



Internal Quality Assurance Cell

PROCESS MANUAL



IQAC PROCESS MANUAL

Approved by:

University Governing Council - 2018 – CGC Meeting

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1. IQAC

The Internal Quality Assurance Cell (IQAC) at MATS University is functioning from 30th January 2013. The IQAC composition is as per the NAAC Guidelines.

2. VISION & MISSION

VISION

- To ensure the quality in the teaching learning process of the institution.
- To provide quality technical education and to enhance the quality in the research.

MISSION

- To impart quality in the process to meet the growing challenges of the industry and social needs.
- To constantly upgrade the quality standards of teaching and learning process.
- To bridge the gap exists in the institutional processes.
- To encourage quality research.

3. QUALITY ASSURANCE STRATEGIES

- To establish a systematic process in academics and administration
- To impart quality education to students that fosters employability, research and development
- To satisfy the stakeholders by meeting their requirements
- To nurture the skills and talents of the budding professionals through training and development activities
- To produce professionals of high quality and ethics to the society to meet the industrial needs and standards

4. OBJECTIVES

The broadly defined objectives of IQAC include (but are not limited to):

- To make a system which will enable quality and catalytic improvement in education and services to mankind
- To create a quality culture
- To channelize the efforts and measures of the institution towards excellence in academic, research and outreach activities
- Collaborative activities with other institutions and organizations in India and abroad
- To become a potential vehicle for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality

5. STRATEGIES

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

6. FUNCTIONS

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Collecting and analyzing feedback responses from students, parents, alumni, faculty and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related to the programmes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development of Quality Culture in the institution.
- Preparation self-study report (SSR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Creation of an ideation hub for enabling research activities in the institutes.

7. IQAC BENEFITS

IQAC will facilitate:

- Ensure heightened level of clarity and focus on institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and integration among the various activities of the University and good practices
- Provide a sound basis for decision-making to improve institutional functioning,
- Act as a dynamic system for quality changes in HEIs
- Build an organized methodology of documentation and internal communication.

8. IQAC MEMBERS

Sr. No.	Role	Designation
1	Chairperson	Hon'ble Vice-chancellor
2	Senior Administrative Officials	Registrar
3		Controller of Examination
4		Deputy Registrar
5	Faculties	Dean, Academics
6		Dean, Student Welfare
7		Dean, MSBS & MSMSR
8		Head, MSS
9		Head, MSIT
10		Principal, MSED
11		HoD, MSAH-English
12		HoD, MSAH- Psychology
13	Management	Director General
14	Nominee from: ▪ Local Society ▪ Students ▪ Alumni	Project Coordinator
15		Student
16		Alumni
17	Nominee from: ▪ Industrialist ▪ Stakeholders ▪ Employers	Industrialist
18		Chartered Accountant
19		Chartered Accountant
20	Director - IQAC	Dean
21	Coordinator - IQAC	Assistant Registrar

9. VARIOUS COMMITTEES

MATS University Committees			
Statutory Committee		Non-Statutory Committee	
Sr. No.	Name of the Committee	Sr. No.	Name of the Committee
1	Governing Body	1	Admission Committee
2	Board of Management	2	Discipline Committee
3	Academic Council	3	Cultural Committee
4	Finance Committee	4	International Students Committee
5	Board of Studies	5	Library Committee
6	IQAC Committee	6	Hostel & Mess Committee
7	Anti Ragging	7	Training & Placement Committee
8	Internal Complaint Committee	8	Sports Committee
9	Students Grievances Redressal Committee	9	University Clubs
10	Sexual Harassment Prohibition Committee	10	Student Council Committee
		11	Alumni Association Committee
		12	Tasks Force on Awareness & Conservation of ENV
		13	Research & Innovation Committee
		14	ST/SC Committee
		15	OBC Committee
		16	Minority Committee
		17	Anti-Discrimination Committee
		18	Gender Sensitization Committee

10. SOP FOR ADMINISTRATION

- Performance reflecting the goals and objectives of the University
- New academic programmes
- Examination reforms implementation
- Faculty development programme
- Initiative towards recent trends.
- Seminars/workshops conduction
- Community services through extension activities
- Improvements in the library services
- New books/journals subscribed and their value
- Courses in which student assessment of teachers is introduced and the action taken on student feedback
- Feedback from stakeholders
- Increase in the infrastructural facilities towards future tech labs
- Technology upgradation in Cloud Technology, AI and Data science.
- Computer and internet access to teachers, non-teaching staff and students
- Financial aid for research activities
- Activities and support from the Alumni Association through alumni guest lecture
- Student achievements and awards
- Regular Counseling and Mentoring.
- Placement services provided to students
- Development programmes for non-teaching staff
- Adapting Best practices in the institution
- Linkages developed with National/ International, academic/research bodies
- Systematic Process in Academics and Administration

11. SOP FOR ACADEMICS

- At the beginning of every year, an academic calendar has been prepared and circulated to all stakeholders.
- Meetings with stakeholders are mentioned and conducted as per the schedule.
- Class and course committee meetings have been scheduled and conducted. The grievances and the comments given in the meeting have been addressed by IQAC.
- Matsotsav and Sports day are conducted as per the calendar plan.
- Holidays and special working days are also mentioned.
- Counseling schedule have also been scheduled and the comments given in the reports also addressed by IQAC.
- Online feedback has also been scheduled periodically and collected in time.
- Based on the feedback from students, faculty members have been directed properly to overcome the issues.
- Periodic reviews and audits are conducted by the IQAC.
- Orientation programmes have been organized every year for the young and newly joined faculty members to adapt themselves to the systematic process of the institution.
- Internal assessment tests are periodically conducted as specified in the academic calendar.
- Question paper and the answer scripts are audited periodically.
- Course end survey is conducted at the end of every course, to know about the satisfaction level of teaching learning process in each subject.

- By the end of every month, all faculty meetings are organized by the Vice Chancellor to ensure the smooth run of all activities in each department.

12. SOP FOR QUALITY RESEARCH TO FACULTY MEMBERS

Initiative:

- Faculty members are encouraged to publish research papers in Scopus journals, Patents and consultancy work.
- Guest lectures and seminars are conducted by industrial experts to bridge the gap between academia and industry in each subject.
- Mentors are allotted to guide the faculty members for the research support.
- Impact Analysis
- Analyze the number of quality papers in the academic year.
- Faculty members are encouraged to publish books and the book chapters.
- Faculties are patenting novel ideas.
- Faculty members carry out the consultancy projects.

13. SOP FOR PERFORMANCE ENHANCEMENT CLASSES (PEC):

- To help the students in clearing their arrears, special coaching classes have been conducted on Mondays (Weekly-off days) for selected subjects throughout the semester.
- Based on the arrears and nature of the subjects, PEC is assigned to the faculties based on their expertise.
- A day comprises 8 periods with break. Problem based subjects are allocated with first 2 contact hours; remaining subjects are allocated 3 contact hours. Additional teachers are also allocated tutorial hours for analytical subjects.
- Apart from the arrear subjects, for regular subjects, based on the internal assessments marks, special coaching classes have conducted beyond regular working hours.
- As the outcome of the PEC classes, the results have been improved, and the students are clearing their arrear papers.

14. SOP FOR FACULTY PREPARATION PLAN (FPP):

- Before the start of the semester, every faculty must prepare notes/course file for the subject.
- In this way, faculty can completely revise that subject before beginning of the semester and will be able to impart teaching effectively.
- FPP would comprise detailed notes for 5 units, short and long questions & answers for each unit, list of previous year question papers, Content beyond syllabus, etc.
- Teachers should mention the type of teaching methodology like green-boards, LCD projectors depending on the topics being discussed.
- Expert lecturers have to plan in a semester in each department to cover difficult topics or topics beyond the syllabus for knowing the latest developments in the subject.
- Video lectures by eminent experts are sometimes played in the classes for the benefit of the students and mentioned in the lesson plan.
- Professors prepare online course material and send the link to the students for refreshing the topics and will be verified by the IQAC.
- Apart from the theory subjects, FPP have also been prepared for the laboratory classes.

- Since real learning comes with hands-on working, theory subjects are supplemented heavily with laboratory classes.
- Both the faculty and instructors refresh themselves on the experiments by performing them, before the start of the semester and should be recorded in the master lab record.
- Lab manuals have to be prepared and get approval from IQAC.
- Lesson plans will be very useful to the faculty to identify which books to use, what learning tools to be adopted and how much time should be spent on each topic in the syllabus. Faculty members must get approval in the lesson plan from the IQAC.

