



ISO 9001 : 2008 Certified Institution

CHURCH OF SOUTH INDIA TRUST ASSOCIATION MEDAK DIOCESE

CSI INSTITUTE OF PG STUDIES

10-3-157/A to 164, East Marredpally, Secunderabad - 500 026.

(Affiliated to Osmania University & Approved by AICTE)

Tel. No. : 040 - 27829066, 9700651520, Email : csipgc@gmail.com Website : www.csipgstudies.com

STANDARD OPERATING PROCEDURE

Standard Operating Procedure (SOP) is a document describes the regularly recurring operations to ensure that are carried out correctly (quality) and always in the same manner (consistency).

1. STANDARD OPERATING PROCEDURE FOR ADMISSION PROCESS

Objective: To elaborate the procedure for student admission

Responsibility:

- Head of the Department
- Admissionssection

Procedure:

S. No	Activities	Responsibility
1.	Selection of faculty members to be put in charge of the admission process	Principal, HoD
2.	Facilitating Admission	Admissions section
3.	Scrutiny of documents for admission and registration process as per the eligibility criteria.	Admissions section
4.	Admission through counselling and collection of copies of relevant certificate and payment of fees.	Admissions section
5.	Collection of data from enrolled students for printing student Identity card.	Admissions section, System Administrator and ICT incharge
6.	Intimation of orientation program for students.	Head of the department

Documents to be checked at the time of Admission-by-Admission section:

- 1.Admission Form (Offline)
- 2.Bank Challan
- 3.ICET seat allotment order issued by Convener
- 4.Joining Report issued by Convener
- 5.ICET Rank Card
- 6.ICET Hall Ticket
- 7.SSC or equivalent
- 8.Inter or Equivalent Certificates
- 9.Study Certificates (VI to XII)
- 10.Transfer Certificate
- 11.Conduct Certificate
- 12.Caste Certificate
- 13.Income Certificate (in case of fee exempted students)
- 14.Proof of residential address
 - (a)Aadhar Card/ Pan Card
- 15.Migration Certificate for students from other States (Mandatory)
- 16.Latest Color passport size photo

2. STANDARD OPERATING PROCEDURE FOR ACADEMIC & ADMINISTRATIVE BODIES

The organization has a well-structured administrative setup with Governing Body as the highest decision-making along with other functional bodies and committees.

2.1 Governing Body / Management Committee

A group of intellectuals from CSI Trust Association from industry and academia constitute the Governing Body. The body meets twice in a year to discuss various issues and aspects related to the development of the college. Major decisions which include considering and approving the institution strategic plans to achieve the goals of the institute, are taken by these members.

The following are the functions:

- Evolves the Vision, Mission and Objectives of the institute and ensures that they are achieved
- Ensures total Academic and Administrative Autonomies for achieving Short Term and Long term objectives of the Institute.
- Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated
- Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management.
- All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.
- It administers the physical resources of the Institute.
- Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics and Industry collaborations.
- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HOD and other Officers of the Institute in all matters of fundamental concern.
- Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC.

2.2 Academic Council

Academic Council has been constituted with the Principal as the Chairman, two members from the University, two experts from outside nominated by Governing Body, HOD and two Senior Faculty of the College.

Academic Council is responsible for laying down, regulating, and maintaining the standards of instruction, education and examination within the Institute. It has the right to advise the Governing Body on all academic matters.

Functions and Responsibilities:

- To promote the overall academic affairs of the institute.
- To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards
- To consider matters of academic interest either on its own initiatives or at the insistence of the governing council and take proper action there on.
- To introduce value added courses/ certificate courses which are required to meet industry needs
- To prescribe courses of study leading to undergraduate and post graduate degree of the institute
- To develop the regulations for student's admission based on government policies.
- To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university
- To maintain proper standards of the examination

- To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels
- To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
- To prescribe measures for departmental coordination

To make recommendations to the governing body for the following:

- Inception of new courses
- Initiate measures for improvements of standards of teaching, training and research
- Institution of fellowships, travelling fellowships, scholarships, medals, prizes etc.
- Establishment or discontinuation of courses / centers and formulate by laws guiding the academic functioning of the institute admissions and examinations.

2.3 Finance Committee

The committee oversees the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made. The committee also examines the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to Governing Body and Governing Council for further action.

