HANDBOOK

ON

CODE OF CONDUCT

JOB RESPONSIBILITIES OF
TEACHING AND ADMINISTRATIVE STAFF

What is code of conduct?

A summary of shared institutional values, moral principles, rules and responsibilities of an individuals

To whom it applies?

- Governing body
- Administration
- HOD & Teachers
- Physical director
- Librarian
- Non-teaching staff

Why do we have?

- To ensure that all should understand the responsibilies of individuals to adhere with the code of conduct of our institution.
- To provide the necessary guidance to the necessary one.
- To reflects the vision, mission and values of our institution.
- To build the safe and academic atmosphere of teaching, learning and working.
- To make the entire institutions environment very clear and transparent.

SOP OF PRINCIPAL

Standard Operating Procedure for monitoring the academic activities conducted throughout the year.

Principal Procedures to be followed for implementation of SOP: Academic

1. Staff shall use various formats prescribed and approved by Principal.
2. At the end of year, Principal shall take the choice of subject for next year from each faculty. Eachfaculty must give subject choice.
3. After taking the subject choice, HOD shall allocate the subjects to each faculty within one week.
a. Principal shall allocate senior faculties for teaching to First Year.
b. One faculty shall not be assigned to teach more than one subject to the same class.
4. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material. The file should be ready a week before the start of semester.
5. Principal shall take the review of course file and teaching plan one week before the start of academic year.
7. HOD shall prepare academic calendar including dates of start and end of year, dates of various examinations, class test I & II, Seminar etc. before one week of start of year or immediately after receiving academic calendar of Board; whichever is earlier.
8. Based on the academic calendar provided by HOD, principal shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student'sassociation etc.
9. HOD shall prepare the time table one week before the start of semester and the approval of Principal shall be taken.
10. Principal must send the letter to each parent through class teacher, indicating the date of start of year and other information one week before the start of year.
11. Principal shall appoint the class teacher. The class teacher shall appoint the faculty mentors.
12. The teaching learning process should start from the first day of start of year.
13. The class teacher along with the mentors must take the follow-up of the absent students.
14. daily basis and prepare a bar-graph of 'date versus number of absent students'. Also, weekly attendance report shall be evaluated by Principal.
15. Principal shall appoint the various portfolios of department to the faculties in the first week ofthe start of the semester. Various portfolios may include the coordinator for, NSS, Sports, Time table, academic activities, event, writing and maintaining MoM, ERP, T&P,

attendance monitoring, mentoring scheme monitoring, alumni cell, student association, any club (if available), departmental library, Board examination, website, class teacher, cultural, women's grievance cell, student's grievance cell etc.

16. The result analysis shall be done immediately after the declaration of result by Board and should be observed by the Principal

17. Principal shall send the summary of events conducted at the end of each month to the DirectorNon-technical

18. Principal shall go through student's feedback (online/offline) before the end of first term.Principal shall send the summary of feedback to the Director Nontechnical for necessary action.

19. Principal shall go through the defaulter list of students after every month. The defaulter list shallbe displayed on the college notice board.

20. The monthly attendance report shall be sent to the parents by the class teacher / Mentor.

21. Principal shall arrange parent-teacher meet minimum one per semester.

The feedback of such meeting should be send to Director Nontechnical for necessary action.

22. Principal should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to DirectorNontechnical for necessary action. At the same time Principal should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals isavailable on UGC portal.

23. At the end of year Principal shall take his own feedback from all the staff in the college in the prescribed format.

24. After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Director Nontechnical.

25. Principal shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of year and submit to Director Nontechnical.

26. The confidential reports of the non-teaching staff to be submitted to Director Non-technical at theend of the year.

SOP of Head of the Department (HOD)

Standard Operating Procedure for monitoring the academic activities conducted throughout the year.

Implementation of SOP:

1. Head of the Department (HOD shall use various formats prescribed by IQAC and approvedby Principal.
2. At the end of semester, HOD shall take the choice of elective from the students (wherever isit applicable) for next semester.

    - HOD shall take the choice of subject for next semester from each faculty. Each faculty mustgive minimum one choice of subject from First Year to Final Year & Post Graduate (If applicable).

    - HOD shall allocate the subjects to each faculty within one week. One faculty shall not to beassigned more than one subject to the same class.
    - HOD shall assign the senior faculty for teaching to First Year & Final Year.
    - Each faculty shall start the preparation of the course file and ready one week before start ofthe new semester.
    - The HOD shall take the review of lab maintenance from the lab In-charges and take thefinancial approval of the maintenance from the Principal. The lab In-charge and lab Assistant should be complete the maintenance of all equipment during the vacation.
3. Before one week start of new semester,
    - HOD shall prepare the department academic calendar including all activities after receivingthe college academic calendar from HOD & IQAC.
    - The Time Table In-charge should prepare the Class wise Time table.
    - Each faculty must prepare the teaching plan of theory as well as practical subjects.
    - The IQAC, HOD shall take the review of course file & Teaching Plan.
    - HOD shall appoint the class teachers and other duties at department level.
    - Class Teacher should prepare the Academic Book and circulate among all the faculty andstudents.
    - The mentoring in-charge must appoint the mentor.
4. The teaching learning process should start from the first day of start of semester.
5. The class teacher shall initiate the process of registration of students in the department fromthe first day of semester.
6. The HOD and Vice Principle must monitor the classes and practical happed as per the timetable.

