



DME_Dean_DMS_2021_42

18 April 2021

GUIDELINES FOR SECOND SEMESTER **(Batch 2020-2023)**

All the Faculty members teaching Second Semester, Batch 2020-2023 at DMS to note the following:

1. Classes for Second semester will begin from 26th April (Monday) onwards.
2. Only first Saturday will be working full day for regular faculties
3. No teaching classes to be taken on Saturdays.
4. No system of weekday class shifting to Saturday. Rare case to be done with the permission of the Head, DMS.
5. Semester 2 to have E-commerce lab work only on first Saturday.
6. All subject faculties to give two assignments except Business Communication. Assignments will be unique individual topics to be uploaded via ERP and submitted through Collpoll only. No topic duplication.
7. First assignment to be based on unit one and two. Second assignment to be based on unit three and four.
8. Students to be assigned topics min one month in advance.
9. Only Business communication faculty to hold student presentation individual topics (three theory one presentation class) out of four per section.
10. Except business communication rest all subjects will have all four theory classes per section
11. E-commerce lab session to be done combined on zoom on first Saturday workshop mode first half. Second half ISM Lab. Advance booking to be done soon by the concerned in charges.
12. Both year PL to finalize the Saturday schedule for the same; Dr. Shuchi Goel for 1 year and Dr. Pooja Sharma for 2 year.
13. Henceforth no tutorials on Saturdays at all. Syllabus completion to be given importance.
14. Semester 2 internal exam will be comprehensive viva on Google meet.
15. All semester 2 faculties to make four options based MCQ 100 in number (unit one and unit two) share with students without answer key. And share with PL, Mr. Bhupinder Sir With answer key.

Poorva Ranjan

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