15. SOP FOR ADDING CONTENT BEYOND SYLLABUS

- The IQAC has made it mandatory to add content beyond syllabus to bridge the gap and to introduce new technologies related to the specified curriculum.
- It is periodically reviewed by the corresponding department coordinators and the department report has been reviewed by the IQAC head.
- By following this as a regular practice, it has paved the way to introduce the current trends and also serves as an eye opener for various other interdisciplinary domains.
- The supporting materials for delivering the content beyond syllabus are verified by the department coordinator, ensuring the quality of teaching aids and materials.
- The mode of delivery is also recorded periodically in the logbooks of the corresponding subjects.
- For subjects associated laboratories, the lab exercises are matched with the theory and if additional support is needed, it is identified in the beginning of every semester and the lab and lesson plans are done accordingly.

16. SOP FOR FLIPPED CLASSES

- In the class, the student will discuss the topics, and the doubts have been clarified by the faculty members.

17. SOP FOR QUESTION PAPER SETTING AND EVALUATION PROCESS

- IQAC collects the question bank from the subject handlers.
- With the subject expert, IQAC prepares the question paper for the internal assessment exams in line with the course outcomes and the blooms taxonomy to meet the quality in the assessment questions.
- Similarly, IQAC conducts the answer script audit immediately after the assessment exams. In which all the aspects of evaluation have been monitored.

18. SOP FOR ACADEMIC CALENDAR

- At the beginning of each semester, guidelines about the dates of commencement of the semester, end of the semester, In-semester and End-semester examinations, Online examinations, Oral, Practical examinations, holidays etc. will be planned.
- Vice-Chancellor will take inputs through IQAC, and various departments. Based on the inputs Vice-Chancellor, Dean Academics, HoD (HOD), draft academic calendar for the institute will be prepared.
- It is finalized by the Vice-Chancellor and the Management with the IQAC Director.
- It is then distributed to all the departments.

19. SOP FOR PREPARATION OF LAB MANUAL

Objective:

To elaborate the procedure for preparing Lab Manual for the benefit of students.

Responsibility:

- All the teaching staff members
- Academic Coordinators of the respective Departments
- Heads of the respective Departments
- Vice of Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Preparation of rough draft of the lab manual containing objectives of the lab course and course contents (list of experiments) for that corresponding lab.	Lab In-charges.	1st week of June (odd), December (even).
2.	Submission of Hardware/Software requirements for the corresponding lab.	Lab In-charges, HoDs.	1st week of June (odd), December (even).
3.	Approval of Rough draft of Lab Manual	Lab In-charges, Academic Coordinators.	1st week of June (odd), December (even).
4.	Preparation of fair draft of Lab Manual which includes the following: a. List of Experiments. b. List of additional Experiments. c. Aim, Objectives, Procedures/Algorithm, Background theory, Sample output/readings, Conclusion/Inference.	Lab In-charges.	1st week of June (odd), December (even).
5.	Approval of Fair draft of Lab Manual	Lab In-charges, Academic Coordinators	1st week of June (odd), December
6.	Preparation of Pre-Lab, Post-Lab Questions for Online posting for each lab session.	Lab In-charges.	2nd week of June (odd), December (even).
7.	Preparation of final binding of Fair draft of lab manual and verification.	Lab In-charges, Academic Coordinators, HoDs, Principal.	2nd week of June (odd), December (even).

20. SOP FOR ALLOTING PROJECT GUIDES

Objective:

To elaborate the procedure for Guiding Student projects

Responsibility:

- All the Project Supervisors.

- Project Coordinators.
- Heads of the respective Departments

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	UG students are to decide on their team members for their final semester project with their proposed project domain and title.	HoDs	2 nd week of July
2.	HODs shall allocate the Project Supervisors based on their area of expertise.	HoDs	3 rd week of July
3.	Ensuring that students have regular discussion meetings with their Project guides.	Project Supervisors, Project Coordinators, HoDs	Every week starting from July till April
4.	Verification of Student project.	Project Supervisors.	On Every project Discussion meet.
5.	Approval of PPT and Abstract	Project Supervisors.	Before 0 th review Before 1st review Before 2 nd review Before final viva- voce
6.	Preparation of faculty panel list, timing and venue for review.	Project Coordinators, HoDs	2 days prior to every review.
7.	Organizing project reviews:0 th review, 1st review, 2 nd review	Project Supervisors, Project Coordinators,	From start of semester, Within 3 weeks Within 6 weeks Within 11 weeks
8.	Displaying approved review marks to the students.	Project Coordinators, HoDs	Within 2 days from each review
9.	Preparing schedule for Redo Students (Insufficient content, Plagiarism, poor presentation Genuine Absentees)	Project Coordinators, HoDs	Next day of review
10.	Organizing final project viva-voce.	Project Coordinators, HoDs	Within 16 Weeks from the start of semester
11.	Evaluation of Project report Submitted	Project Supervisors, HoDs	1 week before the viva-voce
12.	Ensuring that if a candidate fails to Submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.	Project Coordinators, HoDs	On the same day of viva-voce
13.	Ensuring that if a candidate fails in the viva-voce examinations, he/she must redo in the subsequent semester. 60 days from the date of viva-voce their submitted project will be evaluated during the subsequent academic session.	Project Coordinators, HoDs	On the same day of viva-voce

14.	Collecting copies of the approved project report after the successful completion of viva examinations.	Project Supervisors, Project Coordinators.	On the same day of viva-voce
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21. SOP FOR COURSE FILE MAINTENANCE

Objective:

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

Responsibility:

- Faculty Members
- Academic Coordinator
- HOD

Time and Duration:

Course file must be submitted towards the end of the semester.

Procedure:

- The course file in charge of the department will send a circular about the course file contents.
- Faculty Members must submit the course file contents as per the guidelines.
- If more than one faculty member is handling the same subject a common file must be submitted with course contents.
- A separate file has to be submitted by each faculty member and the file has to be labeled.
- The Academic coordinator will verify the contents of course file and provide his/her suggestions.
 - After getting Approval of Academic Coordinator, Faculty member has to get signature from HOD
 - After getting HoDs signature, Faculty member has to submit the course file to the Course file incharge of the department.

22. SOP FOR WEBSITE UPDATION AND MAINTENANCE

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1	Assign in charge for our university website.	HODs	
2	Website in charge ought to Exhibit all the information effectively.	Website incharge	Regular basis
3	Website should be monitored	Website in charge, faculty in charges, HODS and Principal	Regular basis
4	Depute one faculty from each department to coordinate with website updation	Faculty in charges from each department	-

5	Faculty in charges should have All the details Related to their department.	Faculty in charges and HODS from each department	Daily basis
6	The status of each department web page should be monitored regularly	Faculty in charges and HODS from each department	Twice in a week
7	Academic schedule updation	Faculty in charges and HODS from each department	Before the commencement of each semester.
8	Faculty in charges posts the News and event details on regular basis.	Faculty in charges and HODS from each department	Every month
9	To post the events/ workshop/ conference/ symposium/ students contest /etc., the event incharges should provide the details to department webpage in charges.	All the faculties and HoDs	1 month before the commencement of the events
10	News and events Photo gallery updation	All the faculties and HoDs	A day after the Events commencement.
11	Webpage details are verification and approval	HoDs and Principal	-

23. SOP FOR LIBRARY & ID CARD REGISTRATION

Objective:

To elaborate the procedure for Library and ID Card registration

Responsibility:

- All the teaching/non-teaching staff members
- Heads of the respective Departments

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Get the Library Membership Form in RIT Library	Faculty Member	1 Day from DOJ
2.	Fill all the required general / Personal Information in the membership form.	Faculty Member	Not Applicable
3.	Get the Approval from respective HODs and Principal	Faculty Member	Not Applicable
4.	Submit the approved form to System Engineer.	Faculty Member	Not Applicable
5.	Photo and Staff Details will be updated. STAFF CODE will be generated for the respective faculty.	System Engineer	Same Day of the form Submission

6.	ID Card will be generated using the details from the library membership form.	System Engineer	After the class commencement
7.	ID CARD LOST/ DAMAGED: 1. Request letter has to be given to Principal through respective department HoDs. 2. Letter will be passed to Student's Affair Officer and New card will be issued.	Faculty Member	1 week after the letter submission.

24. SOP FOR COMPETENCIES

Objective:

To elaborate the procedure for improving competencies of individual staff member.