The following are the functions and Responsibilities of Finance Committee:

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.
- Estimates the income from fees and other sources.
- Estimates the fund received from DST/UGC/AICTE/.
- Prepares plan of expenditure for running of the institution on day-to-day basis.
- Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.
- Proposes the budget for the financial year for the departments and the institute.
- To consider audited accounts of the Institute and submits the audited accounts to GC.

To make recommendations to the Governing Council for the following to:

- Advise the Governing Council on all financial matters.
- To scrutinize the budget submitted by the different departments and monitor the utilization of department budget.
- Propose the budget for the financial year for the departments and institute.
- Consider and submit the audited accounts.

2.4 Research Advisory Board

Functions and Responsibilities:

- Identifying the funding agencies
- Finalize thrust areas for institutional R&D projects
- Identifying the research projects
- Review the progress of the research projects
- Efforts looking for additional resources for research infrastructure
- Contributing towards the development of curriculum.
- Recognizing recent trends in science and technology

- Identifying the thrust / emerging research areas and advice on the research processes and current technological practices.

2.5 Internal Quality Assurance Committee (IQAC)

Functions and Responsibilities:

- Dissemination of information on various quality parameters of higher education.
- Facilitating the creation of a learner-centric environment.
- Development and application of quality benchmarks / parameters for all the academic and administrative activities of the institution.
- Acting as a nodal agency of the Institution for coordinating quality- related activities
- Development of quality concerned culture in the institute.

2.6 Staff Selection Committee

The teaching faculty selection is strictly done by the University Selection Committee.

Functions and Responsibilities:

- Properly scrutinize and short list the applications as per the requirements
- Call for University Selection Committee and conduct the interviews and approval.

2.7 Examination Committee

Functions and Responsibilities:

- Preparing academic calendar which includes all the academic related activities.
- Conducting the Continuous Internal Examinations (CIE) and Semester EndExaminations (SEE).
- Processing and publishing results in time.

2.8 Departmental Academic Committee

The departmental academic committee is responsible for smooth functioning and monitoring of all academic activities.

Composition

- Head of the Department - Convenor
- Three to Five senior faculty members in the department nominated by HOD – Members

The tenure of the departmental academic committee shall be two years. The composition of the DAC shall need approval of the Principal.

Function of DAC

- Assign teaching duties to the faculty and to make the facilities available for quality of teaching.
- Allocation of faculty mentors to the new batch of students admitted.
- Review the cases of slow / weak students and decide appropriate action in advance in coordination with faculty mentors.
- Monitoring continuously by the student's performance and take necessary actions.
- Guide faculty members towards ensuing continuous evaluation.
- Ensuring discipline among students.
- Facilitating and supervising the co-curricular and extracurricular activities of the students.
- Decide award of medals and prizes wherever available based on merit or activities.

The DAC will meet as often as necessary. Faculty mentors and other members of the faculty may be invited to meetings when necessary. The DAC will seek and review the reports of all course handling faculty and faculty mentors and submit its reports to HOD for remedial action if so needed. The DAC's recommendations may, if situation so demands to be discussed and amended by a meeting of the total faculty in a department.

2.9 Research Incentives and Review Committee

Functions and Responsibilities:

- Reviews the faculty publications.
- Recommends the incentives for all those papers published in the peer reviewed journals.
- Suggests the faculty for further work.

2.10 Library and Information Resource Centre Committee

Functions and Responsibilities:

- Text books, reference books, Journals and ensuring adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation Software, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines and equipment and propose budgetary estimates to the administration.
- Conducting annual stock verification.

2.11 Grievance Redressal Committee (Staff and Student) and Faculty / Staff

Functions and Responsibilities:

- Grievance Redressal and Monitoring System (GRAMS) is an online platform available to the students and staff to lodge their grievances.
- All the grievances of the students/staff which could not be settled in the routine process are referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- GRAMS settles the grievances and also provide appeal facility, if they are not satisfied with the resolution.

2.12 Placement & Training Committee

Institute has a dedicated placement and training officer who actively encourage students to gain relevant work experience through a summer internship.

It also provides guidance to help, prepare students for the rigorous recruitment and selection procedures used by employers. Students with relevant training tend to fare much better in the campus recruitment process as they can demonstrate greater skills, competencies, strengths and experiences.

Placement & Training Committee believes in combining the three facets that together spell success - Ability, Motivation and Attitude.