7. The class teacher along with the mentors must take the follow-up of the absent students ondaily basis.

8. The HOD shall take the review of the absent students from the class teacher on every week,submit the report to respective vice principal for necessary action.

9. The project allotment shall be done to students in the first week of starting of first semester.

10. Any grievance shall be brought to the notice of the Principal through IQAC for necessary action.

11. The class teacher shall prepare the monthly attendance and academic progress report and shall be sent to the Principal through the HOD and Vice Principal.
    - HOD shall display the monthly defaulter list of the students on notice board.
    - The monthly attendance shall sent to the parents.

12. The counseling of the defaulter students must be done by the class teacher, mentor, Vice Principle, HOD and Principal.

13. The Vice Principle take the monthly syllabus coverage review and sent to the IQAC and Principal through the HOD.

14. The class teacher shall prepare the result analysis immediately after the declaration of result by University and should be sent to the Principal through IQAC.

15. Event coordinator must prepare the event conducted report in the prescribed format and sent to the IQAC and Principal through the HOD.

16. HOD shall prepare the summary of the event conducted at the department on monthly and sent to the IQAC and Principal.

17. The Vice Principle and class teacher take the students feedback (Online / Offline) and made the feedback analysis. HOD shall sent the action taken report of the student's suggestions to the IQAC and Principal for necessary action.
    - The frequency of the feedback is 02 times in a semester (in mid semester & end of thesemester)

18. The Class Teacher & HOD shall organize the Parent-Teacher Interaction meet for giving the information to the department, Students progress, Result analysis, placements and discussion the academic issues of the students with their parents. The feedback of such meeting should be send to the Principal through IQAC for necessary action.

19. The internal assessment marks (TW) shall be display on the notice board after approval of the Principal.

20. The HOD shall take the time to time review of the academics and arrange fortnight meetings of all faculties for discussion of the issues. The minutes of the meeting must be record.

21. HOD should be send the proposals for attending the workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial

support to the Principal for necessary action.

22. The HOD should be encouraging the faculties to publish their work in standard and reputed conferences or Journals and to participate in the workshops/seminars/FDPs/STTPs.

23. HOD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of Second semester and submit to Principal through IQAC.

SOP of Vice Principles

Standard Operating Procedure for monitoring the academic activities conducted throughout the year.

Implementation of SOP:
1. At the end of semester,
   a. Collect the choice of next semester elective subjects (wherever is it applicable) from classteacher at the end of the semester.
   b. Take the choice of subject for next semester from each faculty. Each faculty must giveminimum one choice of subject.
2. Vice Principals and HoD shall take the review of course file and teaching plan one week before start of semester.
3. Based on the academic calendar provided by Principal, Vice Principals shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc with concern HoD.
4. Take the review of time table from time table In-charge one week before the start of semesterand the approval of HOD and Principal shall be taken.
5. The teaching learning process should commence from the first day of semester.
6. The Vice Principals will take the overall review of the registration process from respective class teacher from the first day of semester.
7. The Vice Principals along with the class teacher and mentors must take the follow-up of the absent students on daily basis.
8. The Vice Principals along with class teachers to prepare monthly Academic and Attendance defaulter report should be send to Vice Principals through HoD.
9. With coordination of all class teachers arrange Students feedback (online/offline) after completion of First unit and before the end of semester and shall send the summary of feedback to the HoD for necessary action.
10. To prepare monthly Academic and Attendance defaulter list of students with coordination of respective class teacher after every month and send the list to the Vice Principals through HoD for necessary action. The defaulter list shall be displayed on the departmental notice board.
11. The monthly attendance report shall be send to the parents with coordination of respective class teacher.
12. 13.With coordination of respective class teacher shall arrange parent-teacher meet minimum one per semester. The feedback of such meeting should be send to the Vice Principals through HoD for necessary action.
13. With coordination with lab coordinator check the lab file, dead stock register, Notice board, Manuals and continuous assessment.

SOP of Time Table Coordinator

Standard Operating Procedure of Time Table committee is for smooth conduction of academicactivities in the department.

Implementation of SOP:
1. Prepare draft copy of time table based on distribution of teaching load of the faculty members before 15 days start of the semester. Following points must include in the time table

i.e Aptitude, Lecture series, mentoring, training, library and other activities.

2. If laboratories sharing with other department, all overlaps of lectures and practical shouldresolve in consent with concern HOD and time table in charge.
3. Prepare the final copy of departmental Time table of class wise and master time table inconcern with HOD and Vice Principals.
4. To take the approval from the principal and communicate to all faculty and students oneweek before semester start.
5. Submit one copy to Vice Principals for preparation of master time table of institute.
6. Allocation of practical batches.

SOP of Class Teacher

Standard Operating Procedure of Class Teacher for monitoring and guide the individual class students.

Implementation of SOP:
Class Teacher:

1. Class Teacher first do the registration of respective students & allocate the roll number according to the registration forms.
    - ➢ Prepare the Roll Call List.
    - ➢ The final copy of roll call list to each faculty by email.
    - ➢ The students database as per format described and send the final copy to each faculty by email.
2. Provide the Time Table & Academic Book to the students before academic year starts via emails and WhatsApp group.
3. Proper maintenance of all furniture's, fittings and power supply in the classroom.
4. Overall responsibilities of the class in discipline, conduct, character and cleanliness.
5. Responsibility of teacher to provide user name & password to each & every students for Student information module.
6. To appoint a Class Representative of the class.
7. To check whether the mentor is allocated to the students or not.
8. To check the effective execution of lectures and practical's as per the given time table of respective class room.
9. Monthly Attendance to be maintained and submitted to the Vice Principals, HOD and display it on notice board. In case of low attendance immediate action to be taken.
10. Counseling of the students those have less attendance and arrange make-up classes for the same with respective subject teachers.
11. Contact Parents and inform about the academic progress & attendance.

