

# Arts, Science and Commerce College Rahata

## Allotment of Cleaning work-2021-22


All the non-teaching staff are informed that cleaning work has been planned for various departments and to the campus of the college.

1. To clean corridors and classrooms.
2. To clean cupboards, tables, benches and other materials in all room with a cloth.
3. To clean corridor and rooms with clean water on second and forth Friday and wash the corridor and classrooms on first and third Saturday of every month.
4. To wipe all the fan in the classrooms once in a week.
5. To clean the glass windows of all halls.
6. To clean area under trees, watering the trees etc.
7. To report every evening at 5 `O` clock or register the work done in the diary or report to the head of the departments which assigned to you, or to office superintendents.
8. Do not take leave without permission.
9. Apart from this work, all the work assigned by department is to be completed within time.

Sr. No.	Name of Employee	Post	Nature of work
1	Shri Khobre R.N.	Lab. Attendant	To keep the office of Hon'ble Namdar Saheb & Dr. Sujay Dada Vikhe Patil and New office, seminar hall etc. keep clean & neat.
2	Shri Gholap A.R.	Peon	Regular cleaning of new office, Hon' able Principal sir cabin, store corridor, Sarswati mandir, main gate, Xerox operating and official work etc.
3	Shri Chitalkar K.B.	Peon	To clean 2 labs of chemistry (3&4 Lab), Glass wares and equipments also cleaning your front & back area of labs and staff room and the rooms coming under the lab section.
4	Shri Palghadmal B. D.	Peon	To clean HOD Office, Chemical store, 1 & 2 labs Glass wares and equipments of chemistry, front and back area of these labs.to clean up the area till the stairs.
5	Shri Yadav A.N.	Peon	To clean the classroom, 2 labs, H o D cabin of Zoology department. Also clean 2 labs, HOD cabin, e- learning classroom of Botany department. To take care of botanical garden etc.
6	Shri Lahamnge D.T.	Peon	To clean No.1 & 2 computer labs, language lab, Math's department & classroom, 6labs of Physics department.
7	Shri Bramhane V. P..	Peon	(Second floor) to clean and take care of whole Library, the passage inside the library and outside the library.
8	Shri Hon. R. V.	Peon	To clean regularly NSS office. Politics department, T.Y.B.Com classroom, old store room , F.Y.B.Com Classroom, staff room and also class No. S-1 to S-3 and whole passage.
9	Shri Kadu S.R.	Lab. Attendant	To clean regularly classroom No. S-5 & S-6, Commerce Department, record room, staircase, all arts departments. To ring the bell and note down the lectures regularly.

## Women on Daily wages

SR. No.	Name of the Woman	Nature of work
1	Garud Shital Ajay	To clean up Third floor passage & classrooms from gymkhana to commerce department
2	Waghmare Sangita Balu	Regular cleaning in Campus
3	Barse Aruna Vivek	Regular cleaning in Campus.
4	Waghmare Bharati Vilas	(Third floor) To clean the classroom No. T-1 to T-8

  
I/C PRINCIPAL  
Art's, Science & Commerce College  
Rahata Dist Ahmednagar



# **SHIRDI SAI RURAL INSTITUTE, PRAVARANAGAR**

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C/o- Arts, Science and Commerce College, Rahata,

Tal- Rahata, Dist-Ahmednagar (423107)

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## **SERVICE RULES AND CODE OF CONDUCT**



# SHIRDI SAI RURAL INSTITUTE, PRAVARANAGAR

C/O- Arts, Science and Commerce College Campus, Rahata,  
Tal- Rahata, Dist-A.Nagar (423107)

## Service and Conduct Rules

Following Technical/Non Technical Colleges run by the Institute...

01. Arts, Science and Commerce College, Rahata.
02. Industrial Training Institute, Rahata.
03. Dr. Balasaheb Vikhe Patil International School, Rahata.

Generally Institute follows the University of Pune, DGT New Delhi Statutes regarding the service rules for teaching staff.

### A) Appointments:

Academic/Teaching Posts: Recruitment of Teachers:

01. Appointment of Teachers by Selection Committee:

Selection Committee Shall Consist of:

- a) Chairman, Governing Body of the College or/his Institution Nominee from amongst members of the Governing Body.
- b) A Nominee of the Vice Chancellor (General).
- c) If the Post is reserved one, the Vice Chancellor shall nominate one additional member, belonging to Scheduled Caste or Scheduled Tribe or Denotified or Nomedic Tribe who should be preferably an expert on the subject.
- d) Three experts in the case of appointment to the post of Professor and Associate Professor (Minimum two out of three are present on the committee at the time of interview), and two experts in the case of appointment to the posts of Assistant Professor and Associate Professor (Minimum one must be Present).
- e) Principal/Director.
- f) Head of the Concerened Department of the College/Institution.



### **Procedure:**

- a) All posts of the teachers are widely advertised with particulars of minimum and other qualifications, if any and emoluments. Reasonable time is allowed to applicants, to submit their applications.
- b) The date of the meeting of the selection committee is fixed so to allow the notice of fifteen days to each member & to the candidates, the particulars of each candidate called for interview, are collected in consultation with the Head of the Department/Principal of the College. The panel members are intimated seven days before the date of the meeting.
- c) The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being V.C. Nominee and three experts nominated by the University.
- d) The Selection Committee shall interview and adjudge the merits of each candidates in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.
- e) The Competent Authority, with the approval of the Vice Chancellor, shall appoint from amongst the persons selected/recommended.