Responsibilities:

- To facilitate, co-ordinate and administer training programs.
- To prepare annual calendar for training, up gradation of skills.
- Enhancing placement segment by arranging FDPs, Seminars, workshops and Internship programmes.
- Creating a stand-alone facility for placements, specialized in making MOU with industries.
- Creating SOP and policies for placement and training.
- Networking with major employees in companies and relationship building.
- Creating database for companies and students.
- To coordinate with other educational institutions for resource sharing in the field of training needs.
- Assist, guide and support HR Practices and participate in CII, NHRD and HMA Conferences / Seminars to promote HR Practices.

2.13 Anti-Ragging Committee

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgment wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database. Complying with the directives of the Hon'ble Supreme Court of India (vide its order dated 16 May 2007) and AICTE Notification dated 25 March 2009 (issued vide F. No. 37-3/Legal/AICTE/2009), an Anti-Ragging Committee is formed for overseeing the implementation of the provisions of the Anti-Ragging verdict.

It shall be the responsibility of the Anti Ragging Committee to ensure compliance with the provisions of UGC Regulations on Curbing of Menace of Ragging in Higher Educational Institutions 2009, as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti- Ragging Squads detailed for prevention of ragging in the Institutions.

The Committee will monitor the measures taken by the Institute for prevention of ragging and suggest appropriate actions/punishments against individuals indulged in ragging.

Functions:

- To secure almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.
- To take precautions to avoid ragging activities at other locations like bus stops and give instructions to appoint student volunteers & secret informers at various boarding points.
- To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- To associate with Grievances & Redressal committee and help in anti-ragging activities.
- To conduct awareness programs on Anti - Ragging in the form of meetings and PPTs to the senior students, faculty & non-college personnel.
- To conduct meeting whenever required and discuss relevant issues, intimating the Director.
- Complaints can be sent to csipgc@gmail.com.

2.14 Women Cell

Functions and Responsibilities:

- To suggest measures for providing a safe working environment for women on the campus and to recommend actions to be taken by the institute from time to time in order to deter the commission of any acts of sexual harassment or gender discrimination in any form.
- To organize workshops and awareness programmes at regular intervals for sensitizing students and staff members of the institute with the provisions of the Sexual Harassment of Women at Workplace (Prevention prohibition and Redressal) act 2013.
- Equips the female students, faculty and staff members with the knowledge of their legal rights.
- Safeguards the rights of female students, faculty and staff members.
- Provides a platform for listening to complaints and redressal of grievances.

2.15 Disciplinary Committee

Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises.

Functions and Responsibilities:

- To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Every day's cumulative attendance of the student should be sent to the parent's mobile as SMS.
- To attend all counselling sessions convened by the mentors and should feel free to explain their academic/ personal/ career difficulties and seek solutions
- To note that any violence in the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of

the college and misbehavior with girl students be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period.

- To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
- To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
- To conduct meeting whenever required and discuss relevant issues.

2.16 Extra Curricular & Co-Curricular Committee

Functions and Responsibilities:

The committee promotes and arranges extracurricular activities to bring out the talents of students in performing arts. It is responsible for all intra and inter collegiate cultural events in the institute as per the tentative dates included in the academic calendar. The Convener of the committee shall conduct meeting to discuss and delegate tasks.

The committee shall plan for creating the infrastructural facilities

- Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities.
- The committee is responsible for: Event planning
- Scheduling the events
- Budget planning
- Ensuring maximum possible participation
- Coordinating the student activities

2.17 Sports Committee

Functions and Responsibilities:

- To plan, conduct all sports in the institute including competitions.
- Train the students for inter college and inter university, state and national level competitions
- Monitor and maintain the discipline in student players.
- Up-keep of all play grounds, sports equipment, plan and monitor the maintenance of all the infrastructural facilities related to sports and games
- Organize Inter collegiate tournaments and also organize annual sports fest.

2.18 Alumni Coordination Committee

The Alumni Coordination Committee of the institute intends to stay in touch with its alumni continuously, to help them in their various endeavors, and to enable them to connect to and stay in touch with their batch mates, their seniors, their juniors, and current students.

Functions and Responsibilities:

- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institution.
- Establishes the network of the alumni.
- Responsible for establishing alumni chapters and conducting their annual meets frequently.
- Circulates the details of alumni to the present students for their benefit.
- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.