12. Organize parent Teacher Interaction Meet once in year and inform the parents regarding PTI meet well in advance at least one week before. The parent should be intimated through SMS, calling. To maintain a record of PTM and immediate action to be taken.
13. All Leave letters, medical certificates, history cards and parent touch students should be carefully preserved and filled in individual files which will be used for future purposes.
14. Aware the students about examination & practical's.
15. Take the Feedback of each & every student with the help of mentors

16. Solve the problems which have been mentioned by the students.
17. If a student is found ill implant of theft or loss is registered by student/parent the classteacher should try and enquire about the same and respond appropriately to the parent.
18. Inform the students that no mobiles phones or any digital device to be allowed duringlectures, or college premises.
19. Every class teacher has liberty to organize and implement scheme for the welfare of thestudents in matter of studies, classroom arrangements, interpersonal relationships, etc.
20. In case of any industrial visit or field trip class teacher should inform parents and have properpermission for the same.
21. Class Teacher should not seek personal favors from parents.
22. Prepare the Result Analysis of respective class within one week after declaration of theresult.

Counseling of the students those have failed in particular subject and arrange remedial classes for the same with respective subject teachers.

SOP of Laboratory In charge

Standard Operating Procedure of Laboratory In charge is to achieve uniformity & consistency in the academics with all departments.

Implementation of SOP:
1. At the end of semester maintenance must be done before proceeding to vacation.
2. If any requirement it must be submitted before proceeding to vacation.
3. Lab timetables must be displayed on notice boards of Lab.
4. According to time table the lab plan must be displayed on notice board.
5. Maintain the lab Record like lab utilization, lab file, continuous assessment sheet.
6. Maintain lab Equipment.
7. Preparing lab Requirement at the end of academic year.
8. Maintenance of hardware and software of labs.
9. Maintain the cleanliness of lab.
10. Maintain dead stock register, inward/outward register of lab.
11. Maintain & Keep Lab file in lab.
12. Keep Lab manual of Practical's conducted in Lab.
13. Suggest new configuration and updating of software's and hardware.
14. Maintain lab testing report.
15. Provides instruction to all lab users on proper use of all equipment.
16. Motivate students to do some research work using available resources in lab.
17. Consult HOD on more difficult issues in lab.
18. If required authorize temporary shifting &/ use of equipment outside the lab.
19. Display models, charts, slides etc.
20. End of every semester lab verification and testing reports to be maintained.

SOP of Lab Assistant OR Technical Assistant

Standard Operating Procedure of Lab Assistant or Technical Assistant for assist to the teacher and conduct the experimentations during the practical sessions and help to lab In-charges for keeping the laboratories records and maintenance of lab equipment's.

Implementation of SOP:

1. Disseminate Vision, Mission statements in the laboratory;
2. Maintain dead-stock register;
3. Prepare laboratory manual.
4. Display information related to Lab time-table, Total laboratory cost, List of majorEquipment, Lab area, and Standard operating procedures (SOPs);
5. Monitor condition of equipment, conduct preventive and predictive maintenance, calibration,and annual maintenance contract of laboratory equipment's;
6. Suggest new equipment to meet the needs of teaching, erection/installation and commissioning of new equipment, procurement of consumables etc. before theimplementation of revised syllabus (if any);
7. Determine size of the batch, number of sets, demonstration kits etc. to be arranged;
8. Preparation of Continuous Assessment Sheet for allotted batch;
9. Preservation of sample journal copy;
10. Maintain laboratory utilization register and equipment utilization for specific work;
11. Maintain testing and consultancy (if any) records conducted in laboratory;
12. Collect periodic feedback from students about working of instruments and special need;
13. Prepare laboratory budget; and
14. Monitor laboratory safety and cleanliness.

SOP of Examination Section

Standard Operating Procedure of Examination Section for smooth conduction of internal andexternal examinations in the institute.

Implementation of SOP:

1. The Principal shall appoint the College Examination Officer (CEO) and member of theexamination section for smooth conduction of Examination process.
2. CEO shall display the all deadlines the notice board regarding filling of the examinationform, all examination dates and result declaration.
3. Collecting and verify the examination form filled online by the students as per the scheduleof the University.
4. To conduct the internal examination as per academic calendar.
5. Display of the University Examination Schedule on the Notice Board.
6. Issue of the internal junior supervisor orders for all theory examination. Also issue the internal examiner order for Term work examination before one week of the examination consulting the Vice principals
7. Distribution of the Hall Ticket of the University examination to the students immediately after issued from the University.
8. To make the examination hall arrangement, seating arrangement for conduct the theory examination as per the schedule of the university.
9. Display the rules and regulation of the examination on the notice board.
10. CEO shall print the online question papers received half an hour before start of the examination and handover to the Senior Supervisor for distribution purpose.
11. To prepare the examination bills, audit of bills and submission to the University for Sanction the bills through the Principal. Distribute the examination remuneration of the internalfaculty related to examination after receiving all bills from the University.
12. Collect the result Analysis of each subject and send the list of those having less than 60% result to the Principal for further action.
13. Solve the students grievances related to internal examination and result:
    - Written signed application from students addressing exam section, mentioning thegrievance is taken.
    - Grievance related to subject is conveyed to subject teacher.
    - Any other exam related Grievance is dealt by CEO
14. Solve the students grievances related to University:

- Written signed application from students addressing exam section, mentioning the grievance is taken (Filling of exam /photocopy/ revaluation forms, Hall tickets, mark entry, results, mark sheet)

- Within 2 days the queries are conveyed to university either telephonically or mail on webmail or letter is sent enclosing the application of student and necessary documentsforwarded the through the principal
- Within a week Grievance resolved by University (confirmation either telephonically or mail or receipt of letter)
- Convey the grievance to the students.