Responsibility:

- All the teaching staff members
- Heads of the respective Departments

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1	Identify the recent trends and are to improve themselves	Faculty Member	Not Applicable
2	Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands– on Training etc., on the corresponding field/area,	Faculty Member	Not Applicable
3	If identified, Get the approval from respective HODs and Principal	Faculty Member	Not Applicable
4	Attend the respective program	Faculty Member	Not Applicable
5	Prepare a write-up and delivery a seminar regarding the program attended.	Faculty Member	Not Applicable

25. SOP 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
- Heads of the respective Departments
- Principal of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
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	Faculty member	Not applicable
3.	Discuss with HoD about the program and getting approval by HoD	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	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

26. SOP FOR GOOGLE CLASSROOM CREATION AND MAINTENANCE

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Department coordinators
- Heads of the respective Departments
- Principal of the institution

Procedure:

Sr. No.	Activities	Responsibility
1.	Beginning of the semester classroom created for each course	HoDs & Faculty Members
2.	Classroom code should be sent, and students should join in each course.	Tutors
3.	Before the commencement of the semester course information, PPTs and Lab Manuals, E-Books should be posted.	Faculty Members
4.	Answer key posted after internal exams and model exams	Faculty Members
5.	Before the commencement each unit PPTs should be posted	Faculty Members
6.	Assignments, Post Questions and Discussion with the students	Faculty Members
7.	Record/Report the activities	Coordinator

27. SOP FOR CLUB ACTIVITIES

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Club Mentors
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility
1.	Introduction about the club	HoDs
2.	Sharing the member Registration form to all students	Club Mentor
3.	Receiving students' willingness for clubs	Club Mentor
4.	Selecting club mentors	HoDs
5.	Scheduling club activities	Club Mentor
6.	Detailed instructions given about the activity	Club Mentor
7.	Discussion with the students about activity	Club Mentor
8.	Recording the activities	Club Mentor
9.	Announcement of Result and Honoring	HoDs & Club Mentor

28. SOP FOR CONDUCTING PERFORMANCE ENHANCEMENT CLASS

Objective:

To elaborate the procedure for conducting coaching class.

Responsibility:

- All the teaching staff members
- Class tutors
- Department Coaching class coordinators
- Institution Coaching class co-ordinator
- Heads of the respective Departments

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	After each monthly test identify the slow learners	Subject Handling staff	6 th day of commencement of each monthly test
2.	Prepare students name list both class wise and subject wise	Coaching Class coordinator	7 th day of commencement of each monthly test

3.	Call for common meeting of all department coaching class co-ordinators for sharing the information on service courses	Institution coaching class co-ordinator	7th day commencement of each monthly test
4.	Prepare schedule and get approval from HoD.	Coaching Class Coordinator and HoD.	7th day of commencement of each monthly test
5.	Circulate the schedule to subject handling staff along with subject wise student name list.	Coaching Class coordinator	7th day of commencement of each monthly test
6.	Circulate the coaching class schedule & class wise name list to students through tutors	Tutors	7th day of commencement of each monthly test
7.	Coaching class attendance must be monitored on daily basis and absentees details may be intimated to respective tutor.	Subject handling staff	Daily basis
8.	In case of absentees tutor must take corrective action.	Tutor	Daily basis
9.	At the end of each semester the subject handling staff are asked to submit the attendance sheet to the coordinator for maintaining record.	Subject handling staff and Department coaching class co-ordinator	After last working day of each semester.

29. SOP FOR CONDUCTING COURSE COMMITTEE MEETING

Objective:

To elaborate the procedure for conducting course committee meeting.

Responsibility:

- Subject Course coordinators
- Subject Handling staff members
- Heads of the Department.

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Identify course coordinator after subject allocation	HoD	2 nd week of May/Dec.
2.	1 st Meeting: Discussion about the preparation of Course Information, syllabus split up for each internal test and assignments.	Subject Course co-ordinators and Subject Handling staff members.	3 rd week of May/Dec.
3.	2 nd meeting: Discuss about internal test question papers and syllabus completion.	Subject Course co-ordinators and Subject Handling staff members.	Before commencement of internal test.

4.	3 rd meeting: Discuss about internal test mark and efforts to overcome the difficulties faced by slow learners.	Subject Course co-ordinators and Subject Handling staff members.	After completion of internal test.
5.	Record all the Minutes during the meeting.	Subject Course co-ordinators.	After each meeting.

30. SOP FOR PREPARATION OF INTERNAL ASSESSMENT TEST

Objective:

To elaborate the procedure for conducting Internal Assessment Test.

Responsibility:

- Staff member handling respective subject
- Test Coordinator of the respective Departments
- Heads of the respective departments
- Principal of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Internal Assessment test has been conducted as per the schedule given in the Academic Calendar	Principal, All Department Heads	First week of the semester
2.	The staff members finalize the test portion for each test and prepare the internal test question paper submitted to the HOD.	Staff member handling respective subject, test coordinator, HoD	As per the schedule given in the Academic calendar
3.	The scrutiny of the Internal Test carried out by Inter Department	Scrutiny committee of each department, HoD, Test Coordinator	As per the schedule given in the academic calendar
4.	Get the Approval of Internal Test question paper and given for printing	Test Coordinator	As per the schedule given in the Academic calendar
5.	Prepare the internal test. timetable, Seating arrangement and Staff invigilation duty schedule and send the mail to the students and staff members.	Test Coordinator	FIVE DAYS before the commencement of the internal test.
6.	Department Test coordinator conducts the Internal test.	Test Coordinator	As per the schedule given in the Academic calendar
7.	Central valuation is carried out as per the date given in the schedule.	Staff member, HOD	As per the schedule given in the Academic calendar

31. SOP FOR INTERNAL AUDIT

Objective:

The process of Academic Auditing internals to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers passing out from Engineering Institutions.

Responsibility:

- All the teaching and non-teaching Faculty Members.
- Heads of the respective Departments

Procedure:

Sr. No.	Activities	Responsibilities	Frequency of Meeting
1	Depute faculty members to maintain and consolidate the required files	All HODs	1 st week of May
2	Depute faculty members to ensure Academic accountability and safeguard functionalities of technical education.	All HODs	1 st week of May
3	Prepare the list of files to be maintained as per norms	All HODs	2 nd week of May
4	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of P/F courses, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	All HODs and all Faculty Members	2 nd week of May
5	Conduct internal audit department wise.	Deputed internal Auditor and HODs	3 rd week of May
6	Approval of audited reports.	Deputed internal Auditor and HODs from the Vice-Chancellor	1 st week of June
7	Grievances can be rectified and updated.	HODs and all Faculty members	1 st week of June

32. SOP FOR LEAVE APPLICATION FORM

Objective:

To elaborate the procedure for availing leave application

Responsibility:

- All the teaching staff members
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility
1.	Faculty Members should be aware of CL/EL/OD/etc. availability	Faculty Members
2.	Staff members should take leave by prior information	Faculty members, HoDs
3.	Staff members should alter the class properly	Faculty Members, HoDs

33. SOP FOR PREPARATION OF MASTER ATTENDANCE REGISTER**Objective:**

To elaborate the procedure for preparing Master Attendance Register

Responsibility:

- Attendance Incharge
- Class tutors
- Heads of the respective Departments
- Principal of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Status of the absenteeism has to be entered periodically	Respective attendance Incharge of each class	Every day
2.	Status of on duty leave availed by the students has to be entered	Respective attendance incharge of each class	Weekly
3.	Distribute the student OD list to the staff members	Respective attendance in charge of each class	After a week of last working day
4.	Master attendance register has to be submitted for approval	Respective attendance in charge of each class, Heads of the respective Departments	End of the Semester

34. SOP FOR CAMPUS MONITORING DUTY**Objective:**

To maintain the disciplinary and regularity of all students during forenoon and afternoon sessions on all working days.

Responsibility:

- All the Faculty Members.
- Heads of the respective Departments

Time and Duration:

- Regularity: During commencement of classes, Tea Break & Lunch Break
- Disciplinary activity: Round the clock during working hours.