### **02. Appointment of Teachers on Institute/Management level for filling in temporary vacancy:**

Where vacancy of a teacher is to be filled in temporarily but not exceeding one academic year/one term, the appointing Authority on the recommendation of the Principal/Director of the Institution shall fill in the Temporary Vacancy.

If the vacancy exceeds a period of a term but does not exceed more



than a year, the vacancy will be filled in by the appointing Authority on the recommendations of the Local Selection Committee constituted as follows and Information of the same will be given to the Competent Authority:

- a) Chairman of the Governing Body or his Nominee.
- b) Principal/Director of the College.
- c) Head of the Department of the College.
- d) One expert in the subject concerned nominated by the Chairman of the Governing Body.

**Procedure:**

- a) To feel temporary vacancy a advertisement be given in leading news paper.
- b) Suitable/Qualified candidate called for Interview before Local Selection Committee.
- c) After the recommendations of the Local Selection Committee, Candidate may be given appointment on Purely temporary/adhoc basis for one academic year/one term.

**03. Non-Teaching Staff:**

**Appointment of Non Teaching Staff:**

Generally Institute follows the rules and regulations of Maharashtra Non- Agricultural Universities and Affiliated College's standard Code/University of Pune/Govt. of Maharashtra regarding the service rules for Non-Teaching Staff.

To fill vacancy a advertisement be given in leading news paper. Vacancy of Non-Teaching staff filled in Adhoc basis for one year. Those non-Teaching staff who complete 7 years of their service are given pay scale and allowances as per SSRI's Rules.





### **Probation:**

The period of probation of the staff shall in no case be more than two years, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice. The Terms and Conditions are mentioned in his appointment Order.

### **B) Service Book:**

A Service book shall be maintained by the Registrar or any other Officer duly authorized by him/Principal/Director/Head of Recognised Institution for the staff of the College/Institution and shall contain such Information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the competent Authority may prescribed.

### **C) Increments:**

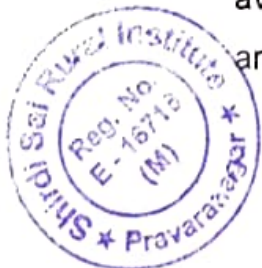
The employee having his pay on the pay scale, shall draw increment every year unless it is withheld.

The Head of the Department should send the CR (Confidential Report) of each employee every year before one months at his increment date to the competent authority i.e. Management/Governing Body.

### **D) GENERAL:**

01. **Leave is a privillage and not a right:** it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

02. **Leave Application:** The Leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangement of his/her any other department to keep the students



engaged.

03. **No leave can commence unless it has been sanctioned:** Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.
04. **Acceptance of alternate:** Employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employee shall refrain from the same.
05. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however, be regularized immediately on joining the duty in writing.
06. Continued absence of more than fifteen days, or repeated irregularly without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

**E) Kinds of Leave:**

- a) Casual Leave (CL)
- b) Compensatory Off
- c) Medical Leave (ML)
- d) Earned Leave (EL)
- e) Extra Ordinary Leave/Leave Without Pay (LWP)
- f) Duty Leave (DL)
- g) Study Leave
- h) Vacation Leave
- i) Maternity Leave





**a) Casual Leave:**

Casual Leave is intended to meet special circumstances for which provision can no be made by exact rules.

1. For teaching staff 15 days and Non- Teaching Staff 12 days Casual Leave in One Calender Year.
2. Casual Leave can be enjoyed at Proportional rate commencing from the beginning of the Calender Year.
3. If any member of staff avails casual leave more than the proportionate, the leave may be considered as extra ordinary leave (i.e. leave without pay) by the sanctioning authority.
4. Not more than 3 days casual leave can be enjoyed at a time, to be extended to 5 days in most exceptional circumstances.
5. Total period of Casual Leave and holidays enjoyed at a time should not exceed 3 days. Only in exceptional circumstances casual leave can be extended to 5 days, if it is due.
6. Absence on a half working day should be treated as full day's casual leave.
7. Casual leave can not be affixed or prefixed with Earned Leave, Medical Leave or Vacation.
8. Casual Leave should not be availed without prior sanction and without making alternate arrangement of the work in consultation with HOD.
  - a) Employees are expected to attend regularly as per the college timings, if an employee comes more than 10 minutes late, he/she must sign the muster roll marking the time at which he/she reports for duty.
  - b) If an employee comes more than 10 minutes late 3 or more



times during the month his/her casual leave accounts shall be debited at the rate of 1 day's casual leave for 3 days late attendance.

9. If there is tendency to fritter away casual leave, the following steps may be taken against the person concerned:-

- a) Refusal of Casual Leave, if it is believed that it is asked for without adequate ground.
- b) Treatment of absence as leave without pay when a person has remained absent without making alternative arrangements for his periods/work.

**b) Compensatory Off:**

No Compensatory Off will be allowed for completion of academic work allotted to the Teaching Staff Members.

Employees if asked to work (except academic work) on Sunday/Public Holidays by the Competent authority, with prior order, shall be entitled to have Compensatory holiday, provided they work for more than 5 hours on that day.

Compensatory holidays should not be accumulated more than 3 days at a time. No Compensatory Off will be permissible if he has already 3 Compensatory Offs at his credit. Compensatory Offs are to be enjoyed on full day basis (No half day Compensatory Off is permissible). Compensatory Off should not be availed without prior sanction. Compensatory Off can not be affixed or prefixed with Earned Leave/Medical Leave or Vacation.

No Compensatory Off is allowed to carry over to the next calendar year.