15. To complete the examination related work of the University as per the target dates given bythe University.
16. Maintain all the record related to the examination.
17. Maintain the files of the accreditation as per the formats given by the IQAC cell.

SOP of Training & Placement Cell

Standard Operating Procedure of Training & Placement Cell for conduct the training activities and recruitment of the students.

Implementation of SOP:

A) Training & Placement Officer
1. To look after day-to day activities of placement.
2. To have liaison with industries, Government and non-Government organization.
3. To arrange skill development training such as soft skills, communication, interview skill,inter personal skill etc.
4. To prepare the students for competitive examinations.
5. To create data base on Alumni and their present position.
6. To arrange expert lectures by industry professional.
7. To collect feedback from industries coming for placement.
8. To arrange workshop for entrepreneurship development.
9. To develop Management Information System (MIS) on placement of passed out students andto create data base of recruiting industries and organization.
10. Call meetings of departmental coordinators on regular basis to plan the activities of training and placement**.** Members of the committee propose names of companies/organizations whichcan offer placements to the students.
11. Invitation to companies for placement through T&PC coordinator via mail/letter.
12. Collection and segregation of database of eligible students is collected from respectivedepartments for the scheduled placement drive.
13. Conduct preplacement formalities after receiving positive response from company, to get indepth information about the profiles being offered, pay package, number of posts, etc.
14. All the information regarding the company and the placement drive is discussed among themembers of cell in a meeting and it is shared with students.
15. Required approval for conducting placement drive in the campus premises is taken by TPOfrom Principal with other necessary expenses.
16. Coordination for smooth conduction of placement drive and training programmes.
17. To organize HR Meet to develop rapport with companies.
18. Any other duties assigned by higher authorities from time to time.
19. Collection of students data (Phone No. Email etc.) of final year students. (P.G. & U.G.)

B) STUDENTS
1. Students should register themselves for placements with Training & Placement Cell

in thebeginning of the 6th Semester.

2. Training and Placement Cell functions just as a facilitator and counsellor for Placementactivities. Registering with TPC does not guarantee a Job or Internship.

3. Based on the company request students database after obtaining willingness from studentswill be shared with the company.

4. The students participating in On Campus Recruitment Drive is required to carry the institute ID card with them at the time of PPTs, Tests, Interviews and any other TPC related activities. The students need to produce the ID when asked by the TPC representatives. In no scenario will a student be allowed to take part in these activities without the above identification documents

5. Attending the Pre-Placement Talk(PPTs) conducted by the companies is mandatory for thestudents who have applied for that particular company. Attendance will be taken 5 minutes before the PPT begins. Record of the same will be handed over to the company for record keeping purposes.

6. Campus recruitment dates will be confirmed on the mutual convenient days.

7. Students will be informed about the company visit three days in advance.

8. Results will be announced to the students at the end of the recruitment process.

9. A student is free to apply for as many companies as he/she wants.

10. Once the students receive the offer letter by mail, they have been asked to submit copy to thedepartment staff coordinator.

11. Those students selected for the internship will submit the internship request form (held in Placement Office) to the Department along with the Internship offer letter received from the company.

12.RULES OF APPLICATION:

➢ Students are advised to check the company background and profiles on offer well beforeapplying for the company.

➢ Once applied, application cannot be withdrawn under any condition.

➢ There is no restriction on the number of companies; a student might apply until the firstjob is secured.

➢ Under no circumstances, application deadline will be extended, unless explicitly requested bythe company itself.

➢ Students are required to be well assured of meeting all the required criteria of a company.(CGPA/Medical Condition etc.)

➢ It is necessary to appear in the test/interview if shortlisted. Absence from such activitiesmay attract the severest action from the TPC.

13.STUDENT CODE OF CONDUCT:

➢ Students found in possession of any such gadget will be expelled from the test location.

➢ Any student found indulging in any form of cheating will attract punishment in

form ofderegistration from the entire Placement season.

➢ No concession shall be provided in cases involving cheating under any circumstances.

➢ If any placed student is found to be indulging in any such activity either on the spot or remotely shall be reported the TPO and a request to cancel their offer shall be forwarded to the concerned company.

➢ In case of discrepancies the decision taken by the TPC will be non-revocable and binding.

C. FACULTY COORDINATORS

1. Coordinators must compile and update the database of students of Final year & year inprescribed formats as sent by Training & Placement Officer from time to time.

2. Coordinators must submit the list of company HRs relevant to the respective departments andassist TPO in organizing HR Meet.

3. Departmental Placement coordinators will assemble the data of students & activities andsubmit to the Placement Officer.

4. Physical presence of coordinators is must during Assessment Test and for the entire processof campus drive.

5. Coordinators must help in selection of candidates after assessment test

6. Feedback form for the Training and placement related events is collected from the participants. A summary report along with relevant photographs is submitted in the TPC for future record.