Procedure:

Sr. No.	Activities	Responsibilities	Frequency of Meeting
1	Depute Faculty Members for each day to monitor the disciplinary and regularity of students in various venues.	All HODs	Before reopening day
2	Students shall be strictly monitored for the improper dress code and identity card.	All Faculty members	Day of reopening onwards
3	Attendance will be noted from each class and submitted to respective HODs before 9:15am in the forenoon and 2.15pm in afternoon	Deputed faculty for the day	Day of reopening onwards
4	During observation if any student is found late, he/she will be warned.	Tutors and Deputed faculty for the day	Day of reopening onwards
5	Faculty may also exercise the own discretion for permitting any late comer to enter the class by giving/withholding attendance.	HODs, Tutors and Deputed faculty for the day	Day of reopening onwards
6	Strict action will be taken on continuous irregularities on analysing the reason behind it.	HODs, Tutors	Day of reopening onwards
7	Tutors and HoDs shall continuously keep track of the student's progress.	HODs, Tutors	Day of reopening onwards

35. SOP FOR NBA, NAAC, NIRF WORK**Objective:**

To elaborate the procedure for preparing for Guidelines NBA, NAAC, NIRF Work

Responsibility:

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Principal of the institution

Procedure: NBA

S No.	Activities	Responsibility	Frequency of Meeting
1.	Preparation of details required for prequalifier application	Faculty Incharges	10 days before the application Submission
2.	Verification of prequalifier application	HODs	5 Days before the application submission
3.	Preparation of final Copy Application	Faculty incharges	10th Day

4.	Criterion Incharges meeting with Vice-Chancellor regarding the preparation of REPORT and files	Faculty incharges	11th to 15th day
5.	Preparation of REPORT and related files	Faculty incharges & HOD	16th to 60th day
6.	Verification by Department HODs	Faculty incharges & HOD	61st to 65th day
7.	Improvisation of REPORT and Files from the feedback and comments of HOD	Faculty incharges	66th to 70th Day
8.	Verification by Vice-Chancellor and Other Department HODs	Vice-Chancellor & Other Department HODs	71st to 75 the day
9.	Improvisation of REPORT and Files from the feedback and comments of Vice-Chancellor	Faculty incharges	76th to 80th day
10.	Final REPORT verification by HOD	Faculty incharges & HOD	81st to 85th day
11.	Submission of REPORT	Faculty incharges & HOD	86th to 90th day
12.	File updation	Faculty incharges	91st to 120th day
13.	Mock Accreditation	Faculty incharges & HOD	121st 125th day
14.	Improvisation of REPORT and Files from the feedback and comments of Expert Members	Faculty Incharge	126th to 150th day
15.	Fine tuning of files and documents	Faculty Incharge	Till Committee Visit

Procedure: NAAC

S No.	Activities	Responsibility	Frequency of Meeting
1.	Criterion Incharges meeting with Vice-Chancellor regarding the preparation of REPORT and files	Faculty incharges	1st to 5th day
2.	Preparation of REPORT and related files	Faculty incharges & HOD	6th to 50th day
3.	Verification by Department HODs	Faculty incharges & HOD	51st to 55th day
4.	Improvisation of REPORT and Files from the feedback and comments of HOD	Faculty incharges	56th to 70th Day
5.	Verification by Vice-Chancellor and Other Department HODs	Vice-Chancellor & Other	71st to 75 the day
6.	Improvisation of REPORT and Files from the feedback and comments of Vice-Chancellor	Faculty incharges	76th to 80th day

7.	Final REPORT verification by HOD	Faculty incharges & HOD	81st to 85th day
8.	Submission of REPORT	Faculty incharges & HOD	86th to 90th day
9.	File updation	Faculty incharges	91st to 120th day
10.	Mock NAAC	Faculty incharges & HOD	121st 125th day
11.	Improvisation of REPORT and Files from the feedback and comments of Expert Members	Faculty Incharge	126th to 150th day
12.	Fine Tuning of Files and Documents	Faculty Incharge	Till Committee Visit

Procedure: NIRF

S No.	Activities	Responsibility	Frequency of Meeting
1.	Preparation of Application	Faculty incharges	1st to 10th day
2.	Verification by Department HODs	Faculty incharges & HOD	11th day to 15th day
3.	Final application preparation after making correction	Faculty incharges	16th to 20th day
4.	Online Uploading of Application	Faculty incharges	Before last date

36. SOP FOR ONLINE CERTIFICATION COURSE

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Department coordinators
- Heads of the respective departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility
1.	Providing information about available Course and Websites.	HoDs and co-ordinator
2.	Motivating staff and students to join	Co-ordinator
3.	Monitoring and recording register no. of Candidates in each course	Tutors and co-ordinator
4.	Detailed instructions given about the assignments.	Co-ordinator
5.	Arranging lab for effective and easy learning.	Coordinators
6.	Ensure that the registered candidates attend the exam	HoDs and co-ordinator

7.	Announcement of Result and Honouring	HoDs and co-ordinator
8.	Ensuring the credits given to the students	HoDs and tutor

37. SOP FOR PREPARATION OF LOGBOOK

Objective:

To elaborate the procedure for preparing Online Logbook and blue book attendance.

Responsibility:

- All the teaching staff members
- Class tutors
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Depute one Faculty Member for co-ordinate the department online attendance	Heads of the respective Departments	3 rd week of May
2.	Preparation and share of Online and Logbook with the timetable reference for the whole semester	Department Attendance co-ordinator	4 th week of May
3.	The status of the attendance and the details of the portion covered have to be entered after the completion of each class	Department Attendance co-ordinator	Daily basis
4.	Attendance detail will be verified and documented	Department Attendance co-ordinator, Heads of the respective Departments and Vice-Chancellor	Every Month end

38. SOP FOR ORGANIZING FDP, SEMINAR, WORKSHOP

Objective:

To elaborate the procedure for organizing FDP, Seminar, Workshop, etc.

Responsibility:

- All the Students
- All the Faculty Members of respective departments
- Event Co-ordinator
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Identify the Program dates based on the department event calendar	Event co-ordinator	Not Applicable
2.	Conduct department meeting to identify the area of training required	Faculties, Students, HoDs	45 Days before the event
3.	Prepare the proposal document and Getting confirmation and approval	Event Co-ordinator, HoDs, Vice-Chancellor	40 Days before the event.
4.	Form the committee to coordinate the activities.	Event Co-ordinator, HoDs	40 Days before the event
5.	Identify, contact and invite the resource persons	Event Co-ordinator	35 Days before
6.	Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation to those institutions.	Committee members, Event Co-ordinator, HoDs	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, food, refreshments for the resource persons and participants	Committee members, Event Co-ordinator	3 Days before the event, the day of event
10.	Get feedback from the participants	Event Co-ordinator	On the day of event
11.	Prepare final report about the event	Event Co-ordinator	Five days after the event
12.	Submit all the expense details with proof to the HoD	Event Co-ordinator	Five days after the event

39. SOP FOR ORGANIZING FIRST YEAR ORIENTATION PROGRAM**Objective:**

To elaborate the procedure for organizing first year's orientation program

Responsibility:

- Vice-Chancellor of the institution.
- All the Heads of the Departments.
- Heads of the various organizing committees – Admission committee, stage and Invitation committee, seating committee, Hospitality committee, transport committee, reception committee and communication committee.
- Faculty Advisors and Class tutors of First year classes.
- All the teaching/non-teaching staff members.

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	MATS University Counselling	-	Last week of June
2.	Admission process for counseling students <ul style="list-style-type: none"> • Official group mail id to be created for students • Parents group mail id to be created separately • Hostel details, transport facilities, bus routes and boarding point details to be given 	Admin Team	From second of July
3.	Orientation programme date to be finalized	Management and Vice-Chancellor	Third week of July
4.	Chief Guest to be finalised	Management and Vice-Chancellor	Third week of July
5.	Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee	Vice-Chancellor	Third week of July
6.	Roadmap pamphlets (department wise)	Heads of respective Department	Third week of July
7.	To inform Parents and admitted students about orientation programme	Communication Committee, Faculty Advisors and tutors	Third week of July
8.	Invitation and Agenda Finalization	Vice-Chancellor & Organizing Committee head.	Fifteen days before orientation
9.	Meeting of committee members with the Organizing Committee head to discuss their role.	Vice-Chancellor, Organizing Committee head and Committee Members	Fifteen days before orientation
10.	Meeting with the transport Committee to finalize the bus routes and timings.	Committee Head and Transport Committee Members	Fifteen days before orientation
11.	Meeting with the seating Committee to finalize the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee Members	Fifteen days before orientation
12.	Meeting with the Reception Committee	Committee Head and Reception Committee members	Fifteen days before orientation
13.	Meeting with the Food Committee to finalize <ul style="list-style-type: none"> • The menu for lunch and the list of volunteers. • Number of participants 	Committee Head and Food Committee members	Fifteen days before orientation

14.	Meeting with the stage Committee to finalize <ul style="list-style-type: none"> • The flow of events on stage • Stage decoration, • Arrangement of MCs Design of stage backdrop and the introduction videos. 	Committee Head and stage Committee members	Fifteen days before orientation
15.	Meeting with the awards Committee to finalize on the <ul style="list-style-type: none"> • The award winners • Inform the award winners • Purchase of awards • Seating for the award winners. 	Committee Head	Ten days before orientation
16.	Finalization of academic schedule for academic year	Vice-Chancellor & HoDs	One week before orientation
17	To check the readiness of all Committee works with committee Heads and Members	Vice-Chancellor and Organizing Committee Head	Four days before orientation
18	Welcome Message from Vice-Chancellor and HoDs to all the students and parents	Vice-Chancellor & HoDs	Four days before orientation
19	Welcome Message from Faculty advisors to all the students.	Faculty Advisors of the respective classes	Four days before orientation
20	Reminder message about the things to bring for the hostel, bus routes, timings, boarding points.	Faculty Advisors of the respective classes	Four days before orientation
21	Sending Timetable, Academic schedule, syllabus and course information to students.	Faculty Advisors of the respective classes	Two days before orientation
22	Final meeting with all the organizing committees.	Vice-Chancellor, Organizing Committee head and HoDs	One day before Orientation

40. SOP FOR CONDUCTION OF TECHNICAL SYMPOSIUM

Objective:

To elaborate the procedure for conducting Technical Symposium.