2.19 Institution Industry Committee

The Institution Industry Committee of the institute is dedicated to promote the close interaction of industry and various departments of the institute. The committee facilitates consultancy and industrial and academic trainings those are not prescribed in the syllabus in addition to conducting industrial exhibitions and interaction meets and prepares students for jobs in multinational companies, by exposing them to newer technologies and methodologies. This bridges the gap between industry and the academic institute.

Functions and Responsibilities:

- Organizing workshops, conferences and symposia with joint participation of the faculty and the industries.
- College/Industry Institute Interaction cell continuously encourages students to undergo internships during semester vacations to synchronize the quality of education to meet current trends and industry needs.
- Arrange guest lectures by experts from industry frequently to familiarize students with the latest industrial practices, making them “Industry-Ready” students.
- Organize industrial visits for students and staff to learn the latest industrial practices.
- Send students for Industrial Training Programs to train them in the latest technologies.
- Encourage department-level tie-ups or MoUs with industries for mutual benefits.
- Promote consultancy activities and research and developmental activities with industry.
- Enrich the teaching-learning process through identified industrial gaps.
- Invite industry experts for guest lectures, seminars, brainstorming sessions, and expertise sharing.

2.20 Minority Cell

Minority cell of the institute was established with the purpose of empowering the minority communities in the institute.

Institute has been very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and nationality. The Minority Cell basically helps minority students including Christian, Muslim, sikhs etc. for their academic development.

2.21 SC / ST Cell

Functions and Responsibilities:

- Resolves the Grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.
- Ensures the effective implementation of the guidelines / policies and program of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.
- Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and informs the same to the deserving people.
- Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships.
- Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC.
- Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing.
- To help them apply for post within the University a stipulated date and take follow up action where required. Collects statistics on OBC students and employees.
- Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees

2.22 Internal Compliance Committee

The main objective of ICC is to develop a healthy atmosphere in the institute which ensure zero tolerance to sexual harassment and gender discrimination. This committee provide a platform to express their grievances freely without any fear of being victimized. The women employees / students can raise their grievances through SMS / Call / Email / Letter / Website. The committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute.

Functions and Responsibilities:

- Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.
- Promotes effective communication and collaboration among those responsible for compliance.
- Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.
- Encourages an open-dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance related processes.

3. STANDARD OPERATING PROCEDURE FOR ASSIGNMENT OF RESPONSIBILITIES

Objective: To assign roles and responsibilities to staff members

Responsibility:

- All the teaching/non-teaching staff members
- HOD
- Principal

Procedure:

S. No	Activities	Responsibility
1	List the roles that are needed for each task in the procedure	Principal and HOD
2	Include the responsibilities for each role	Principal and HOD
3	Roles to be assigned to the individuals, and a list for assignment of different roles to be prepared.	HOD
4	Assign role to different members based on their knowledge and experience.	HOD
5	Review the roles of staff member periodically and rotate.	Principal and HOD

4. STANDARD OPERATING PROCEDURE FOR COMPETENCE

Objective:

To improve the competencies of individual staff member.

Responsibility:

- All the teaching staff members
- Head of the Department

S. No	Activities	Responsibility	Target Dates
1	Identify the recent trends and area to improve themselves	Faculty Member	As and when required
2	Periodic Checking of conferences, seminar, FDP, workshop, Hands - on Training etc., on the corresponding field / area		
3	If identified, get the approval from respective HODs and Principal		
4	Attend the respective program		
5	Prepare a Write-up and delivery a seminar regarding the program attended.		
6	Share the knowledge with the students.		
7	Listed are the ways with which a faculty can improve the competency level: •Faculty Development Programs •Seminars •Workshops •Conferences •Guest lectures •Online Courses •Certification Courses •Publications •Research Work •Proposals to Funding Agencies •Industrial Training •Short - Term Courses etc.		