No Compensatory Off is permissible for attending the remunerative work on Sundays or public holidays.



While asking for extra work (Other than academic one), the competent Authority should issue an office order in writing.

c) **Medical Leave:**

01. All teaching and Non-teaching staff members get medical leave for 10 days on communication basis or 20 days on half of Pay for each calendar year.
02. Medical Leave may be granted in case of sickness of the employee and not his/her dependents. A Medical certificate from Doctor or a registered medical practitioner would be required in case where more than Three days the person was sick.
03. Medical Leave can not be sanctioned between two holidays. (i.e. one side holiday, Sunday) otherwise it will be count in the Medical Leave.
04. Employee applying for a medical leave should produce treatment certificate with their application and at the day of joining duty he/she should submit a fitness certificate.
05. If the employee avails Medical Leave for more than on months. He has to produce Fitness Certificate from Civil Surgeon at the day of joining Duty.

d) **Earned Leave:**

- I) **Teaching:** No Earn Leave for teaching faculty. However vacation can be converted to Earned Leave. The basic rate for conversion is one day for three consecutive days.
- II) **Non Teaching:**
  01. Earned Leave is admissible to all non- teaching staff. (excluding departmental technical staff) Employees should get Earned Leave for 30 days in each Calender Year.
  02. Earn Leave can be accumulated up to 240 days.





03. Earned Leave can be availed minimum 3 days at time.
04. Earned Leave can not be affixed and prefixed with Holidays or Sundays or C.L. from both Sides.
05. Earned Leave should not be availed without Prior sanction.
06. If a person is absent without prior sanction of leave or without making alternate arrangement, his absentee for the day will be treated as extra ordinary leave i.e. Leave Without Pay.
07. If employee, avails Earned Leave, no other type of Leave will be sanctioned in continuation with Earned Leave. In the situation when Earned Leave is prefixed with Holidays or Sundays, the leave immediately after holidays and Sundays will be treated as Earned Leave.

**e) Extra Ordinary Leave/Leave Without Pay:**

01. For reasons beyond ones control, if an employee has to avail leave in excess of ones authorization, he may be granted, "Extra Ordinary Leave/Leave without Pay" at the discretion of the Principal/Director/Management subject to exigencies of service. Such leave shall not exceed 3 months in a calendar year at a time.
02. Maximum for 6 months including 3 months, as above on medical ground where the staff has completed 3 years of continuous service.
03. Maximum for 12 months, on medical grounds where the staff has completed 5 years of continuous service.
04. Maximum for 12 Months for undergoing treatment on TB, Leprosy etc. where the staff has completed one year completed service.
05. Maximum for 18 months for undergoing treatment on TB, Leprosy etc. where the staff has completed one year completed service.
06. Maximum for 24 months for prosecution of higher studies which are in the Public Interest.



f) **Duty Leave:**

01. An activity of an employee which can bring recognition to the institute may be considered for grant of this leave.
02. Duty Leave may be granted for one or more of the following purposes:
- To deliver academic lecture.
  - To work on behalf of the University/College.
  - To read/present a reaserch paper in a Conference/Symposium of National/International Level or to attend workshop/Seminar.
  - To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
  - To inspect academic institutions attached to a statutory body or a University recognized by the Government.
03. The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:
- There exists a written request from the competent authority.
  - The Paper has been accepted for presentation and a communication to this effect received a writing.

g) **Study Leave:**

01. Leave for upto a maximum of two years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized Institute.
02. Study Leave may be granted after an employee has rendered at least 5 years of unblemished service to the institute. He/She will be required to furnish a bond for that will serve the Institute at least for a period of 5 years after return from the Study Leave.

03. a) One day/week to faculty permission higher study (PG i.e. M.E.



Ph.D.) for teaching faculty.

b) One day/week to faculty permission higher study (i.e. Library Science etc. for non-teaching faculty).

**h) Vacation Leave:**

01. All Teaching & Non-Teaching technical staff is entitled for Summer and Winter vacation in one calendar year as per the rules of University.

02. The vacation leave shall be got sanctioned in advance in writing as any other leaves.

03. The vacation period amongst the faculty members shall generally staggered to ensure that the institutes functioning is not hampered.

**i) Maternity Leave:**

Maternity Leave may be granted to a permanent female employee who have completed two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay for a maximum period of 90 days, subject to production of Medical certificate.

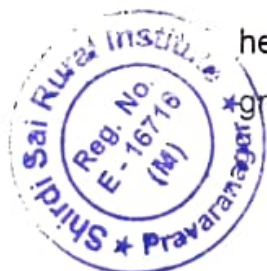
**F) Retirement Age:**

Retirement age for Teaching and Non-Teaching staff is as per the University/Govt. of Maharashtra rules.

**G) Resignation/Termination of Services:**

01. The appointing authority shall have a power to terminate the services of any staff without notice or without any cause assigned during the period of Probation.

02. The appointing authority shall have the power to terminate the services of a staff member by giving one months notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply to regular/permanent





employees of the institutes.

03. A member of the staff can leave his employment by giving one months notice or pay in lieu thereof. If the permanent staff wanted to leave the services without any notice he has to pay one months basic pay from his salary. If the staff member is working in the consolidated pay he has to deposit one months total salary.

**H) Pay and Allowance:**

As per University/Govt. of Maharashtra Norms & D.A. and other allowance as per the Institute Rules.

**I) Promotion:**

01. Teaching staff should be given promotion as per University/Govt. of Maharashtra rules, after acquiring minimum qualification and experience for such post. Vacant Post will be filled among faculty members from seniority list through Selection Committee.