7. Campus recruitment dates should be conveyed to the students by coordinators & necessary preparations must be completed prior to recruitment process.

8. Once the students receive the offer letter by mail, they have been asked to submit the same tothe department staff coordinator. Coordinators must collect the offer letters from all placed students and submit the copies to placement officer.

9. Coordinators must facilitate the internships of students by issuing letters to communicatewith companies for getting internships.

D. SUPPORTING STAFF

1. Arrangement of seminar hall for placement related activities such as seminars, expert lectures and placement activities.

2. Prior permission of principal on Indent, DP book and mess coupons book for hospitality of guests visiting the college campus for placement drives or training and placement related activities.

3. Help to maintain discipline amongst students throughout the placement process.

4. Keep written record of attendance of students in attendance register of TPC

5. To maintain the documentation of placement related activities in the form of

separatefiles of each activity.
6. To maintain the record of visitors, experts, students, Alumni visiting the placementoffice.
7. Not to leave the department without the permission of TPO.
8. Any other task as assigned by Training and placement officer or Principal

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1. To maintain cleanliness in Training and placement cell by supervising over the housekeeping contract cleaners
2. To offer water, tea/coffee to the visitors visiting Training & Placement Cell.
3. Get the signatures of principal on DP books, Notices and letters issued to the studentsby placement coordinators.
4. To issue the materials such as Cordless Mic, Coller Mic for various functions and programmes which are organized in seminar hall of TPC.
5. Not to leave the department without the permission of TPO.
6. Any other task as assigned by Training and placement officer or Principal.

SOP of IQAC

Standard Operating Procedure of Internal Quality Assurance Cell (IQAC) is to attain uniformity and consistency in the academics with all departments. Also to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Implementation of SOP:
1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teachingand learning process.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose ofmaintaining /enhancing the institutional quality-
9. Development of Quality Culture in the institution
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

IQAC will facilitate / contribute-

1. Ensure heightened level of clarity and focus in institutional functioning towards qualityenhancement.
2. Ensure internalization of the quality culture.
3. Ensure enhancement and coordination among various activities of the institution

andinstitutionalize all good practices.

4. Provide a sound basis for decision-making to improve institutional functioning.

5. Act as a dynamic system for quality changes in HEIs.

6. Build an organized methodology of documentation and internal communication.

Roles and Responsibilities:

Chairperson:

1. Overall supervision of activities of IQAC.

2. To approve the minutes of meeting.

3. Communication of decisions taken during IQAC meeting to the management.

4. Approval authority for SOPs.

Coordinator:

1. To ensure active participation of all members in meetings/deliberations.

2. To co-ordinate activities of IQAC.

3. To ensure adherence of IQAC functioning as per SOPs.

4. Preparation of Annual Quality Assurance Report (AQAR).

Secretary:

1. Scheduling of meetings, preparation of the agenda and minutes of the meeting.

2. Maintain documents relating to IQAC activities, communication (within the organization)and archival.

3. Assist coordinator in matters related to IQAC.

4. Updating of SOPs as and when required.

Members:

1. To attend the meetings of IQAC regularly.

2. To participate actively in preparation of AQAR.

3. To contribute actively in academic audit.

4. To participate actively in all other activities of IQAC.

Tenure of membership:

The membership of members shall be for a period of three years.

Functioning of IQAC:

Criterion In-charge:

1. HOD's are members of IQAC are made in-charge of a criterion. Criteria In-charge will beresponsible for the activities falling under their respective criterion.

2. In-charge shall co-opt members other than IQAC members. Members of each criterion shallhold meetings as and when required.

Meetings of IQAC:

1. Members will meet six monthly.
2. Additional meetings may be held as and when required. Secretary in consultation withchairperson and coordinator decides the agenda and sends communication to all members.
3. The date, time, venue and agenda of the meeting will be communicated to the members atleast one week in advance.
4. Minutes of the meeting will be sent to the members by e- mail and uploaded to institutionalwebsite also.

Academic audit:

1. HOD will responsible to carry out the Audit in consultation with Principal & IQAC coordinator.
2. Academic audit will be done after completion of each semester of the academic year.
3. Schedule of the audit will be finalized by the Chairperson after discussion with the membersduring IQAC meeting.
4. Audit will be done as per the Academic audit module. Audit reports submitted by theauditors are sent to the departments for corrective action.

Preparation of Annual Quality Assurance Report (AQAR):

1. AQAR will be prepared as per NAAC standard format and discussed during IQAC meeting.
2. Finalized AQAR will be placed before Managing Committee for the approval and the approved AQAR will be submitted to the NAAC.

SOP of Student Development Officer

Standard Operating Procedure of Student Development Officer for smooth running of the students council and effectively implement the various schemes of the University in the institute.

Implementation of SOP:

1. Apply to various schemes like Earn and Learn, NSS as well as other schemes of Board of student development of SPPU Pune probably in the month of July.
2. To form the student council as per the norms and guidelines given by the SPPU Pune for smooth conduction of academic as well as other activities like annual social gathering, sports, cultural events etc.
3. Student's council should be elected from the students. All class representatives are members and other posts like General Secretary, Sports Coordinator, Gymkhana Secretary, Cultural Secretary, Magazine Secretary, NSS Coordinators, University Representative, and Ladies Representative should be filled by arranging election as per the guidelines given by the SPPU Pune. .
4. Get the approval from the board of student development, SPPU Pune for the various programsand schemes.
5. Organize the approved programs and schemes in the institute.
6. Preparation of reports and accounting of every program.
7. Audit of every scheme should be completed through university in the month of March.

