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## **B. Com Semester –I**

### **Induction Programme**

#### **Academic**

- Introduce all the Faculty Members of the Department.
- Provide complete information about all subjects they will study, specifically about Program Outcome and Course Outcome.
- Introduce various Short Term Courses that are taught by the college.
- They are explained about the methods of teaching.
- They are informed about the various scholarships (central, state and management) offered and how to avail them.
- At a suitable opportunity they are taken for a visit to the college library. They are encouraged to become a member of the college library and use the reference books, newspapers and magazines.
- They are informed about the Student Welfare Fund and its features and facilities.
- Explain to them that they will be considered as bonafide students of the University only after filling the enrolment form of Gujarat University.
- They are informed that they should go through the notice board both while coming to the college and while returning back from the college. Important circulars will come to the classrooms also but some will be displayed on the notice board only.
- They are informed about our college website [www.umiyacollege.org](http://www.umiyacollege.org) which they should access regularly for updates on important information.

#### **Examination**

- Explain the details about pattern of the college internal examination and the University examination.
- Explain the importance of good attendance and how to get marks related to attendance as per university rules.
- They are informed that according to the rules of the University if the attendance is less than 75%, they will not be allowed to fill the examination form.
- To explain examination pattern, which is as follows:

Internal exam – 30 marks (5 marks - attendance, 10 – unit tests/project, 15 – internal exam)

University exam – 70 marks

Minimum marks for passing – internal - 11 marks per subject; university exam – 25 marks per subject.

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- An understanding of the University's forwarding system is provided to them.
  - They are explained that it is mandatory to fill the University Examination form, only upon doing so the receipt for the University Examination can be obtained.
  - Students who are pursuing other studies such as CA, CS and those who are working will have to attend minimum two lectures every day and will have to inform and take permission from Administration Office and Class Co-ordinator.

### **Curricular**

- Students are informed about the activities conducted by the college during the year while emphasizing that their participation is also essential.

### **Co-Curricular**

- They should contribute by displaying their paintings, poems, articles etc. on the wall named "*Darpan*".
- Medical facility is available to them in the form regular visit of medical team along with ambulance van for a free medical check-up twice a week, every Monday and Friday, during which free medicines are also provided besides consultation.
- Likewise they can take benefit of free psychological counseling, if required.
- They are informed about various sports activities at the college and encouraged to take part in them.
- Every Friday nutritious snacks are provided on campus and they can use this facility.

### **Code of Conduct**

Students are instructed that,

- They should reach the college before the prayer begins, i.e., 07:40 a.m.
  - They should take their seat in the class before the ringing of the second bell.
  - It is mandatory to maintain discipline during prayer.
  - All lectures are required to be attended according to the time-table.
  - They should wear the Identity Card provided to them by the college.
  - They should wear decent clothes while coming to the college.
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