5. STANDARD OPERATING PROCEDURE FOR CONDUCTING OF MEETINGS

Objective:

- i) To detail the agenda and the purpose of the meeting.
- ii) To collaborate with staff on developing norms for expected behavior

Responsibility:

- All the teaching / non-teaching staff members
- Principal / Director
- Head of the Department

S. No	Activities	Responsibility	Target Dates
1	Preparation of Agenda for the meeting	Director & HOD	Before 2 days
2	Posting the Agenda to all the teaching /non-teaching faculty members	HOD	Before 2 days
3	Preparation of materials that is required for the discussion in the meeting	HOD & Members	Before the meeting
4	Making arrangement such that they are unoccupied at the time of meeting	HOD & Members	A day before
5	Availability of the fixed venue & arrangement of chairs should be made	Attendees	Whenever a meeting is call forward
6	A reminder for the meeting	HOD	The Day morning
7	Arrival of members and HOD to the venue	HOD & Members	Before 10 minutes
8	Commencement of the discussion based on the agenda with general greeting.	HOD & Faculty Members	On time
9	Taking minutes	Assigned person	During the meeting
10	Work allotments that are made in the discussion should be noted	Concerned members	During the meeting
11	General discussions and suggestions	Director, HOD & Members	Last session of the meeting
12	Refreshments can be provided to attendees	Attendees	Last session of the meeting
13	Ending of the meeting	HOD	On time
14	Making of minutes in both soft and hard copy	Assigned person	Next day of the meeting
15	Distributing / emailing the minutes to all the present and absentee members along with a copy to Principal office	Assigned person	Next day of the meeting
16	Minutes been acknowledged by HOD, faculty and staff members	Director, HOD and	Next day of the meeting
17	File the minutes	Assigned person	Next day of the meeting

6. STANDARD OPERATING PROCEDURE FOR INTERNAL ACADEMIC AUDITS

Responsibility:

- All the teaching and non-teaching staff members.
- Head of the Department

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Depute faculty members to maintain and consolidate the required files	HOD	1st week of June
2	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	HOD and all faculty members	2nd week of June
3	Mock preparation by department	All the teaching and non-teaching staff members of the department	3rd week of June
4	Conduct internal audit department wise	Deputed internal auditor, Principal	4th week of June
5	Approval of audited reports.	Deputed internal auditor	1st week of July
6	Grievances can be rectified and updated.	HODs and all faculty members	2nd week of July

7. STANDARD OPERATING PROCEDURE FOR PREPARATION OF INSTITUTIONAL BUDGET

Objective:

To prepare budget for the Academic Year.

Responsibility:

- Finance Committee

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Establishment of a budget implementation team to start working on budget Planning and Preparation	Finance Committee	1st week of February
2	Planning budget preparation based on the requirement and new high priority spending initiatives.	Finance Committee	2nd week of February
3	Reviewing and prioritizing the on-going and new activities by finance committee.	Finance Committee	3rd week of February
4	Preparation / Developing of budget plan	Finance Committee	4th week of February
5	Reviewing current program budget structure, developing program narratives and performance indicators based on actual resources.	Finance Committee	1st week of March
6	Prioritizing requirements and finalizing proposals for budget preparation for current academic year.	Finance Committee	3rd week of March
7	Preparing detailed proposal of internal department budget and submitting the proposals to Principal	Finance Committee	3rd week of March
8	Preparing final draft budget for current academic year and present to the Director	Finance Committee	4th week of March
9	Conducting the budget hearing meeting with the budget committee	Finance Committee	4th week of March
10	Budget revision based on budget hearing meeting decision.	Finance Committee	4th week of March
11	Conveying approved budget	Finance Committee	4th week of March
12	Releasing the budget fund to approved budget Proposals	Management	4th week of March

Composition of Finance Committee:

S. No	Head	Position in the Finance Committee
1	Director	Chairman
2	Finance Officer	Member
3	Assistant Finance Officer	Member

8. STANDARD OPERATING PROCEDURE FOR WEBSITE UPDATION AND MAINTAINANCE

Introduction

Institute website showcases and communicates our vision and mission to students, faculty and staff, and the stakeholders. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, it is integral that institute website projects an image that is consistent with the quality programs and events that make the institute dynamic.

Objective:

The objective of institute website is to provide access to up-to-date and well-organized information to students and the stakeholders about programs, events and services. While the website serves as a tool for current students, it is also a vehicle to promote our programs and services to prospective students, their parents, and the society at large.