SOP of Mentoring

Standard Operating Procedure of Mentoring is for counseling to the small group of students (Approximately 20 numbers) by a mentor for solving the students' day to day problems.

Implementation of SOP:

1. At the starting of academic year depending upon the strength of respective department, students are equally distributed as mentees amongst the total staff of the department at the beginning of every year.
2. Departmental coordinators have to submit mentoring summary at the starting of academic year.
3. As per the schedule given in time table mentor – mentee meetings are conducted per week in which the mentees discuss their academic & personal issues with the mentor.
4. Each Mentor has to maintain record of regularity, academic performance of each allotted students.
5. All the respective mentors then submit the meetings report and major issues to the departmental coordinators.
6. The departmental coordinators then discuss the issues with the respective HODs & try to resolve the issues at their level. If any major issues are there the departmental coordinator submits the major issues to the college level co-coordinator monthly.
7. College level coordinator has to conduct monthly meeting with departmental co-coordinator.
8. The college level coordinator then discuss the major issues with the Principal.
9. The Principal resolves the major issues of college level & forward the issues to the management if needed.
10. The college counselor is also involved to resolve some critical issues.

SOP of Cultural Activity

Standard operating procedures (SOPs) for cultural activities are instructions intended to document how to perform Institute sponsored cultural activities and other events within the premise. Standard operating procedures are also useful tools to communicate important University policies and best practices.

Implementation of SOP:

1. The Principal of the Institute should prepare the cultural committee at the beginning of academic year. The staff and students must be including in the cultural committee.
2. Cultural Secretary (CS) elected from the student (Student council member) must coordinate for Institute sponsored cultural activities along with staff members and coordinator in the cultural committee. They are entitled to make volunteer groups to perform different activities and communicate the same to the authority.
3. Students, with permission from the Principal and/or cultural coordinator are entitled to put notice related to cultural activities in Institute's notice board as well as for all Departmental Board.
4. All cultural coordinator meeting is being held and proper instructions are being given with distribution of their duties. After the meeting of all cultural coordinators at institute level and departmental level the Auditions are being held with proper selection committee.
5. The responsibilities assigned by Principal or cultural coordinator to students and staffs for managing the programme should be delivered with sincerity.
6. All expenditure details must be submitted within 2 weeks after the programme. The
7. financial matters related to cultural programme is under the discretion of the Institute's approving authority, i.e. Principal. Institute authorities are the final decision maker regarding financial support of any event.
8. Decision regarding inclusion-exclusion of any performance related to cultural event is under the discretion of the cultural coordinator. A student can participate in any number of events, depending on availability of time, for the event where s/he wants to perform and depending on the number of participant's participation for that programme within a time frame.
9. Maintain the record of all events and make one-page report of all the cultural Related Activities with the sign of the Principal.

SOP of Website

Standard Operating Procedure of Website for maintaining and updating the regular activities on the institute website

Implementation of SOP:

1. Send the department level updates to website coordinator on regular basis to upload it on college website.
2. Visit the website on regular basis & suggests the changes if ay to college website coordinator.
3. Take follow-up of data sent to upload on college website till it is not uploaded on college website.
4. Upload the Department event photos on college Facebook Page & on College Twitter account regularly.
5. Promote students to visit our college website, to like our college Facebook Page & to follow on Twitter.
6. Ask students to give review to our college website for betterment & to improve the hits.
7. To send all department level Staff/Students activities information to college coordinator on regular basis.
8. Upload Updated data received from department website coordinator on college website.
9. Upload News & circulars received from various departments on college website.
10. Upload Results/Academic Book/Event Photos/Invitation Letters etc. Received from various departments on college website.

<h1 style="text-align: center">SOP of Students Feedback</h1>

Standard Operating Procedure of students feedback for improve the academic of the teacher by students suggestions given in the feedback.

Implementation of SOP:
1. Finalise the schedule of conducting Online/offline Student feedback.
2. Prepare the notice to conduct online students' feedback and send it to all HODs.
3. Prepare the list of supporting staff to conduct feedback & send it to all HODs.
4. Prepare the lab before one day of scheduled date.
5. Prepare all required things for Feedback before scheduled date.
6. Complete the analysis of Online Feedback & send it to all HODs.
7. Send updates OR related notices to all HODs.
8. Collect the Action taken Report and keeping the records.

SOPs of Examination Officer

1. To organize all works related to university examinations suchas preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students&submission to university of Pune.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to Pune University&maintaining its up to date records.
6. To arrange for online examinations as per schedule & instructions of university.
7. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
8. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
9. To send the program of proposed practical examinations dates to university & get finalprogramme of practical/oral examinations.
10. To submit term work /oral practical marks to Pune University & time bound manner.
11. To organize arrangement of furniture and numbering of examination seats for UniversityofPune examinations.
12. To receive the examination stationery from University of Pune & keep in the strong room.
13. Custody of key of strong room of the seal of the strong room open before Vice Principal(Admin.) &CEO.
14. Any other duties assigned by the Principal from time to time.

<center>**SOP of Internal Complaint Committee**</center>

Standard Operating Procedure of Internal Complaint Committee for maintain the safe and healthy work environment in the campus.