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Event coordinators
- Institution (overall) co-ordinator
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

S No.	Activities	Responsibility
1.	Preparation and submission of a Technical symposium proposal to the Management Trustee	Vice-Chancellor & HoDs
The following preparatory work has to be done		
1.	Selection of name and theme for the symposium	
2.	Selection of month and date to conduct the event	
3.	Selection of organizing committee members from each department and event coordinators (staff and students)	Vice-Chancellor
4.	Discussion and finalization of events to be conducted by each department	
5.	Selection of venue and timing schedule to conduct events	
6.	Design of website, posters and invitation for the event	
The following details has to be prepared for conducting events		
1.	Preparing the call for papers for paper and poster presentation with topics.	
2.	Publicize the call for papers (via a website, email, regular mail) with deadline for paper submission	
3.	Find reviewers and establish the in area of expertise	
4.	Accept paper submissions (via web site submission, email)	
5.	Send out confirmations of receipt of paper submission	
6.	Assign reviewers to each paper and circulate the papers to each reviewer	
7.	Follow up with reviewers to ensure they are on track and Collect reviewer comments	
8.	Make the final paper selections. Notify Authors of acceptance or rejection	
9.	Prepare accepted papers for presentation on the day of the event	
Registration Process		
1.	Determine early-bird and final registration dates	
2.	Decide on a registration procedure (e.g. online, paper-based–or both)	
3.	Determine the price for the symposium	
4.	Determine which payment options you will accept (e.g. cheque, visa, MasterCard)	HoDs
5.	Decide on a cancellation policy	

6.	Create the registration form, including additional items such as: a. Meals and dietary requirements b. Accommodation c. Transportation d. Sessions and workshops
7.	Publish your registration form (online and/or on paper)
8.	Send confirmation of registration to Delegates upon receipt of payment
Arranging student and staff coordinators for various committee	
1.	Establishing various committee for the following: 1) Venue 2) Accommodation for external participants 3) Speakers/Presenters 4) Poster Exhibits 5) Registration desk 6) Marketing 7) Printing materials
Guest of Honor and Judges for the events	
1.	Research and select judges for the events
2.	Arrange for speaker accommodation and transportation and confirm arrival times
3.	Arrange for speaker compensation
Budget Preparation for the event	
1.	Prepare a detailed budget for the event with the following details: i. Stationary for conducting events ii. Certificates, poster and invitation iii. Purchase of Registration kit (File, notepad and pen) iv. Registration fee details (for each event or a common fee) v. Decide on registration fee amount for internal and external participants vi. Tea and refreshments vii. Lunch viii. Gifts and honorarium for chief guest ix. Prize amount for event winners

41. SOP FOR AWARDS AND APPRECIATION

Objective:

To Recognize the Outstanding members of the Participants.

Responsibility:

Award and Appreciation Committee

Procedure:

1. **Purpose:** To emphasize the importance of recognition to reward the winners.
2. **Criteria/Eligibility:** Framing the eligibility criteria for choosing the award winners.
3. **Selection based on criteria:** To choose the outstanding participants for their achievement
4. **Nominees list:** Preparing the list of nominees or Prize winners.
5. **Certificate:** Design and prepare the Certificate for the winner.
6. **Awards and Rewards:** Awards may be Cash Prize, Memento, etc.

7. **Choosing the award winners:** Selecting the best participant for appreciation.
8. **Chief Guest Finalization:** Shortlist the Chief Guest and make them in presence for the appreciation ceremony based on the acceptance.
9. **Accompanying the Chief Guest:** Receiving the Chief Guest and going along for the ceremony.
10. **Presenting the award to the winners:** Award Presentation for the best participant for appreciation.
11. **Distribution of Awards/Culture of Appreciation:**
 - Delivery of Prize and Certificate for the winners
 - Give a handwritten 'thank you' note or card. It adds a personal touch.
 - Send an e-mail congratulations for the winners

42. SOP FOR GRADUATION DAY CEREMONY

Objective:

To elaborate the procedure for graduation day ceremony.

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors of the concerned batch
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Remarks
1.	Confirmation with Controller Of Examinations regarding the arrival of degree certificate.	Vice-Chancellor & HoDs	After Convocation of University gets over
2.	Check with concern tutors when the degree certificates are in line with Provisional list.	HoD and Tutors	After information with exam cell
3.	Fix a chief guest/date.	Vice-Chancellor	Any Convenient day based on Availability of Chief Guest.
4.	Intimation to graduates through mail, WhatsApp, Facebook, etc.	HoDs & Tutors	Once the day of Convocation is confirmed, Intimation should be made.
5.	Registration should be done Through online form hosted in the University website, Tutors should keep track on the number of registrations.	HoDs & faculty members	On a daily basis registration made should be monitored.
6.	Invitation should be designed, should be sent to graduates, Guest, Dignitaries.	Vice-Chancellor, HoDs & all faculty members	10 days before the commencement of the ceremony.
7.	Backdrop banner should be designed.	Vice-Chancellor & HoDs	3 days before the commencement of the ceremony.
8.	Registration Committee	Hods & Faculty Member	On the day of Ceremony.

9.	Seating arrangement, Hall arrangement, Stage Arrangement.	Hods & Faculty Members	A day before the commencement of ceremony all arrangement should be made at the venue.
10.	Certification Committee	HoDs & Faculty Members	A day before the commencement of ceremony and on the day of ceremony.
11.	Agenda of Ceremony, Pledge, Rules to be followed by Graduates inside the hall.	Vice-Chancellor & HoDs	10 days before the commencement of the ceremony.
12.	Press and Public Address System Committee	Vice-Chancellor, Hods & Faculty Members	A day before the commencement of ceremony and on the day of ceremony.
13.	Honorarium	Vice-Chancellor	
14.	Transport Committee	Hods & Faculty Members	A day before the commencement of ceremony and on the day of ceremony.

43. SOP FOR COMMUNICATION SKILL ENHANCEMENT

Objective:

To elaborate the procedure for enhancing the oral, written and presentation skills of students

Responsibility:

- Class tutors
- Heads of the respective Departments

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Grouping of students based on their written, oral & presentation skills	Class tutors & HoDs	End of 1 st week after Orientation Programme in the First Year/Second Year (Lateral Entry Students)
2.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes/ competitions, writing blogs, etc.	Class tutors	Continuously in the 4 years of study
3.	Grouping of students with average / poor written, oral & presentation skills a) English Medium students not ready to showcase the written, oral & presentation skills b) English medium students not able to enhance their written, oral & presentation skills	Class tutors	End of 2 nd week after Orientation Programme in the First Year / Second Year (Lateral Entry Students)
4.	Continuous & exclusive training for all the three different need-based groups	Class tutors	3 hours/ week
5.	Weekly Assessment & Submission of Report to HODs	Class tutors	1 hour / week

6.	Monthly Assessment & Submission of Report to HODs	Class tutors	2 hours/month
7.	Semester Assessment & Submission of Report to HODs	Class tutors	2 hours/ semester
8.	Final Assessment	Class tutors & HoDs	At the end of the 4 th Semester
9.	Segregation of students based on their performance in Final Assessment	Class tutors & HoDs	1 st week after the commencement of the 5 th semester
10.	Continuous training for the students, who are still not able to give the best in written, oral & presentation skills	Class tutors & HoDs	Till the end of 6 th Semester
11.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes/ competitions	Class tutors	Continuously in the 3 rd & 4 th years of study

44. SOP FOR SPONSORING FACULTY FOR PROGRAMMES

Objective:

To elaborate the procedure for Sponsoring our Faculty Members to attend the programmes.