Responsibilities:

- Website In-charge
- HoD
- Principal

S. No	Activities	Responsibility	Target Dates/Days
1	Assign in charge for institute website.	Principal	-
2	Website in charge ought to exhibit all the information effectively.	Website in charge	Every working day
3	Website should be monitored	Website in charge, faculty in charge, HOD and Principal	Every working day
4	Depute one faculty from the department to coordinate with website updation	Faculty in charges from each department	-
5	Sharing of google sheet by website In-charge with the assigned faculty for the collection of data.	Faculty in charge	15th day of every month
6	Academic schedule updation	Faculty in charge and HOD	Before the commencement of each semester.
7	To post the events / workshop / conference / symposium / students contest / etc..	All the faculties and HOD	one month before the commencement of the events
8	News and events photo gallery update	All the faculties and HOD	One day after the events
9	Web page details, verification and Approval	Principal	As and when required
10	Removal of old data from website	Website in charge	As and when required
11	Archiving of the file in cloud / drive.	Website in charge	Archiving the data just before the removal.

9. STANDARD OPERATING PROCEDURE FOR ACADEMIC REVIEW MEETING

Objective:

To elaborate the procedure to conduct academic review meeting.

Responsibility:

- All the teaching/non-teaching staff members
- HoD
- Director of the institution

S. No	Activities	Responsibility	Target Dates/Days
1	Planning of academic review meeting	HOD	After the end of Internal test I & II (Twice in a semester)
2	Intimation through circular from the head of the institution with regards to conduct of academic review meeting	Director	Last day of Internal test I & II
3	Mentors have to intimate the parents in regards to meeting through phone / telegram	Mentors	Seven days prior to the meeting
4	Mentors have to prepare the consolidated marks (Internal test & end semester exam), individual academic performance and attendance percentage of students	Mentors and HOD	Three days after the completion of Internal test I and II
5	Discuss about the performance of the students	Parents, Mentor and Faculty members handling the classes and HOD	Day of Academic review meeting
6	Venue Preparation	Admin (AO)	The day before the meeting
7	Arrangement of refreshments and food	Admin (AO)	Day of Academic meeting

10. STANDARD OPERATING PROCEDURE FOR ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS

Objective:

To elaborate the procedure for attending FDP, Seminar, workshop etc. in other institutions.

Responsibility:

- All the Faculty members
- HoD

S. No	Activities	Responsibility	Target Dates/Days
1	Visit websites frequently to identify the interesting and useful programs to participate	Faculty member	Not Applicable
2	Gather information about the identified programs such as number of days, dates, topics, conducting institution, registration fees and	Faculty member	Not applicable
3	Discuss with HOD about the program and getting approval by HOD and Principal	Faculty member	Before the registration closing date
4	Register for the program with all necessary documents mentioned by the organizing institution	Faculty member	Before the registration closing date
5	Make necessary alterations for the academic works with other faculty members and get approved by the HOD and Principal	Faculty member	One week before the program
6	Submit write up about the program and submit it to the HOD	Faculty member	Within three days after the program
7	Get Claim Form from office to get the registration fees	Faculty member	Within 10 days after the program

11. STANDARD OPERATING PROCEDURE FOR PREPARATION OF CLASS AND INDIVIDUAL TIME TABLE

Objective:

To elaborate the procedure for preparing Class and individual teaching time table.

Responsibility:

- Department time table coordinators
- HoD

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Registering students responses on elective courses for the coming semester	HoDs	Before commencement of Odd / Even semester
2	Course allocation meeting details to be used for class time table preparation	Timetable coordinator	Before commencement of Odd / Even semester
3	Common meeting of all time table coordinators	Timetable coordinator	Before commencement of semester
4	Detailed Time table preparation both class-wise, individual and room	Timetable coordinator	Before commencement of every semester
5	Approval by Principal for Class, Individual time table, room occupancy	Principal	Before commencement of every semester

12.STANDARD OPERATING PROCEDURE FOR LIBRARY

The library provides access to an extensive range of informative resources like books, e- books, journals, e-journals, newspapers and access to wide range of resources to enhance knowledge for research and development activities of the faculty and the students.

Objective:

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

Procedure:

- HOD of the department will communicate to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of Principal. Once the Principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Roles and Responsibilities of the Librarian

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.

Processing of the Books / CDs / DVDs

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the user.

13. STANDARD OPERATING PROCEDURE FOR ALLOCATION OF PROJECT GUIDES

Objective:

To guide and conduct the final year student projects.

Responsibility:

- All the project guides.
- Project work Coordinators.
- Final year students
- Head of the Department

Procedure:

Project work is an important component and provides the students with the opportunity to design undertake or conduct an independent research or study related to their degree course.