Everybody has the right to be treated with dignity and respect and a right to safe and healthy work environment. Sexual harassment is a violation of an individuals' right to work and live with dignity. College is committed to provide a place of work and study that is free of sexual harassment. Instances of sexual harassment will be taken seriously and dealt with promptly. Disciplinary action will be taken according to the nature and gravity of the behavior reported. The College will respect the confidentiality and privacy of individuals reporting and the accused of sexual harassment to the extent possible. Care will be taken to see that complainants, witnesses and the harasser does not face victimization and discrimination during the process of enquiry. Intentionally providing false information is a ground for disciplinary action. In case of a false complaint a penalty will be levied on the complainant. All members of the institute – students, teaching faculty, and administrative staff, both contractual and temporary will come under the purview of this policy.

What constitutes sexual harassment (VISHAKHA)?

Sexual harassment as defined in the Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013 includes any one or more of the following '**Unwelcome**' acts orbehavior:

(i) Physical contact and advances.

(ii) A demand or request for sexual favors.(iii)Making sexually colored remarks. (iv)Showing pornography.

(v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.(vi)Include online harassment

via internet, sms and social network sites.

Implementation of SOP:
The Process for Complaint and Inquiry

Step I: An aggrieved woman should give a written complaint either in person or through post or email. It should be submitted to the 'Prevention of Sexual Harassment and Atrocities against Women Committee' within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

Step II: On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

Step III: If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the

provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

Step IV: The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

Step V: Appeal against the decision of the ICC is allowed within 90

days of the recommendations.**Committee for prevention of sexual**

harassment and atrocities against students and women. The

Committee seeks to achieve these goals through:

- **Complaint Redressal:** As per the act 'The Sexual Harassment at Workplace (Prevention,

Prohibition and Redressal) Act, 2013', appropriate action will be taken once the complaint is filed.

- **Dissemination of Information:** through production, distribution and circulation of

  materials,posters and handouts etc. to SPPU campus community.
- **Awareness Workshops:** for faculty, non-teaching staff and students with an aim to develop nonthreatening and non-intimidating atmosphere of mutual learning.
- **Counselling –** Confidential counselling service is an important service as the sexual harassment cases are rarely reported and are a sensitive issue. Counselling provides a safe space to speak about the incident and how it has affected the aggrieved woman.

SOPS of Assistant Professor

1. Teaching and ensuring attendance of students as per University norms.

2. Planning and implementation of instructions received from Head/principal.

3. Student's assessment and evaluation.

4. Developing resource material for teaching and learning.

5. Extension of services to the industry and community.

6. Continuing education activities, Co-curricular and extra-curricular activities.

7. Students counseling/ mentoring scheme implementation.

8. R & D work on industrial problems & consultancy.

9. Liaison with parents and community.

10. Publication of research papers, at least one in a semester.

11. Participate at least in one seminar/conference/workshop in an academic year.

12. Participation in departmental administration. (Lab Management)

13. Shall become member of at least two relevant professional bodies at his/her own cost.

14. Contribute to the activities sustaining accreditation of the institute.

15. Assist in summer and final placement activities.

16. Examination work pertaining to College University such as organizing supervision and assessment etc.

17. Arrangement of bridge & remedial classes.

18. Generation of resources from various funding agencies, Upgrading of qualifications.

19. Writing of books & monographs.

20. Any other duties assigned by the Management and Principal from time to time.

SOPs OF System Administrator

1. To maintain the network and PCs.

2. To allocate login and passwords to students and staff.

3. To attend any complaints received from students and staff regarding PC or the network.

4. To maintain peripherals like printers, scanners etc. in serviceable condition all time.

5. To assist the management in procurement of hardwares, softwares and equipments.

6. To ensure back up of critical information regularly and at specific intervals.

7. To maintain discipline in the lab and the server room.

8. To dispose of write off items in accordance with the procedure Laid down by PRES

9. To maintain internet connectivity and take steps to prevent misuse.

10. To assist faculty member in conducting lab sessions of their students.

11. Any other duties assigned by the Principal/Head/Professor.

SOPs of Librarian

1. To prepare and issue of Library cards to students and staff.

2. To receive demand slips from students and issue books to students as per their demand and library rules.

3. To follow up return of books issued to students and staff members.

4. To maintain fine collection register and instruct students to deposit the fine in the bank through challan.

5. To receive requisitions and issue and receive books from students, staffs following complete procedure.

6. To display new arrivals by photocopy of the cover page of the books and journals

7. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information.

8. To update and maintain files of paper cuttings.

9. To compile back volumes of journals and periodicals and arrange for binding and stacking. '.

10. To see that library is in a presentable and tidy condition at all the time.

11. To attend to problems of the staff members, if any, and redress the same promptly.

12. To maintain the day wise records of visits of students/staff faculty members in library.

13. Display of cuttings of newspapers on education /social matters on notice boards.

14. To conduct the meeting of library committee as per guideline & work as a secretary of library committee.

15. To Compile requirement of books & periodical periodically & submit to the principal for further procurement.

16. To take care of library automation & update the same from time to time

17. To effectively encourage faculty & student to use e-journals-books keeping the IEL, IEEE always in working condition.