Responsibility:

- All the teaching staff members
- Heads of the respective Departments
- Office staff members
- Vice-Chancellor of the institution

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	Releasing the Academic schedule to all teaching	Vice-Chancellor & HoDs	1 st week of every Month
2.	Grouping the Faculty Members based on their specialization	Vice-Chancellor	1 st week of every Month
3.	Conducting department meeting to group the faculty based on their specialization	HoDs	1 st week of every Month
4.	Sharing the Program option sheet to all Faculty Members	HoDs	1 st week of every Month
5.	Finalization of number of programs can be attended by an individual faculty	HoDs & faculty members	1 st week of every Month
6.	Finding out the relevant programs organized in a reputed institution	Faculty members	1 st week of every Month
7.	Completing the registration process and claiming the acknowledgement slip	Faculty members	1 st week of every Month

8.	Preparation of claim form containing the proof of acknowledgment slip	Faculty members	1 st week of every Month
9.	Approval by the HoD & Vice-Chancellor for attending the program	HoD, Vice-Chancellor	1 st week of every Month
10.	Submission of Fee Receipt and Certificate copy to Office for Claim Verification	Faculty Members and Office Staff	1 st week of every Month
11.	Verification of One page write-up or Presentation related to the Program by HoD	Faculty members, HoD	1 st week of every Month
12.	Remuneration of the claim amount	Office	1 st week of every Month

45. SOP FOR STUDENT COUNCIL MEETING

Objective:

To elaborate the procedure regarding the conduction of Student Council Meeting.

Responsibility:

- Student Council Meeting Office Bearers

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	Releasing the Circular regarding the date & Student representatives of Student council Meeting	Student Council Meeting Office Bearers	A week prior to the day of meeting
2.	Sending a Reminder mail regarding the Student Council Meeting date	Student Council Meeting Office Bearers	A day prior to the day of meeting
3.	Receiving feedback from the Student representatives on all aspects of their university life	Student Council Meeting Office Bearers	On the day of meeting
4.	Compiling the attendance report and minutes of the student council meeting held	Student Council Meeting Office Bearers	On the day/Next day of meeting
5.	Taking Remedial measures for the feedback collected in the meeting	Student Council Meeting Office Bearers	From the next day of meeting

46. SOP FOR FACULTY FEEDBACK

Objective:

To elaborate the procedure for Faculty Feedback.

Responsibility:

- Vice-Chancellor of the Institution
- HoDs of the respective Department
- Domain Specialist
- Responsibilities of class tutor wards

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1	1 st feedback	Vice-Chancellors & Hod	
2	2 nd feedback	Hod & Tutors	
3	Domain Expert visiting class & Providing feedback on Faculty	Domain Expert	Every Month
4	Consolidating and submitting report to Vice-Chancellor	Hod	
5	Conduction of Online Mid semester feedback	Hods & Online faculty feedback Coordinator	March/August
6	3 rd class committee meeting tutor Ward feedback	Hod & Tutors	Before Model Examination
7	Conduction of Online End semester feedback	Hod & Online faculty feedback Coordinator	May/Nov
8	Consolidation and submission of report	Hod	May/Nov

47. SOP FOR LEAVE RULES**Objective:**

To elaborate the procedure for taking leave.

Responsibility:

- Respective Faculty
- Heads of the respective Departments
- Vice-Chancellor of the institution
- Office Assistant

Procedure:**1. For CL, OD & CHL**

S No.	Activities	Responsibility	Frequency of Meeting
1.	Requesting prior permission from the HoD in-person	Respective Faculty	2/3days prior to the Date of CL/CHL/OD
2.	Alter the class/laboratory sessions	Respective Faculty	2/3days prior to the Date of CL/CHL/OD

3.	Receiving permission from the HoD in CL/CHL/OD form, which has complete details such as CL/CHL/OD period, Available CL/CHL/OD, Class Alterations, Purpose of getting CL/CHL/OD	Respective Faculty	2/3days prior to the date of CL/CHL/OD
4.	Forwarding the CL/CHL/OD form signed by the HoD to the Vice-Chancellor	HoD	On the day of Submission of CL/CHL/OD form
5.	Forwarding the CL/CHL/OD form approved by the Vice-Chancellor to the Office	Vice-Chancellor	On the day of receiving of CL/CHL/OD form from the HoDs
6.	Checking the availability of CL/CHL/OD & marking in Attendance/Logbook	Office Assistant	On the day of receiving of CL/CHL/OD form from the Vice-Chancellor

48. SOP For SL

S No.	Activities	Responsibility	Frequency of Meeting
1.	Releasing the Vacation period circular to all teaching & non- teaching staff members	Vice-Chancellor	2 weeks before vacation period
2.	Sharing of Vacation slot sheet to all faculty members at department level	HoDs	2 weeks before vacation period
3.	Conducting a department level meeting to finalize the vacation slots & modify (if required)	HoDs	1 week before vacation period
4.	Submission of SL form to HoD	Respective Faculty	2/3 days prior to the vacation period
5.	Forwarding the SL form signed by the HoD to the Vice-Chancellor	HoD	On the day of Submission of SL form
6.	Forwarding the SL form approved by the Vice-Chancellor to the Office	Vice-Chancellor	On the day of receiving of SL form from the HoDs
7.	Checking the availability of SL & marking in Attendance/Logbook	Office Assistant	On the day of receiving of SL form from the Vice-Chancellor

49. SOP For ML (Medical Leave)

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Passing information regarding the Cause to the HoD	Respective Faculty	On the first day of Medical Leave

2.	Reporting about the Medical Leave of faculty to the Vice-Chancellor & Office	HoDs	On the first day of Medical Leave
3.	Submission of ML form to HoD	Respective Faculty	On the day of return from ML
4.	Forwarding the ML form signed by the HoD to the Vice-Chancellor	HoD	On the day of Submission of ML form
5.	Forwarding the ML form approved by the Vice-Chancellor to the Office	Vice-Chancellor	On the day of receiving of ML form from the HoDs
6.	Checking the availability of ML & marking in Attendance/Logbook	Office Assistant	On the day of receiving of ML form from the Vice-Chancellor

50. SOP FOR PREPARATION OF CLASS & INDIVIDUAL TIMETABLE

Objective:

To elaborate the procedure for preparing Master, Class and individual teaching timetable.

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Department Timetable coordinators
- Institution Timetable coordinator
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	Preparation of Academic schedule for academic year	Vice-Chancellor & HoDs	1 st week of April
2.	Releasing the Academic schedule to all teaching/non-teaching staff members	Vice-Chancellor	2 nd week of April
3.	Receiving students' willingness on Elective courses	HoDs and Tutors	3 rd week of April
4.	Sharing the course option sheet to All Faculty Members	HoDs	4 th week of April
5.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 st week of May
6.	Course allocation meeting details to be used for class timetable preparation	Department Timetable Coordinator	1 st week of May

7.	Call for 1 st common meeting of all department timetable coordinators for sharing the information on service courses	Institution Time Table Coordinator	2 nd week of May
8.	Detailed Timetable preparation (both class-wise & individual) and circulation to all teaching & non-teaching members	Department Timetable Coordinator	3 rd week of May
9.	Call for 2 nd Common meeting of all department timetable coordinators for finalization	Institution Time Table Coordinator	3 rd week of May
10.	Preparation of department Master Timetable	Department Time Table Coordinator	4 th week of May
11.	Preparation of Institution Master Timetable	Institution Time Table Coordinator	4 th week of May
12.	Approval by Vice-Chancellor for Class, Individual and Master Timetable	Vice-Chancellor, Departments & Institution Timetable Coordinator	4 th week of May

51. SOP FOR ACADEMIC REVIEW MEETING

Objective:

To elaborate the procedure for conducting academic review meeting.

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Planning of academic review meeting	Vice-Chancellor, HODs	After the end of Internal test I & II (Twice in a semester)
2.	Information sends through circular from the head of the institution regards to conduct academic review meeting	Vice-Chancellor	Last day Internal test I & II
3.	Tutors have to inform the parents regards meeting through phone	Tutors	Three days prior to the meeting
4.	Tutors have to prepare the consolidated marks (Internal test & end semester exam), individual academic performance and attendance percentage of students	Tutors	Three days after the completion of Internal test I & II

5.	Discuss about the performance of the students	Parents, Tutors and Faculty members handling for the classes	Day of Academic review meeting
6.	Getting feedback from parents	Tutors, Parents	Day of Academic review meeting
7.	Booking of hall	Vice-Chancellor, HODs	The day before the meeting
8.	Arrangement of refreshments and food	AO	Day of Academic Review meeting

52. SOP FOR PREPARATION OF STUDENTS FEEDBACK

Objective:

To elaborate the procedure for preparing students' feedback.