02. Non Teaching Staff should be given promotion as per seniority list through Departmental promotion committee (DPC). The senior scale given after twelve years completion of his service from the date of his such scale.

**J) Holidays:**

Holidays will be observed as per University/Govt. of Maharashtra/Institute rules.

**K) Travelling Allowance:**

As per T.A./D.A. rules.

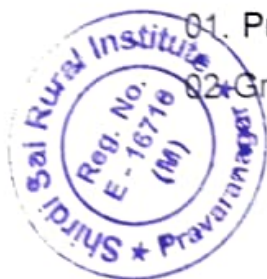
**L) Festival Advance:**

Festival Advance for Deepawali Occasion.

**M) Employee's Welfare:**

01. Provident Fund facility as per rules provided to all staff.

02. Gratuity benefit for retired staff.



03. Bus facilities provided for students for to and from city to college.

**N) Student Welfare:**

01. Earn and Learn scheme of University of Pune.

02. Fees Concession for students for Poor Boys Fund specially earmarked for poor and deserving students.



  
**Director,**

**Shirdi Sai Rural Institute, Pravaranagar.**

**DIRECTOR**  
Shirdi Sai Rural Institute, Pravaranagar,  
Tal. Rahata, Dist. Ahmednagar



*'Shirdi Sai Rural Institute's'*  
**ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

Tal- Rahata, Dist-Ahmednagar (423107)  
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Recipient of "Best Rural College Award" from University of Pune (2012-13)  
Recipient of "Best Rural College Award" from Student Welfare Board, University of Pune (2011-12)  
"NAAC ACCREDITED "B++" GRADE COLLEGE"

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# ***HANDBOOK***

ON

# **CODE OF CONDUCT**

**JOB RESPONSIBILITIES OF  
TEACHING AND ADMINISTRATIVE STAFF**



'Shirdi Sai Rural Institute's'

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"NAAC ACCREDITED "B+" GRADE COLLEGE"

## 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 responsibilities of individuals to adhere with the code of conduct of our institution.
- To provide the necessary guidance to the necessary one.
- To reflect 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.

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**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. Each faculty 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's association 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.



*[Handwritten Signature]*

College







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### 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 approved by 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 and students.
  - 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 from the first day of semester.
  6. The HOD and Vice Principle must monitor the classes and practical happened as per the timetable.
  7. The class teacher along with the mentors must take the follow-up of the absent students on daily 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 have 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 these semester)
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.



*[Signature]*  
H/O PRINCIPAL  
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### 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 give minimum 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 semester and 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.



  
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### SOP of Time Table Coordinator

Standard Operating Procedure of Time Table committee is for smooth conduction of academic activities 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 should resolve 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 in concern 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.



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### SOP of Class Teacher

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

#### 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 student's 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 student 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 during lectures, or college premises.
  19. Every class teacher has liberty to organize and implement scheme for the welfare of the students 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 proper permission 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 the result.
- Counseling of the students those have failed in particular subject and arrange remedial classes for the same with respective subject teachers.



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**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.



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### 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 major Equipment, 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 the implementation 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.



*Alam*  
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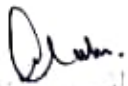
### SOP of Examination Section

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

#### Implementation of SOP:

1. The Principal shall appoint the College Examination Officer (CEO) and member of the examination section for smooth conduction of Examination process.
2. CEO shall display the all deadlines the notice board regarding filling of the examination form, all examination dates and result declaration.
3. Collecting and verify the examination form filled online by the students as per the schedule of 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



  
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- the internal faculty 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 student's grievances related to internal examination and result:
    - Written signed application from students addressing exam section, mentioning the grievance is taken.
    - Grievance related to subject is conveyed to subject teacher.
    - Any other exam related Grievance is dealt by CEO
  14. Solve the student's 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 web mail or letter is sent enclosing the application of student and necessary documents forwarded 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 by the 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.



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### 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 and to 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 which can 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 respective departments for the scheduled placement drive.
13. Conduct preplacement formalities after receiving positive response from company, to get in depth 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 the members 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 TPO from 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 student's 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 the beginning of the 6th Semester.
  2. Training and Placement Cell functions just as a facilitator and counsellor for Placement activities. Registering with TPC does not guarantee a Job or Internship.
  3. Based on the company request student's database after obtaining willingness from students will 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 the students 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 the department 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 before applying 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 first job is secured.
- Under no circumstances, application deadline will be extended, unless explicitly requested by the 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 activities may 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 of deregistration 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 to 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 in prescribed 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 and assist TPO in organizing HR Meet.
3. Departmental Placement coordinators will assemble the data of students & activities and submit to the Placement Officer.
4. Physical presence of coordinators is must during Assessment Test and for the entire process of 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 to the 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 communicate with 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 separate files of each activity.
6. To maintain the record of visitors, experts, students, Alumni visiting the placement office.
7. Not to leave the department without the permission of TPO.
8. Any other task as assigned by Training and placement officer or Principal

#### E. PEON

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 students by 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.



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### **SOP of Research & Development Cell**

Standard Operating Procedure of Research & development Cell for improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research & development (R&D) initiatives undertaken by the Institute is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities.

