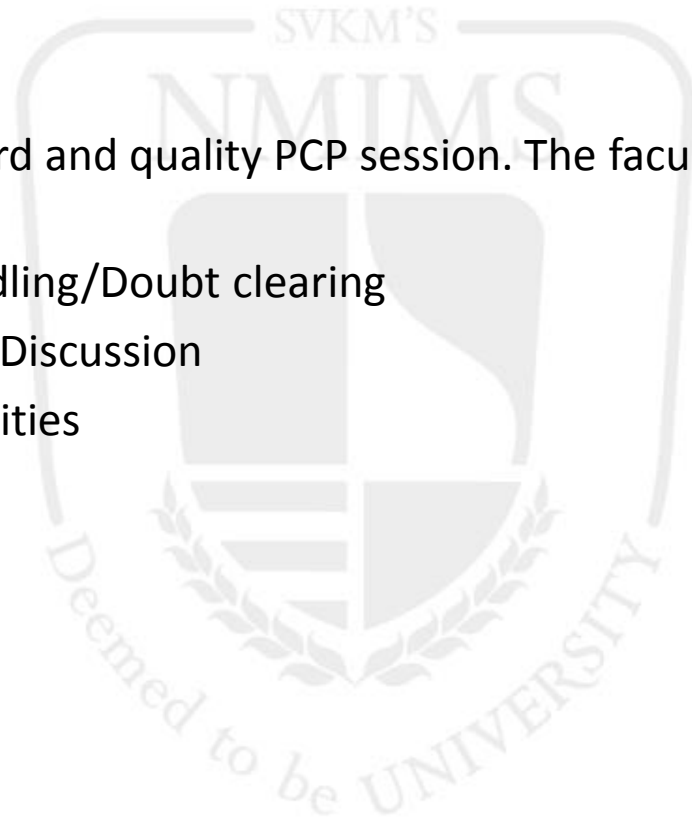
# Student communication- Various stages

- ✓ Online sessions
- ✓ Foundation Course session
- ✓ Additional session
- ✓ Assignment preparation session
- ✓ Project preparation session
- ✓ Change in session schedule
- ✓ Session cancellation
- ✓ Guest lecture session
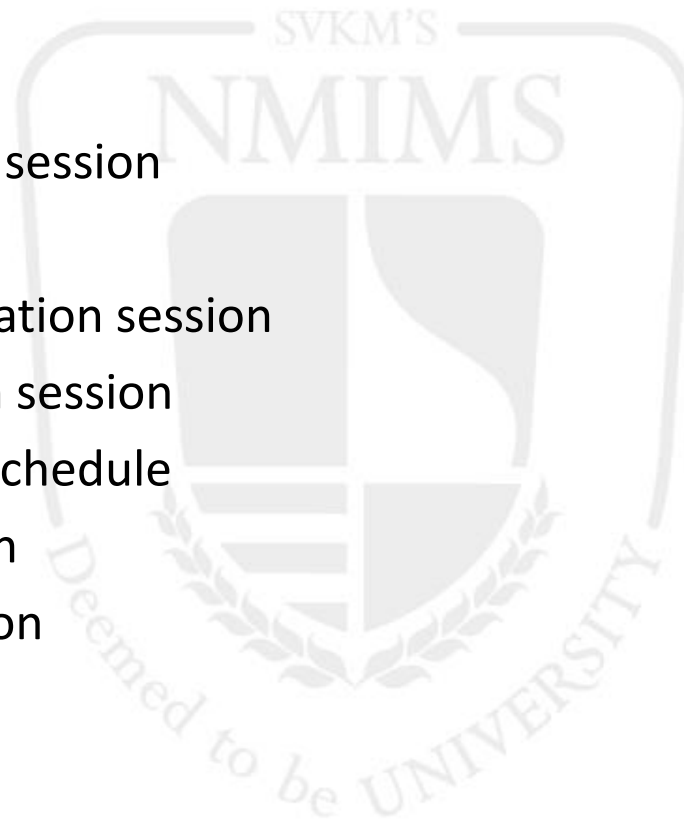
# Portal walk through

**Student Zone:**

- **Student zone is a 24x7x365 interface with your school. It's a consolidated source for information and resources important to students.**

- **Academic Portal**

- Academic Portal gives access to:

- **Academic Calendar** allows students to attend live online sessions.
  - Session feedback
  - Post my Query
  - Recordings

- **My Courses/ Learning Resources** allows access to digital course material, course presentation, session's recordings and any additional learning content that faculty provides.
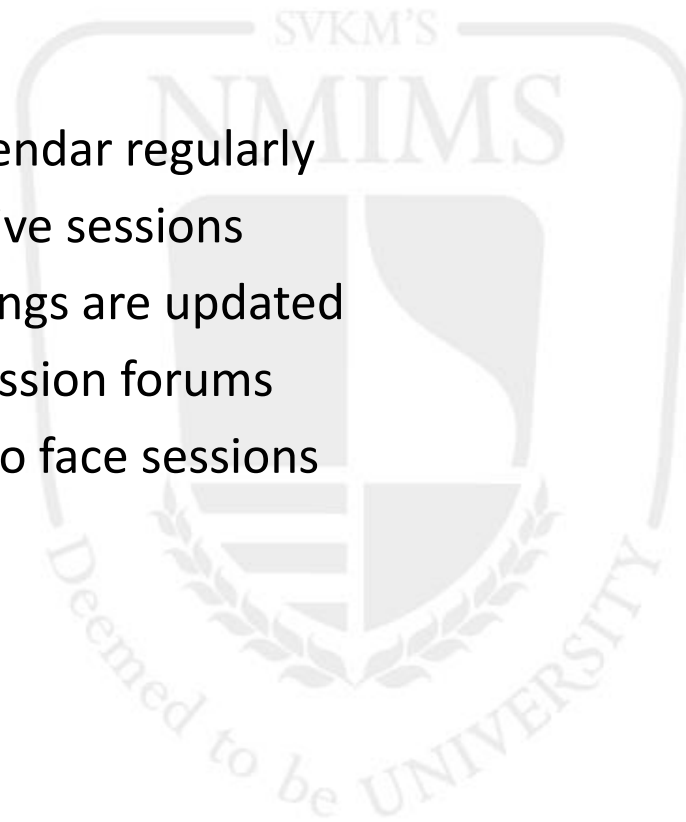
# Reports for LC/AEP- Portal

Path: http://studentzone-ngasce.nmims.edu/acads/

| Reports | Purpose |
|---|---|
| Academic Calendar | Access to sessions scheduled for the active academic cycle |
| Attendance report | Report to view the details of students who have attended the live sessions |
| PCP registration report | Report to view the details of students who have registered and paid for PCP/Face to face sessions |

# Your Support!!

- ✓ View Academic calendar regularly
- ✓ Process of Joining live sessions
- ✓ Path where recordings are updated
- ✓ Participate in Discussion forums
- ✓ Attend PCP's/face to face sessions

# Thank You