SOP: GREETING ALUMNI Standard Operating Procedure (SOP) for Greeting Alumnus

1. sets up the process through which alumnus visiting an Institution shall be welcomed and entertained.
2. Invitation shall be sent to the alumnus. • Details of the visiting alumnus shall be circulated to all institutions.
3. Public Relations (PR) team shall get in touch with the alumnus for arranging travel well in advance.
4. Head of the institution shall ensure that the preparation for welcoming of alumnus is complete at least one week prior to the scheduled date of visit.
5. Arrangements for snacks/meals shall be made.
6. Alumnus shall be welcomed with a gift bearing the name of the organization.
7. Alumnus shall be taken for a visit around the institution to showcase recent developments.
8. In the event the alumnus is to deliver a lecture or conduct a session, arrangements shall be made well in advance by informing the target audience.
9. Feedback shall be taken from the alumnus regarding their experience.

SOP: GREETING STUDENTS Standard Operating Procedure (SOP) for Greeting Students establishes the steps for welcoming new students

1. Parents/guardians of the student shall be notified via written communication about the date of commencement of the academic term. An invitation for the induction day program shall be sent with the notification.
2. A booklet containing the rules and regulations of the organization (Common Policies) as well as specific rules of individual institutions shall be intimated to the parents/guardians.
3. Head of the institution shall ensure that the preparation for induction programme/welcoming of students is complete at least one week prior to the scheduled date of the event.
4. An alumnus of the institution shall be invited as the Chief Guest for the event.
5. Information Technology (IT)/Audio Visual (AV)/Menu check is to be performed at least two weeks prior to scheduled date for the event.

SOP: MEETING Standard Operating Procedure (SOP) for Meeting lays down the procedure for conducting meetings in a smooth and organized manner wherein every member participates actively.

1. Cleanliness shall be maintained for the meeting room and equipment to reduce the risk of infection and pest infestation.
2. Meeting agenda shall be circulated well in advance with the attendees.
3. Uniformity shall be maintained for the meeting procedure and the format of minutes and resolutions
4. Provision for light refreshments should be made before or after the duration of the meeting, not during meetings.
5. Use of mobile phones should be prohibited during meetings.
6. Arrival and departure of members shall be recorded in the minutes of the meeting.
7. Action lists shall be distributed within 2 working days of the meeting.
8. Members are expected to prepare themselves thoroughly for the meeting by reading all related documents.
9. Members are expected to participate actively in the deliberations of the committee.
10. No one should be allowed to enter the meeting room without prior permission of the chairman of the session.
11. Each meeting should conclude with confirmation of the date of the subsequent meeting in order to provide reasonable notice period for the members.
12. Meeting should be concluded at the scheduled time.
13. Minutes of the meeting shall be communicated to all members including those who were absent.
14. Action Taken Report (ATR) of a meeting shall be discussed in the next meeting and documented in the minutes of the latter.

SOP: Library: Should provide –

1. Provide books, e-books, Journals and e-Journals;
2. Have a standard separate well-furnished reading room for students and staff
3. Operate for eight hours from 7.00 a.m. to 3.00 p.m.;
4. Operate from 6.00 a.m. to 11.00 p.m. during examinations for students' convenience;
5. Wi-Fi and standard internet facility with multimedia computer;
6. Be fully automated and provide user services through computer; and
7. Have separate resource center for students to access desired information.

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SOP: Classroom:

1. Standard class room should be well-furnished and have modern modes of teaching with technological aids such as projectors, roll-down screens, green boards and podium for faculty.

2. staff Room should be equipped with Wi-Fi enabled facility with a peaceful and standard infrastructure

3. Seminar Hall: Should be equipped with Audio-visual and recording facilities and an excellent sound system; and Projector screen, white board, and a podium.

4. Utility Services Have extension counter of bank for transactions;

5. Parking: Institutes should have separate parking lot in the campus as per vehicle categories with standard boards.

6. Waste Management: Institutions should Place separate standard bins for dry and wet waste at deferent locations in its premise; and Conduct waste management as per local government rules.

7. E-Waste Management: Institution should have designated space for temporary storage of all electronic waste.

8. Campus Garden: Institute should have standard, good looking garden wherein plants are labelled and which is maintained by a gardener.

CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified behavior inside and outside the campus.
2. They shall abide by the rules and regulations of the institute and should act in a manner that highlights the discipline and esteem of the institute.
3. Students shall come to the campus wearing approved uniforms only. Students shall not make any alterations to the uniform issued by the college without the permission of the concerned Principal, HOD
4. Any violation of this provision will attract a fine and repetition of the ounce could result in suspension from the institute.
5. Students shall wear their identity cards such that they are well displayed
6. Students are expected to use the class rooms, library or the demarcated areas of the academic building for independent study. They shall not occupy staircases, corridors, and other passages meant for movement of people
7. Students are expected to maintain silence in the academic buildings. Deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
8. Students are encouraged to make use of the library and common computing facilities as well as to involve in the activities of professional bodies or any program authorized by the institute beyond class hours.

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9. Access to academic buildings beyond the mentioned timing and on holidays without written permission from the concerned faculty will be treated as a case of indiscipline.
10. Students must maintain the cleanliness of the campus and should dispose waste in waste paper baskets only. Any violation of this provision shall invite a fine.
11. Activities such as consumption of intoxicants / psychotropic substances in any form, smoking, or chewing gum or pan masala etc. are strictly prohibited.
12. Students shall pay tuition fees, and other financial obligations in advance or in time in order to avoid financial penalties.
13. Money collected from students as fine on instances of noncompliance with the rules and norms will be deposited in a separate account and will be utilized for purposes such as charity, scholarship or student co-curricular activities.
14. Harassing juniors, ill treatment to other fellow students or any such form of ragging is banned and liable to be treated as criminal ounce by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
15. Misbehavior towards girl students, use of threat or violence against members of the students will be considered a very serious case of misconduct. Any violation of the above rules will invite penalty in the form of warning or fine.
16. The institute may also invite the parents of the misbehaving student to campus and explain the situation to them. Alternatively, the institute may initiate corrective measure found suitable by any member or higher authority.

CODE OF CONDUCT FOR THE STAFF

1.Staff must maintain high standards of punctuality, honesty and professional ethics.

2.Staff should work in accordance with institutional policies and practices, so as to satisfy the vision and mission of the institute.

3.Staff must ensure that they are dressed decently and appropriately for the tasks they undertake.

4. Staff should co-operate and collaborate with colleagues and external agencies for the development of the college and students.

5.Staff should act in a professional and congenial manner with colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.

6.Staff of the college should maintain harmonious relations with other staff and students.

7.Staff should maintain confidentiality during the conduct of examination and when handling sensitive information, unless asked to reveal the same by the authorized institutional authority.

8.Staff should follow the instructions and directions issued by appropriate authorities.

9.Staff should constructively contribute toward the development of the college and university.

10.Staff should strictly adhere to the academic requirements of the institution and maintain the sanctity of academic environment.

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11. Staff shall extend their services for the welfare of the community & society at large.

12. Staff should maintain proper records of their respective portfolio.

13 Staff should make an effort for continuous self-development through training programs, workshops and research and development activities.

SOP: TEACHER Standard Operating Procedure (SOP) for Teacher establishes the best teaching and behavior practices that teacher must adhere to. Professional Ethics:

1. Sign and punch in the institute on time;
2. Be well dressed and carry his /her identity card;
3. Not leave the college campus without authorization during duty hours;
4. Refrain from smoking or consuming gutkha and tobacco on campus;
5. Keep cell phone on silent mode while on campus; and
6. Wear helmet while riding a bike.
7. Punctuality in Communication: Teacher should: • Respond every day to queries and raised issues via email, WhatsApp and Facebook.
8. Follow meeting notices and attend meetings on time.
9. Teaching Strategies: Teacher should: • Conduct theory and practical's as per schedule
10. Prepare teaching plan containing teaching points and related academic work, and submit it to the head of department (HoD); and
11. Maintain a teaching record and get it regularly verified from the HoD and institute principal.
12. Learning Strategies: Teacher should: • Utilize learning resources such as PowerPoint presentations, online lectures, audio – video lectures, charts, slides, specimens and models; and
13. Regularly visit the library to update knowledge.
14. Evaluation Strategies: Teacher should: • Record student attendance regularly and get it verified from the HoD;
15. Conduct tests and tutorials, and allot home assignments;
16. Regularly assess practical record within schedule; and
17. Conduct internal examination as per university guidelines and communicate the result.
18. Leave: Teacher should: • Obtain prior permission to avail on-duty and casual leave; and Produce Certificate of Fitness to resume duty after sick leave.