#### **Implementation of SOP:**

1. The development and enhancement of the Department Research capacities.
2. Motivate all Faculties and Students to pursue research in their respective areas of expertise.
3. Motivate all faculties to participate in various I/N Conferences, seminars, workshops and FDPs.
4. The protection and commercialization of the Department intellectual property.
5. Consultancy activities related to R&D
6. The provision of research and development opportunities for academic staff and students to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
7. The development of infrastructure conducive to promoting the quality and quantity of



- research and development.
8. Promote emerging areas of research and development.
  9. To promote building strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.
  10. To apply for getting financial assistance for research projects from various funding agencies
  11. To submit the audited statements of utilization of all grants during central audit conducted by the University.
  12. To motivate students and faculty for publishing research papers in reputed UGC approved journals
  13. To attend meetings of research coordinators called by University and Head office from time to time.
  14. To prepare and maintain the record of minutes of meetings.
  15. Overall coordination of research activities in college.



*Prakash*  
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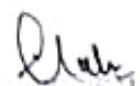
### SOP of Skill Development Cell

Standard Operating Procedure of Skill Development Cell for  
implement the skill development courses for students and staff.

#### Implementation of SOP:

1. Register for the skill development scheme available for their respective field by studying the requirements of industry in the surrounding areas in order to provide employment to drop out youth.
2. Conduct a Skill Mela for counseling drop out students in the surrounding areas, collecting drop out student data, and understanding the needs of local youth.
3. Monitor the individual college which is completing the process of approval of the Training Center from the respective organization.
4. Shall find dropout students and enroll them in affiliated courses.
5. Shall appoint the staff necessary to complete training of the students, use biometrics to verify attendance of trainees, and provide Quality Assurance.
6. Enroll eligible students for assessment and pay their fees from the received grants.
7. Complete the assessment and obtain the results from the respective assessment agency.
8. Prepare and maintain the record of the recruited students as required by the skill development agency, and submit such updated records to the respective governing authority.
9. Follow-up with the relevant agencies for 100% recovery of applicable grants.



  
Head of the Skill Development Cell  
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### 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 teaching and 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 of maintaining /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 quality enhancement.
2. Ensure internalization of the quality culture.
3. Ensure enhancement and coordination among various activities of the institution and institutionalize 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.



1. 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 be responsible for the activities falling under their respective criterion.
2. In-charge shall co-opt members other than IQAC members. Members of each criterion shall hold 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 with chairperson 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 at least one week in advance.
4. Minutes of the meeting will be sent to the members by e-mail and uploaded to institutional website also.

**Academic audit:**

1. HOD will be 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 members during IQAC meeting.
4. Audit will be done as per the Academic audit module. Audit reports submitted by the auditors 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.



*[Signature]*  
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### SOP of Student Development Officer

Standard Operating Procedure of Student Development Officer for smooth running of the student's 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 programs and 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.



  
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### SOP of Earn & Learn Scheme

Standard Operating Procedure of Earn & learn Scheme for effectively implement for needy students as per the guidelines given by the SPPU Pune.

#### Implementation of SOP:

1. To get the sanction of earn & learn scheme from SPPU, Pune in month of July of every year.
2. Inform to students by Notice to submit documents required for enroll to Earn & Learn Scheme.

-Documents needed: Duly filled form along with Income Certificate by Tehsil, Caste Certificate, Non-creamy layer Validity, Bank account details

3. Selection of students according to income basis and academic records who are economically poor.
4. Work allotment to the students as per the choice of the work at various departments and sections.
5. Students can work for 2 hours daily in working days and the remuneration for the same is Rs. 45=00 per hour. Or as per guidelines of SPPU Pune.
6. At end of every month, the student must submit their work report to Earn & Learn Coordinator.
7. To take the approval of the Principal and accountant for transfer the money on the students account.
8. To prepare the audit report and submit to the SPPU Pune in the month of the



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March as per the University schedule.

### SOP of NSS

Standard Operating Procedure of National Social Scheme (NSS) for effectively implement for purpose of create the social awareness among the students.

National Service Scheme (NSS) has been playing an important role in enriching the souls and minds of the students. The overall objective of this scheme is 'Education and Service' to the community by the students. It is a program for students to cater the needs of the community. It will also help the students to communicate with the society. The students joining this scheme develop many behavioral interactive skills. They visit the rural areas as NSS volunteers during the camps organized by the colleges. The NSS volunteers take initiative in developing a environment and also help the people for their rights and advantages to develop themselves. The scheme promotes the ability to present them in a better way. Thus due to this scheme student inculcate the human values such as patriotism, national integration, cooperation, communal harmony.

Motto of NSS: 'NOT ME BUT YOU'

#### Implementation of SOP:

1. Every year college has to take approval from university for the N.S.S. Unit
2. Also approval of program officer from university. Once program officer approved he has to work for three years as a program officer.



3. Our college has sanctioned unit of 100 students. The students are selected from the college as per their work, interest and attitude towards scheme. Students selected for N.S.S. known as NSS volunteer
4. The Final selected list is uploaded on N.S.S. portal
5. Under N.S.S. regular activities and one 07 days' camp is conducted in nearby village.
6. For the camp permission of only 50 students are given by university
7. Students have to work in N.S.S. for two years and one camp. He/She has to complete 120 hours per year. Then students are eligible for N.S.S. certificate and benefit of ordinance 0.163.
8. For the smooth conduction of activities one N.S.S. faculty member is appointed from each department
9. N.S.S. Student representative is selected from N.S.S. volunteer.
10. Program officer is conducting Regular activities with permission of the Principal
11. PO prepares report of regular activities and uploads on N.S.S. portal.
12. For conduction regular activity university sanction grant of Rs. 21000/- and Rs 29500/- for camp
13. At end of year audit of regular activity and camp is done by the University.