Upon completion of Final year project, student should be able to Identify and describe the problem and scope of project clearly, collect, analyze and present data into meaningful information using relevant tools, select, plan and execute a proper methodology in problem solving, work independently and ethically, present the results in written and oral format effectively and identify basic entrepreneurship skills in project management.

As part of curriculum, a student is normally required to undertake a project work in their final year of study.

A student shall carry out the project work under the supervision of a faculty member or in collaboration with an Industry, R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work.

Types of Projects

Projects may be either one or a combination of the following categories of projects Experimental Research, Case study, Industrial applications etc.

14. STANDARD OPERATING PROCEDURE FOR COURSE ALLOTMENT

Objective:

To elaborate the procedure for allocating Theory and Practical labs to staff members.

Responsibility:

- All the teaching faculty
- Principal
- Academic committee
- HOD

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Releasing the academic schedule to all teaching / non-teaching staff members	Principal	Before the start of semester
2	Receiving students choices on elective courses	HoD and Faculty	One week before start of semester
3	Conducting department meeting on course allocation based on willingness and competency	Academic Committee / HoD	Two weeks before start of semester
4	Analyzing the competency of staffs in course chosen based on their possession of PhD/Publication/MOOC certification/FDP certification	Academic Committee / HoD	Two weeks before start of semester
5	Allocating the courses to the faculty based on the number of times the course handled, specialization result analysis and earlier students feedback	Academic Committee / HoD	Two weeks before start of semester
6	Assigning the practical laboratory courses corresponding to the theory allotted faculty.	HoD	Two weeks before start of semester
7	Approval by Principal after course allotment	Principal	Before the start of semester

15. STANDARD OPERATING PROCEDURE FOR ORGANIZING AND CONDUCTING ORIENTATION PROGRAM

Objective:

To elaborate the procedure for organizing first year orientation program.

Responsibility:

- Principal of the institution.
- Heads of the various organizing committees
- All the teaching/non-teaching staff members.

Procedure:

S.No	Activities	Responsibility	Target Dates/Days
1	Orientation program date to be finalized	Principal	1st week of October
2	Chief Guest to be finalized	Coordinator and Principal	2nd week of October
3	Formation of Committees- Seating, Stage, Reception, Food and Information Committee	HOD and Principal	3rd week of October
4	Roadmap pamphlets	HOD	3rd week of October
5	To inform newly admitted students and their parents about orientation Program	Faculty in charges	3rd week of October
6	Invitation and Agenda Finalization	Organizing committee head.	3 days before orientation
7	Meeting of committee members with the Organizing Committee head to discuss about their roles and responsibilities.	Principal, Organizing Committee head and Committee Members	3 days before orientation
8	Finalization of academic schedule for academic year	Principal & HoD	1 week before orientation
9	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoD	1 days before orientation
10	Circulate Time table, Academic schedule, syllabus and course information to students	Principal and HoD	On the day of orientation

16. STANDARD OPERATING PROCEDURE FOR ORGANIZING FDP, SEMINAR AND WORKSHOP

Objective:

To organize FDP, Seminar, Workshop etc.

Responsibility:

- All the Faculty members
- Event Coordinator
- Head of the Department

S. No	Activities	Responsibility	Target Dates/Days
1	Identify the Program dates based on the department event calendar	Event coordinator	Not applicable
2	Conduct meeting to identify the area of training required	HoD	45 days before the event
3	Prepare the proposal document and getting confirmation and approval	Event Coordinator, HoD	40 days before the event
4	Form the committee to coordinate the activities.	Event Coordinator, HoD	40 days before the event
5	Identify, contact and invite the resource persons	Event Coordinator	35 days before
6	Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation.	Committee members, Event Coordinator, HoD	30 days before the event
7	Set up the hardware and software needed for the event	Committee members	1 week before the event
8	Design the certificates for the participants	Committee members	1 week before the event
9	Make all the necessary arrangements such as accommodation, refreshments for the resource persons and participants	Committee members, Event Coordinator	3 days before the event, the days of event
10	Get feedback from the participants	Event Coordinator	On the day of event
11	Post Publication of the event on social media	Event Coordinator	One to Two days after the event.
12	Prepare final report about the event	Event Coordinator	Two days after the event
13	Submit all the expense details to the HoD and Accounts	Event Coordinator	Five days after the event

17. STANDARD OPERATING PROCEDURE FOR AWARDS AND APPRECIATION

Objective:

To recognize and felicitate the outstanding performers in different categories.