18. To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.

19. To regularly under take binding of books which are damaged.

20. To make report to HOD/section heads books not at all referred by faculty and students.

21. To receives expert committee & present to them effectively.

SOPs OF Office Superintendent

1. Scrutinize Admission & Eligibility documents and registers of admission.
2. Supervise and maintain personal files of staff and faculty.
3. Maintaining P.F. account as the case may be.
4. Keeping discipline and work schedule of class IV employees.
5. Scrutinize attendance register of staff and put up to the Principal for his counter signature daily.
6. Maintain records of compensatory off and see that the same are availed in the subsequent week/Month.
7. Maintain casual leave register.
8. Maintain movement register for staff under office administration.
9. Supervise daily reports received from security section and other sections-of the college.
10. Maintain key board and supervise key movement register.
11. Initiate disciplinary action wherever necessary on instructions of principal
12. Render/Guidance/Assistance to Accounts & other Sections whenever required/ask for.
13. Organize printing of brochures and placement documents for the institute.
14. Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.
15. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
16. Liaisioning with University *DTE* /AICTE/ Shikshan Shulka Samitil/Pravesh Niyantran Samiti and Social Welfare department on related matters.
17. Maintaining of all the files duly numbered updated in all respects in a systematic format as per requirement
18. He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
19. To supervise control of admission section, he shall not deal with admission matter directly or indirectly.
20. General discipline & Healthy relations maintained among the staff of Institute.

21. To receive parents/Visitors/students in a dignified & delightful manner so that nobody gets hurt & sort out problem in concern with HOD/section heads.
22. To see that all the minor grievances of students in respect of administration, personal problems if any sympathetically & sort out the same in time bound manner & always student happy of contained.
23. To take care of biometric requirement.

SOPs of Accountant

1. To maintain account records pertaining to construction work.
2. To prepare documents for submission of six monthly and annual audit.
3. To prepare budget estimate of the college under guidance of Principal & vice Principal & HOD/section heads take periodical review of the same.
4. To verify bills for payment
5. To check the monthly pay sheet
6. To file E-TDS returns
7. To maintain all statutory books of accounts such. as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month. To hold custody of receipt books and vouchers
8. To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors. '
9. To control and check the advance register and ensure timely recovery of advances. '
10. To Supervise maintenance of all the files and records pertaining to Accounts Section held by Accounts Assistants.
11. To hold one of the duplicate keys of the cash box.
12. To receive record of fees collection from bank counter & maintain its records.
13. To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Vice Principal (Administrative).
14. To reconciliation of bank statement and fees received.
15. To Verifying bills for payment
16. To Maintaining register for advance and ensure timely settlement of the advances. .
17. To Maintaining of all the files duly numbered updated in all respects.
18. To Preparing of monthly pay sheet and payment to parties:
19. To Settlement of journey claims and advances.
20. To prepare TDS statement and submit to Chartered Accountant.
21. To type all the letters pertaining to section and at the time of emergency typing other work assigned by Office Supdt. And Officers.
22. To maintain Fee Collection register.
    To maintain cash book and attest the same by Accountant daily and Principal once in a week.
23. To ensure writing of ledger by the cashier.
24. Follow up with Social Welfare Office for balance fee payment receivab leand transactions with SBI treasury branch for cheque clearance.
25. To receive record of fee collection from bank counter & maintains record.
26. Any other duties assigned by the Principal from time to time.
27. To prepare various grant proposal utilization.

SOPs of Clerk in Establishment section under O.S.

1. Checking website of AICTE, DTE and University of Pune.,

2. Maintain personal files of teaching and non-teaching staff.

3. Maintain attendance registers of teaching and non-teaching staff,

4. Maintain service books.

5. Maintain leave record of staff.

6. Issue of advertisement for recruitment of teaching and non teaching staff. Getting approval from PRES/ University in concern with OS & Principal.

7. Preparing proposals for approval of staff by University of Pune

8. Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation *of* payment.

9. Maintaining of all the files duly numbered updated in all respects.

10. Typing all work pertaining to the section and at the time of emergency typing other work assigned by OS & Officers.

11. Any other duties assigned by the Principal from time to time.

SOPs of Clerk Students
Section(Admissions)

1. Custody of original documents of students and their final disposal.
2. T.C. Eligibility forms.
3. Issuing Air, Bus, Railway concessions:
4. Maintaining of the files and registers pertaining to the section duly numbered update inall respects. To maintain all the current and back volumes of files neatly, labeled and numbered.
5. To receive scholarship forms for Economical Backward Class students 'and the students belongs to SC, ST, NT, VJ, DT, OBC and SBG, submit the same to theSocial Welfare department along with caste validity and other documents complete in all respect in the time limit prescribed by
6. To receive applications for Minority scholarship (Central and State Govt.) and submit the same to Directorate of Technical Education, Maharashtra complete in all respect in the time limit prescribed by Directorate of Technical Education under the supervision ofPrincipal.
7. To prepare merit list of all the students admitted to first year category wise as required by Directorate of Technical Education, Maharashtra andsubmit the same to Directorate of Technical Education, Maharashtra for their approval in a time bound manner.
8. To take regular follow up of approval of sanction" to the ESC Scholarship, Scholarship fromSocial
9. To issue 'No Dues Certificate' to students promptly whenever they approach the section. .."
10. To issue Transfer Certificate to students whenever they approach promptlyensuring that 'No Dues Certificate' is receivable from the students.
11. Typing all the letters pertaining to the section and at the time of emergencytyping other work assigned by Office super indent and Officers.
12. While interacting with students, past students, faculty and staff, he shall always behavecourteously and extend all the assistance willingly.
13. Any other duties assigned by the Principal and Vice Principal from time to time.