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### SOP of Electrical Maintenance Team

Standard Operating Procedure of Electrical maintenance team is for smooth conduction of the campus regarding electrical issues.

**Electrical Maintenance Team:**

1. Electrical supervisor
2. Wiremen

**Implementation of SOP:**

**A) MAINTENANCE IN-CHARGE:**

1. Compile the complaints, Requirements, Electrical related work from the various departments and sections.
2. Assigned daily work to all the Wireman as per work/ complaint/ requirement of the PTEC.
3. Checking/ supervise of all the wiremen team for smooth conduction of all electrical related work.
4. Taking exit report from all the wiremen before leave the campus.
5. If any emergency fault/ accident/ power outage happened than immediately report to Campus Director/ Principal, after taking the permission, take immediate action with help of wiremen.
6. If any new electrical work, then taking approval of budget from Campus Director/ Principal, call quotation, make comparative chart, finalized the purchase order.
7. If any big Maintenance- requirement /work /complaint come in the campus, than take the approval from Campus Director/ Principal through E-mail and after getting approval work will be started.
8. For Electricity saving timely instruct to the entire stakeholder.
9. If any Power outage from HT line than contact to MSEDCL.
10. If load shading in the campus than immediate give the instruction to on the DG-Set.
11. At the end of every month supervise the reading of all energy meter in the campus, for internal billing purpose.
12. Regular inspection of batteries (UPS / Invertors)

## B) WIREMAN:

1. Completed the task every day those assigned by Maintenance In-charge
2. Report to Maintenance In-charge in the Morning & Evening
3. Collect the Maintenance -requirement/Work/complaint from entire campus & submitted to Maintenance I/C.
4. If minor complaint is come than take own decision and completed the task
5. If any emergency fault/ accident/ power outage than report to Maintenance I/C & rectify the problem immediately
6. If power outage during the night time than immediately report to campus & solve the problems
7. If any unwanted power is using, than take immediately action and report to Maintenance I/C.
8. Alternate day visit to Hostel (Boys/ Girls), Canteen, Guest House, staff quarter of the Campus & Give to the report Maintenance I/C
9. If load shading in the campus than immediate on the DG-Set & inform to Maintenance I/C
10. At the every fortnight check Oil level, Temperature, Diesel level, overall maintenance of DG-Set, & give the report to Maintenance I/C.
11. Go to outside for diesel purchase along with vehicle I/C of Campus by written permission of the Campus Director/ Principal.
12. Taking Electrical Material (Switch, Board, Flexible Wire, MCB, ELCCB as per requirement from Campus Stores by written permission of the Campus Director/ Principal.
13. Off the unwanted fan, Tube, etc if running in the day time & instruct to respective place In-charge
14. Check all the Street /Corridor Light Maintenance weekly & give the report to Maintenance I/C
15. At the end of every month take the reading of all energy meter for internal billing purpose & hand over to Maintenance I/C
16. All Water Pumping of the Campus Check the maintenance regularly on monthly basis.
17. Taking the HT Electricity bill from MSEDCL & Handed over to Account Section by prior permission of the Campus Director/ Principal.
18. One wireman available in the campus during the Night time.

## C) SAFETY PRECAUTION FOR ELECTRIC HAZARD:

1. Buckets: It should contain coarse aggregate or sand
2. Fire extinguisher shall be available at different location of the Campus.
3. Water resources shall be available at different location of the Campus.
4. Hand gloves, insulating sticks, Dielectric Shoes and other safety Electrical devices should be available in the campus.
5. Always used ISI mark Wire, cables, Switches, fuse, MCB, ELCCB, etc.
6. As far as possible wiring work should have fewer joints.
7. Loose connection should not provide in the wiring system
8. Control panel & other distribution boxes of the campus should be neat & clean.

9. Insulating Ladders with good mechanical strength shall be available in the Campus
10. ISI mark Electricals Tool (Plier, Tester, Screw Driver, Nose plier, Clamp meter, Mustimeter) shall be available in the Campus.
11. If any Electric Fire/ Accident happened than disconnect supply immediately
12. Victim must be provided first Aid such as pure O<sub>2</sub> by standard method
13. Check Victim breathing is proper or not
14. Inform to MSEDCL Substation (220/33 KV) about Electric fire in the campus

#### D) ANNUAL ELECTRICAL MAINTENANCE BUDGET:

1. As per Campus Director/ Principal guidelines Finalized Budget allocation of the each financial year at the beginning of the session
2. Various Budget allocation -
  - A) Consumable: - Electricity Bills, Generator Diesel/ Servicing, Electrical Maintenance work requirement for all accessories, rewinding Fan motor, AC - Maintenance, Solar water heater Maintenance, Inverter Maintenance Battery, annual Maintenance of all sub panel.
  - B) Non consumable: - LED Street light for Campus, Ceiling fan Replacement, Tube light replacement, Various Equipment Maintenance, all new Electrical work.
3. All Budgets prepared by Maintenance In-charge and take the approval from Campus Director

/ Principal & submitted to the Account section of respective institute of the campus.

#### E) REQUIREMENT FROM VARIOUS INSTITUTES IN THE CAMPUS:

1. Prepared a Circular by Maintenance In-charge after approval from Campus Director/Principal, Circulate this to all the institute/ Department/ Section of the Campus.
2. Wireman goes to the different institute of the campus, take survey, prepares the report and submitted to respective In-charge
3. Institute in-charge prepare electrical material list, take approval from head of the institute and submit to the Maintenance In-charge.
4. Maintenance In-charge collects all institute requirements, and submits to campus store In-charge.
5. Campus Store In-charge should take the approval of campus director and send these requirements to the head office as per the central level procedure.