Responsibility:

- Class tutors
- All the students
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	Preparation of format for Feedback and sending to students.	HoD	November 1 st Week & December 1 st week
2.	Tutors shall monitor and collect the feedback from students.	Tutors & students	November 1 st Week & December 1 st week
3.	Consolidate the collected feedback from students	HoD	November & December
4.	Necessary actions will be taken based on feedback	HoD and Vice-Chancellor	November & December

53. SOP FOR RESEARCH PROPOSAL

Objective:

To elaborate the procedure for preparing Research Proposal.

Responsibility:

- All the Fulltime/part time research scholars
- All the teaching staff members
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	Individual researchers will Undertake periodic reviews of the research calls of relevance to their research	Researchers/Staff members	ASAP/monthly/Round the year
2.	Researchers contacted by an organization/individual to join a consortium already created or to investigate the possibility to collaborate with RIT in any capacity are to inform the HoD by e-mail of their intention to contribute to the application process	Researchers/Staff members	ASAP/monthly/Round the year
3.	Researchers will upload any relevant documentation to Research Funding agencies	Researchers/Staff members	ASAP/monthly/Round the year
4.	Researcher to log the application through funding agency portal	Researchers/Staff members	ASAP/monthly/Round the year
5.	Researcher to provide contact details of all potential partners involved in the proposal (indicating Vice-Chancellor Investigator, Co- Investigator)	Researchers/Staff members	ASAP/monthly/Round the year
6.	Researcher to meet with Research coordinators to prepare the budget proposal for the project	Researchers/Staff members	ASAP/monthly/Round the year
7.	Researcher to meet with HoD to identify potential resources needed to complete the project	Researchers/Staff members & HoD	ASAP/monthly/Round the year
8.	The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about timelines for proposal submission	Vice-Chancellor Investigator, Co-Investigator	ASAP/monthly/Round the year
9.	Researchers are required to <ul style="list-style-type: none">▪ Upload the draft proposal▪ Provide supporting documentation (budget, Plan of activities, etc.)	Researchers/ Staff members	ASAP/monthly/Round the year
10.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers/ Staff members	ASAP/monthly/Round the year
11.	Second stage Approvers to Review final proposal	Researchers/ Staff members	ASAP/monthly/Round the year
12.	Researcher to submit proposal	Researchers/ Staff members	ASAP/monthly/Round the year

13.	<p>Researcher is to ensure that all finalized document versions are uploaded</p> <ul style="list-style-type: none"> ▪ Description of work (final version to be submitted) ▪ Detailed projected Project budget breakdown full proposal 	Researchers/ Staff members	ASAP/monthly/Round the year
14.	<p>Researcher is required to provide copies of the following documents</p> <ul style="list-style-type: none"> ▪ Evaluation report with scoring (for successful and non-successful projects) ▪ Details of Grant Preparation (when proposal has been successful) 	Researchers/ Staff members	ASAP/monthly/Round the year
15.	<p>Researchers are requested to upload copies of the following documents from the implementation of the project</p> <ul style="list-style-type: none"> ▪ Deliverables for which RIT is responsible ▪ Milestones for which RIT is responsible ▪ Dissemination and Communication Plans ▪ All budgetary and financial communications Interim Project Activity Reports ▪ Final reports 	Researchers/ Staff members	ASAP/monthly/Round the year
16.	<p>Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference papers etc.</p>	Researchers/ Staff members	ASAP/monthly/Round the year

54. SOP FOR SUBJECT ALLOTMENT

Objective:

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

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	Preparation of Academic schedule for Academic year	Vice-Chancellor & HoDs	1 st week of April
2.	Releasing the Academic schedule to all teaching/non-teaching staff members	Vice-Chancellor	2 nd week of April
3.	Receiving students' willingness on Elective courses	HoDs and Tutors	3 rd week of April

4.	Receiving service courses from the relevant departments	HoDs	3 rd week of April
5.	Sharing the course option sheet to all Faculty Members	HoDs	4 th week of April
6.	Analyzing the competency of staffs in subject chosen based on their possession of Ph.D./Publication/MOOC certification/FDP certification	HoDs	4 th week of April
7.	Allocating the subjects to the faculty based on the number of times the subject handled, result analysis and student's feedback	HoDs	4 th week of April
8.	Assigning the Practical labs corresponding to the theory allotted to the faculty.	HoDs	4 th week of April
9.	Conducting department meeting on Course allocation based on willingness & competency	HoDs & faculty members	1 st week of May
10.	Approval by Vice-Chancellor for Subject allotment	HoDs	1 st week of May

55. SOP FOR PREPARATION OF CLASSROOM MAINTENANCE

Objective:

To elaborate the procedure for Maintaining the classroom.

Responsibility:

- Housekeepers
- Students
- All the teaching/non-teaching staff members
- Class tutors
- Institution Technician/system Administrator of respective department.
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Allotment of department wise classroom block.	Vice-Chancellor	1 st week of May
2.	Allotment of individual classrooms for respective Class students	HoDs	1 st week of May
3.	Projector screens in classrooms, ICT board with stylus	System administrator	1 st week of May
4.	Arrangement/Repair of student's Desks and teacher's desks/tables.	Department Furniture in charge	2 nd week of May
5.	Repair of existing electrical outlets- Light bulb replacement	Technician/system Administrator of respective department	3 rd week of May

6.	Ventilation/Window Treatments	Institution technician	3 rd week of May
7.	Routine services or maintenance	Housekeepers	Everyday
8.	Keeping the classroom clean and tidy	Students and Teaching staff	Everyday
9.	Classroom security with lock system.	Students, Tutors and non-teaching staff members.	Everyday

56. SOP FOR PREPARATION OF LABORATORY MAINTENANCE

Objective:

The procedure is to establish a controlled method for Inspection/calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.

Responsibility:

- Head of Department (HoD).
- Lab coordinator.
- Teaching Assistant(s).
- Researcher(s).
- Lab technician(s).

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Maintain the teaching equipment Inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Teaching Assistant(s)	1 st week of April
2.	Maintain the Analytical equipment Inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab technician(s)	2 nd week of April
3.	Teaching equipment that has a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. the AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co- ordinators.	3 rd week of April
4.	The "Equipment Calibration/Maintenance log as to be filled and signed and kept in file in HoD office and a copy in the lab coordinator's office.	Lab Coordinators. HoDs	4 th week of April
5.	A copy of the teaching equipment manual shall be kept in soft and/or hardcopy in the lab.	Lab-Coordinator, Teaching assistant(s)	1 st week of May.

6.	A sticker with “Calibrated on DD/MM/YYYY” shall be pasted on the equipment.	Lab technician(s)	2 nd week of May
7.	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,	Teaching assistant(s) Lab Coordinator and/or HoD.	3 rd week of May
8.	Providing a list of the required lab tools that will be used in the next academic year, to get them before the due date.	Teaching assistant(s) and/or lab technician(s), HOD	3 rd week of May
9.	Maintain the research equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Researcher(s)	4 th week of May
10.	Unused or out of performance Equipment should be marked with a sticker that the equipment “Out of service and not to use”.	Lab technician(s)	4 th week of May
11.	Proper forms like equipment list have to be maintained for conducting labs both inter and intra department.	Lab technician(s) & Lab Coordinator.	Every day
12.	Housekeeping register must be maintained for laboratories.	Lab technician(s) & Lab Coordinator.	Every day

57. SOP FOR PURCHASE OF CONSUMABLES

Objective:

To elaborate the procedure for purchasing consumables.