Responsibility:

- Principal
- Award and Appreciation Committee
- Refreshment Committee

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Formation of Award and Appreciation Committee	Principal	30 days before formation
2	Identifying different category of awards	Award Appreciation Committee	Immediately after the formation
3	Evaluating the budget and submission with detailed proposal to Principal/ Registrar for approval	Award Appreciation Committee	25 days before
4	Selecting the Chief Guest	Principal	As Applicable
5	Preparing the list of award winner	Award Appreciation Committee	20 days before
6	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award Appreciation Committee	18 days before
7	Design / Prepare the Certificate for the awardee	Award Appreciation Committee	15 days before
8	Intimating awardees and sending invitation	Award Appreciation Committee	10 days before
9	Venue Preparation	Award Appreciation	7 days before
10	Arrangement of refreshment for the guest & participants	Refreshment Committee	7 days before
11	Publicity	Award Appreciation	Pre and Post event
12	Presenting the award to the winner by Chief Guest	Chief Guest / Principal	On the day
13	Sending congratulations note along with the photograph of the ceremony with the participants	Award and Appreciation Committee	One day after the program
14	Preparation of Report	Award and Appreciation Committee	Two days after the program
15	Submission of bill and statement of expense to accounts	Award and Appreciation Committee	Five days after the program

18. STANDARD OPERATING PROCEDURE FOR CAMPUS CLEANLINESS

Objective:

To keep the campus clean and maintain the hygiene.

Responsibilities:

- Administrative Officer
- Housekeeping Staff

Class Room/ Staff Room/ Office Room/ Stair case/ Corridors Cleaning

: Prior- ity	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

Laboratory Cleaning

: Prior- ity	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash / waste pot (Physical, chemical and biological trashes)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine / equipment	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Dust ceiling and light fixtures	Monthly

19. STANDARD OPERATING PROCEDURE FOR CLASSROOM MAINTENANCE

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

Responsibility:

- All the teaching/non-teaching staff members

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Allotment of individual classrooms for respective Class students	HoDs	One week before commencement of Odd / Even semester
2	Verification of working of ICT facilities in each and every class room	System Admin	One week before commencement of Odd / Even semester
3	Arrangement / Repair of students Desks and teachers desks / tables.	Supervisor	Two weeks before commencement of Odd / Even semester
4	Repair of existing electrical outlets - Tubes / fans / bulbs replacement	Electrician, Supervision	One month before commencement of Odd / Even semester
5	Ventilation / Window replacements work if any	Supervisor	One month before commencement of Odd / Even semester
6	Routine services or maintenance	House keepers	Every working day
7	Keeping the classroom clean and tidy	Students and teaching staff	Every working day
8	Classroom security with lock system.	Supervisor	Every working day

20. STANDARD OPERATING PROCEDURE FOR MENTORSHIP

Objective:

To elaborate the procedure for Mentorship.

Responsibility:

- All the Mentees
- Head of the Department
- Mentors

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Allocation of mentees to the Mentors	HOD	Before commencement of academic year
2	Categorizing the mentees based on the SWOT analysis and motivating them based on their performance.	Mentors	Before commencement of academic year
3	Monitoring the Mentees discipline.	Mentors	Daily Basis
4	Conducting Mentors ward meeting to counsel and to motivate the mentees.	Mentors	Twice in a month
5	Recording of the Minutes of Mentorship meeting in the Mentor Log book.	Mentors, HOD	Weekly Basis
6	Motivating the mentees to improve their programming skills.	Mentors	Weekly Basis
7	Motivating the mentees to do online courses and monitoring the status.	Mentors	Weekly Basis
8	Motivating the mentees to participate in co-curricular and extra-curricular activities conducted in other reputed colleges.	Mentors	Daily Basis
10	Maintaining the daily and Monthly attendance of mentees and sending reports to parents. Making the mentees who are having attendance below 75% to meet HoD.	Mentors, HoDs	In first week of every month
13	Analyzing the mentee's interest in various domains, so that they can be allowed to participate in the events that contribute to their interest.	Mentors	Daily Basis
14	If the mentees have any grievances regarding their subjects, it shall be discussed with the respective faculties.	Mentors, HoD	Timely Basis
15	Conducting Academic Review Meeting to inform about the progress of the mentees, placement related training, importance of mandatory courses, academic and co-curricular activity performance.	Mentors, HoD	Monthly Basis