#### F) NEW ELECTRICAL MATERIAL FROM THE CAMPUS STORE TO DIFFERENT LOCATION:

1. Institute / Department In-charge write the DP for Electrical work and take the approval from the Principal and submit to the Maintenance In-charge.
2. Based on the list the wireman goes to respective Department, and prepare accessories list and submit to respective Head.
3. Based on requirement those given by Various Institute / Department, Peon/TA



- goes to campus store and take the material
4. According availability of wireman goes to different location of Campus and install electrical accessories
- G) PROCEDURE FOR FAN/ MOTOR/ WATER PUMP/AC/ WATER COOLER-MAINTENANCE / REWINDING.
1. Institute/ Department/ Section in-charge make requirement/ complaint/ any Maintenance and submit to Maintenance In-charge
  2. Maintenance In-charge sends to wireman for spot verification about complaint.
  3. Wireman should prepare a report and submits to Institute Head & Maintenance In-charge.
  4. External Agency already decided and Rate of various machinery / parts also decided by the Head Office
  5. Maintenance In-charge take an approval from campus Director/ Principal and sends item/machinery to the outside agency by gate pass.
  6. Maximum time limit as per the work of repairing also decided by Head Office.
  7. Bill those given by external agency, take approval from campus Director & submit to Campus Store.
- H) SCRAP ELECTRICAL MATERIAL.
1. After replacement of new accessories, old not working material should collect at Electrical maintenance room.
  2. Wireman prepares list of category wise all scrap material and submit to maintenance In-charge.
  3. Maintenance In-charge take approval from campus director/ Principal and submit list with machinery to the campus store.
  4. Campus Store sends this list to the Head office for further process.
- Head office sells these scrap item through open Tender in presence of the Director Body of HO.



  
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**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 discusses 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.



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### SOP of Store

Standard Operating Procedure of Store is for compiled the requirement and issue the all type of dead stock and consumable materials.

#### Implementation of SOP:

1. Collection of all type of requirement like dead stock (Equipment, machinery, computers, printers, furniture etc.), consumables like chemicals, stationeries, civil and electric material etc. from department and sections as per the budget provision made by the account section.
2. All type of collected requirement should compile and send to the Head Office for purchasing process.
3. Any type of material coming in the campus should be registered at Security Office (Gate).
4. All type of material issued should be registered in the General Purchase register.
5. If Requires, the purchased material Installation to be done and testing report should be collected from Department.
6. The bill of the purchased material should be submitted to the account section after received the testing report from the concern section or department.
7. Material is issued as per the requirement by the Departments on Indent by HoD sign with the permission of the Principal.
8. For civil and Electrical Maintenance material will be issued after submitting damaged/old Material.
9. Records Material issued and received will be get verified from Head office as per their Instructions.
10. Scrap of Items will be done as per the committee decision made by the Principal of college and also by time to time instructions from the Head Office.



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**SOP of Magazine**

Standard Operating Procedure of Magazine committee is for publishing college magazine.

**Implementation of SOP:**

1. Institute level magazine committee is formed at the beginning of the semester. The committee must include one departmental coordinator for magazine data collection
2. Conduct magazine data collection meeting at the end of every month and assign the work among the coordinators and students.
3. Departmental magazine coordinator must prepare group of 2-3 students under them
4. Collect the messages from honorable trusty members of the institute with their photographs and signature.
5. Consider all areas of success in the institute and prepare short essays on them.
6. Collect all departmental and sections information from coordinators which they want to put in magazine
7. Collects topper students information with their photographs department wise.
8. Collect the extracurricular activity data from interested students to print in the magazinesuch as students drawings, poems, articles etc in Marathi, English or Hindi language
9. After collecting all the information, printing committee will decide the layout of magazine, quality and quantity of magazine.
10. Magazine must be published on the day of annual social gathering by respective guest.
11. The copies of magazine are distributed among all the students of institute by departmental coordinators.
12. One copy of the magazine should be send to the University.



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### 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



  
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**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 any 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.



  
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**SOP of Students Feedback**

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

**Implementation of SOP:**

1. Finalize 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.



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### SOP of Green Campus

Standard Operating Procedure of Green Campus for operational practice developed to control the pollutant discharges by using routine maintenance procedures for mowing and debris control.

Implementation of SOP:

#### A) MAINTENANCE OF GARDEN/GREEN AREA

- STEP 1: Plants/Tree Care: Regular watering of plants and lawn. Pruning of trees and plants/shrubs as and when required. Regular mowing and sweeping of lawn. Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees. Report damage/compromise to landscape areas or bare areas void of vegetation that may result in sediment being transported off site, prepare a repair schedule and implement repairs fortnightly.
- STEP 2: Lawn Care and Signage in Garden proper maintenance of garden benches, if any. Educate students to respect the utility of the lawns. Classify trees and plants by proper signage and prepare report monthly.

#### PROCEDURE MAINTENANCE FOR GARDENING

1. Civil Engineer/ Site Engineer instruct to supervisor of the Garden about gardening maintenance.
2. Supervisor instruct to labour (Maali) about gardening maintenance.

3. Supervisor verifies the given assignment to the labour every day, and prepare a report and submit to Site Engineer.
4. Site Engineer makes report based on supervisor report and submits to Green Campus In-charge.
5. Green campus I/C prepare a report based on site Engineer report and submit to the Campus Director/ Principal.