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SOP FOR COURSE FILE MAINTENANCE

Objective: To describe the procedure for Course file Maintenance and the guidelines to be followed.

Responsibility:

- Faculty Members

- Academic Monitoring Committee

- HOD

Time and Duration: Course file has to be submitted towards the end of the semester.

Procedure:

- Course file in charge of the department will send a circular about the course file contents.

- Faculty Members has to submit the course file contents as per the guidelines

- If more than one faculty member handling the same subject a common file has to be submitted with course contents

- Separate file has to be submitted by each faculty member and the file has to be labeled.

- The Academic coordinator will verify the contents of course file and provide his/her suggestions.

- After getting approval of Academic Coordinator, Faculty member has to get signature from HOD

- After getting HOD's signature, Faculty member has to submit the course file to the Course file in charge of the department.

SOP FOR PREPARATION OF INTERNAL ASSESSMENT TEST

Objective: To elaborate the procedure for Conducting Internal Assessment Test.

Responsibility:

- Staff member handling respective subject

- Test Coordinator of the respective Departments

- Heads of the respective Departments

- Principal of the institution

Procedure:

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1. Internal Assessment test has been conducted as per the schedule given in the Academic Calendar Principal, All Department Heads First Week of the Semester

2. The staff members finalize the test portion for each test and prepare the internal test question paper submitted to the HOD. Staff member handling respective subject, test coordinator, Head of the department as per the schedule given in the Academic calendar

3. The scrutiny of the Internal Test carried out by Inter Department Scrutiny committee of Each Department, Head of the Department, Test Coordinator As per the schedule given in the Academic calendar

4. Get the approval of Internal Test question paper and given for printing Test Coordinator As per the schedule given in the Academic calendar

5. Prepare the internal test timetable, Seating arrangement and Staff invigilation duty schedule and send the mail to the students and staff members. Test Coordinator FIVE DAYS before the commencement of the internal test.

6. Department Test coordinator is conducted the Internal test. Test Coordinator As per the schedule given in the Academic calendar

7. Central valuation is carried out as per the date given in the schedule. Staff member, HOD As per the schedule given in the Academic calendar

SOP FOR SPONSORING FACULTY FOR PROGRAMMES

Objective: To elaborate the procedure for Sponsoring our faculty members for attending the programs.

Responsibility:

- All the teaching staff members

- Heads of the respective Departments

- Office staff members

- Principal of the institution

Procedure:

1. Releasing the academic schedule to all teaching Principal & HoDs

2. Grouping the faculty members based on their specialization

3. Conducting department meeting to group the faculty based on their specialization

4. Sharing the Program option sheet to all faculty members

5. Finalization of number of programs can be attend by an individual faculty

6. Finding out the relevant programs organized in an reputed institution

7. Completing the registration process and claiming the acknowledgement slip

8. Preparation of claim form containing the proof of acknowledgment slip

9. Approval by the HoD & Principal for attending the program

10. Submission of Fee Receipt and Certificate copy to Office for Claim Verification

11. Verification of One page write-up or Presentation related to the Program

12. Remuneration of the claim amount

SOP FOR PREPARATION OF CLASS ROOM MAINTENANCE

Objective: To elaborate the procedure for Maintaining the class room.

Responsibility:

- House keepers

- Students

- All the teaching/non-teaching staff members

- Class tutors

- Furniture in charge of the respective Departments.

- Institution Technician/system Administrator of respective department.

- Heads of the respective Departments

- Principal of the institution

Procedure: 1. Allotment of department wise classroom block.

2. Allotment of individual classrooms for respective Class

3. Projector screens in classrooms, ICT board with stylus System administrator.

4. Repair of existing electrical outlets- Light bulb replacement Technician/system Administrator of respective department

5. Routine services or maintenance Housekeepers Everyday

6. Keeping the classroom clean and tidy Students and Teaching staff Everyday

7. Classroom security with lock system

SOP FOR PREPARATION OF RESPONSIBILITIES ASSIGNING

Objective: To elaborate the procedure for assigning roles and responsibilities to staff member

Responsibility:

- All the teaching/non-teaching staff members

- Class tutors

- Year wise Coordinators

- Heads of the respective Departments

- Principal of the institution

Procedure:

1. List the roles that are needed for each task in the procedure

2. Include the responsibilities for each role

3. Roles can then be assigned to qualified individuals, and a list that indicates who is assigned to each role

4. Assigning roles is based on their knowledge and experience

5. Review the roles of faculty member periodically

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