Responsibility:

- All the teaching/non-teaching staff members
- Lab in-charges
- Purchase Committee in charge
- Heads of the Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	List of consumables required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 st week of April
2.	The purchase committee in-charge will scrutiny the requirements. Justification has to be given for the requirements if necessary.	Purchase Committee in-charge and Lab in-charges	2 nd week of April

3.	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers(minimumof3) and should inform the same to the Purchase Committee in-charge	Purchase Committee in-charge and Lab in-charges	3 rd week of April
4.	With the Approval of the Purchase Committee in-charge regarding the suppliers, quotations must be collected from those companies.	Purchase Committee in-charge and Lab in-charges	3 rd week of April
5.	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. the Approval of the purchase for the actual amount has to be received from the Management.	Purchase Committee in-charge, HOD and Vice-Chancellor	4 th week of April
6.	Once after getting the approval from the Management, proforma invoice from the best supplier is to be collected and an request has to be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Purchase Committee in-charge and HOD	2 nd week of May
7.	Once after receiving the cheque from the Management, the concerned lab in-charges have to purchase the consumables with the supplier.	Lab in-charges, non-teaching staff	4 th week of May
8.	The purchased consumables should be entered in the respective stock register	Non-teaching staff, Lab in- charges, Purchase Committee in-charge, HOD and Vice-Chancellor	4 th week of May
9.	From the date of delivery, the bill must be settled with the office within two weeks	Purchase Committee in-charge	1 st week of June

58. SOP FOR PURCHASE OF EQUIPMENTS

Objective:

To elaborate the procedure for purchasing equipment

Responsibility:

- All the teaching/non-teaching staff members
- Lab in-charges
- Expert team
- Purchase Committee in charge
- Heads of the Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	List of equipment required for individual labs as per new revised curriculum is to be submitted by the lab in-charges	Lab in charges	1 st week of Feb
2.	An expertise team (set of Faculty members) within the department will scrutiny the requirements. Justifications must be given for the requirements if necessary.	Expert team and Lab in-charges	4 th week of Feb
3.	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 4) and should inform the same to the expertise team.	Expert team and Lab in-charges	1 st week of March
4.	With the Approval of the expertise team regarding the suppliers, quotations must be collected from those companies.	Expert team and Lab in-charges	2 nd week of March
5.	Based on the quoted price, the approximate cost for the entire requirements should be calculated and the approval of the purchase for the approximate amount has to be received from the Management.	Purchase Committee in-charge, HOD and Vice-Chancellor	4 th week of March
6.	A demo should be made available to the set of Faculty Members about those equipment's functions and specifications from all companies.	Non-teaching staff, Faculty Members	1 st week of April
7.	The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on.	Faculty Members	2 nd week of April
8.	A meeting should be organized with Purchase committee in charge and the expertise to discuss about the outcome of the demonstrations made by the companies.	Purchase committee in-charge and Faculty members	3 rd week of April
9.	Recommendations are collected by the purchase committee in charge from the Faculty Members and the expertise team and the pros and cons are to be discussed.	Purchase committee in-charge and Faculty members	3 rd week of April
10.	The Purchase committee in charge may request all the companies to give the best revised price again after the demonstrations.	Purchase committee in-charge	4 th week of April

11.	With the new revised cost, a comparative statement has to be prepared, and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted.	Purchase committee in-charge and HOD	4 th week of April
12.	The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by the expertise team. Different products can be from different suppliers.	Purchase committee in-charge and HOD	4 th week of April
13.	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in-charge, HoD and Vice-Chancellor	1 st week of May
14.	The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required.	Purchase committee in-charge and HOD	1 st week of May
15.	Once after getting the final approval, the purchase order should be made ready and sent to the supplier and the terms and conditions should be followed strictly.	Purchase Committee in-charge and HOD	3 rd week of May
16.	The details of the order placed with the one supplier should not be known to the other supplier and there should not be any personal communication regarding the purchase, failing in which will leads to enquiry and memo.	Purchase Committee in-charge and Faculty members	3 rd week of May
17.	Follow up should be made regarding the delivery	Purchase Committee in-charge	3 rd and 4 th week of May
18.	Once after the delivery, all the equipments should be thoroughly verified by the lab in charges in terms of quantity, functionalities, help manuals, warranty cards and bills	Lab in charges and Faculty Members, Non-teaching staff	1 st week of June.
19.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	3 rd week of June

59. SOP FOR DEPARTMENT LIBRARY

PURPOSE:

The department library provides access to an extensive range of information resources to

enhance study, teaching and research in support of academic programmes.

SCOPE:

This procedure describes the activities carried out by the department library.

RESPONSIBILITY:

- All the teaching/non-teaching staff members
- Department library in-charge
- Heads of the respective Departments
- Vice-Chancellor of the institution

PROCEDURE:

1. Process for organization of new books:

- The department library in-charge receives books from the main library/recommended copies from publishers.
- New books are recorded in the library stock register where each volume is assigned an accession number.
The details of the entry include: access number, author title, book title, name of the publisher, the price and remarks.
- Write the access number on the front of title page and then keep it in the display rack according by access number.

2. Circulation Section and Borrowing Privileges:

2.1 Issue/Return Procedure for staff members

Issue / Return of library materials are a routine operation of the library.

While Issuing Books:

- Quickly glance the book for any damage.
- The details of the book are recorded in the issuing register and signed by library in-charge.

The details of the entry include access number, author title, book title, staff name and date of issuing.

While Receiving the Books:

- Quickly glance the book for any change, recorded the date of return in the issuing register and signed by library in-charge.
- Send them to stack for shelving.

2.2 Outside Visitors

- Students/faculties from other department, who wants to make use of the library facility, are allowed to use the library for consultation only, with the prior permission

- of library in-charge.
- Visitor need to produce a letter of introduction from their parent HODs with a valid identity card.
- No borrowing facility shall be allowed to the outside visitors.

2.3 Theft / Misuse of library resources

- The theft (or) abuse of library resources like books and project reports will be viewed very seriously. If found guilty, the matter will be reported to HOD for needful action.

2.4 Loss / Mutilation / Damage to documents by faculty

- Borrowers are responsible for the documents they borrow.
- Documents lost, torn (or) damaged (tearing of pages and damaging of binding) shall attract action like replacement of documents concern.
- The lost / damaged documents shall be replaced by the borrower with latest edition.

2.5 Documents that can and cannot be borrowed

Documents that can be borrowed:

- Books from the general shelf can be borrowed

Documents that cannot be borrowed:

- Reference books and project reports are to be referred within library premises and are not available for issuing out.

60. SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate the procedure for preparing Monthly Report.

Responsibility:

- All the teaching/non-teaching staff members
- Department Monthly Report coordinator
- Institution Monthly Report coordinator
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	Sharing the various activity option sheet to all faculty members.	Department Monthly Report coordinator	1 st day of Every month
2.	Day by day updating the shared sheet along with photographs (if available)	All the teaching/non-teaching staff members	1 st to 4 th week of Every month.
3.	Consolidation and Preparation of department Monthly Report.	Department Monthly Report coordinator.	4 th week of Every month
4.	Submitted to HoD for necessary approval for Department Monthly Report.	Heads of the respective Departments	Last day of Every month
5.	Consolidation and Preparation of Institution Monthly Report.	Institution Monthly Report coordinator	1 st week of Consecutive months.
6.	Submitted to Vice-Chancellor for necessary approval for Institution Monthly Report.	Institution Monthly Report coordinator	1 st week of Consecutive months.
7.	Releasing the Monthly Report to all teaching/non-teaching staff members.	Vice-Chancellor of the institution	1 st week of next Consecutive months.

61. SOP FOR PREPARATION OF RESPONSIBILITIES ASSIGNING**Objective:**

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

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Year wise Coordinators
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

Sr. No.	Activities	Responsibility	Frequency of Meeting
1.	List the roles that are needed for each task in the procedure	Vice-Chancellor & HoDs	1 st week of May
2.	Include the responsibilities for each role	Vice-Chancellor & HoDs	2 nd week of May
3.	Roles can then be assigned to qualified individuals, and a list that indicates who is assigned to each role	HoDs	3 rd week of May
4.	Assigning roles is based on their knowledge and experience	HoDs	3 rd week of May
5.	Review the roles of faculty member periodically	Vice-Chancellor & HoDs	Once in a Month

62. SOP FOR FEEDBACK ABOUT FACULTY**Objective**

To elaborate the procedure for Collecting feedback about faculty

Responsibility:

- Class tutors
- All the students
- Heads of the respective Departments
- Vice-Chancellor of the institution

Procedure:

S No.	Activities	Responsibility	Frequency of Meeting
1.	Preparation of format for feedback i) To be collected from students (ONLINE) ii) To be collected from Peer Evaluators	HoDs	Beginning of every semester
2.	Sharing of feedback forms to students through Google forms	HoD	Mid of the semester

	Sharing of feedback forms to Evaluators		1 st week of Reopening of classes
3.	Entry of Feedback from students in Google forms	Students	Within one week (After the form is shared)
	Faculty Evaluation	Peer Evaluators assigned by HoD	Twice or thrice in a Semester
4.	Consolidate the collected feedback from students	HoD	Within one week (After the form is filled)
	Consolidate the collected feedback from Evaluators	Peer Evaluators assigned by HoD	Within two days (After the faculty is evaluated)
5.	Necessary actions will be taken based on feedback for faculty performance improvement	HoD and Vice-Chancellor	Immediate