#### B) COLLECTION AND SEGREGATION OF GENERATED WASTE

1. Say NO to Plastics. The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles etc.
2. Say Yes to Plastic Alternatives. Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.
3. Process for replacing plastic bottles and bags:
4. Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the institutions of Pravara Technical Education Campus (PTEC) Nashik.
5. Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags on the PTEC Nashik.
6. Arrange collection points at all convenient locations to collect discarded bottles and bags.
7. Arrange cloth and paper bag counters across the institution for anyone to purchase if required.
8. The Principles of 'Refuse' and 'Reuse' will be promoted for eliminating usage of plastic in the institutions.
9. All the bags will be checked at the entrances of the Institution for any possible plastic bags or bottles being brought in and have they replaced with paper, cloth or jute bags.
10. Segregation of the waste at source i.e. primary segregation will be executed at the laboratory, household, hostel kitchen, hostel dining halls, and canteen levels.
11. Appropriate bins should be placed at every feasible location in Institutions i.e. wet waste in green bin, recyclable waste in blue bin, and hazardous waste in the red bin. Have a hazardous materials logo on the red bin to prevent its use for disposing e-waste.

#### D) WET WASTE TREATMENT:-

1. Green Campus In-charge should instruct to girls & Boys hostel mess and Canteen manager about wet waste treatment
2. Waste, particularly from kitchen, such as vegetable refuses, food scraps, etc. is wet waste. Wet waste is to be sent for composting using aerobic or anaerobic methods.
3. Aerobic Method: Windrow composting, vermi-composting, and NADEP composting are some of the popular methods.
4. A list of useful guides that explain each of these methods is provided in the web links below and can be employed by the campus.

#### E) RAIN WATER HARVESTING

1. Civil Engineer can prepare a report based on availability of infrastructure/ natural location and submit to Green Campus In-charge.
2. Green campus I/C can prepare a report based on civil engineer report & take approval of the civil work from Campus Director/ Principal.
3. Measure the College Terrace area, Height.
4. To get calculation done for rain water harvesting.
5. To know the Capacity of water to be collected.
6. To give appropriate solution for filtration of water & Reusing of water.
7. Do determine the cost for Pipeline work.
8. Do determine the cost for Storing water that is storage tank work.
9. To give appropriate solution for filtration of water & Reusing of water collected.
10. Do determine the cost for Filtration Plant.
11. Design of Filtration Plant & Suitable Filtration Unit.



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**SOPs of Examination Officer**

1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, student's 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 final programme 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 University of Pune examinations.
12. To receive the examination stationary 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.



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### **SOP of Internal Complaint Committee**

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 or behavior:

- (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.



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### **SOP of Sport Committee**

Standard Operating Procedure of Sport Committee for smooth conduction of the sport events in the campus as well as participation of students in a sport at inter college, District, State, National, and International competitions.

#### **Content and management:**

Content is based on actions of the physical director and subsequent approval by the Principal and Director. The Management will look after sanctioning the budget of annual sport requirement and also giving approval to annual sport plans.

#### **Objectives:**

- 1) Promote goodwill among the students through sports.
- 2) Promote a positive image of the institute through sports.
- 3) Provide the incentive and encourage physical fitness by promoting a highly competitivenessports program.
- 4) Provide a venue for student athletes to participate in national and international competitions.

#### **Implementation of SOP:**

##### **A) Physical Director**

1. Taking regular periodic meetings with all College Level Sport Coordinators
2. Planning for annual sports to be conducted and submitting to principal.



3. Preparing various sport schedules
4. Attending meetings of physical directors at university level
5. Instructing to sports coordinators
6. Preparing notices and passing it to college level sport coordinators
7. Taking care of rules and regulations to be followed by all sport coordinators
8. Preparing the annual budget for sports & getting sanctioned it by higher authority
9. Looking after maintenance & marking of sport ground
10. Issuing materials and instruments to students for various sports
11. Maintaining records of issued material
12. Completing the procedures related to sport competitions.
13. Preparing sport reports and keeping record

**B) Sport Coordinators**

1. To attend the annual sport meeting with physical director
2. Passing the instructions & notices to the departmental sport coordinators
3. Taking inputs from various departments regarding budgets and passing it to physical director
4. Conducting periodic meetings with departmental sport coordinators.


**C) Departmental Sport Coordinator**

1. To encouraging students in organizing and taking active part in various outdoor and indoorgames
2. Making schedules for various sports and informing students about it.
3. Selecting sport persons for various posts related to sport.
4. Preparation of reports of sports activities
5. Making arrangements for smooth conduction of games
6. Fine tuning the skills of students by assuring participation of students in sports.

**D) Student Sport Coordinator**

1. Attending meetings with departmental sport coordinators
2. Passing notices and instructions to the students
3. Collecting information of students and submitting to departmental coordinator
4. Participating in organizing and managing sport activities.



  
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### SOPs for Alumni activity

Let us all join hands together to make our Alumni relations stronger!

#### Ethical Protocol:

1. Stay connected with the Alumnus.
2. Develop a sense of belonging
3. Be courteous not authoritative. They aren't your students anymore! Treat them professionally.
4. Do not pass any comments with respect to their choice of profession, their designation and/or personal life.

#### Duties of the Head of the Institution:

##### Pre-Event:

1. Coordinate with the Alumni in charge of the institution.
2. Identify Alumni for planning the activity.
3. Communicate to the Alumni Cell, Shirdi Sai Rural Institute about the identified alumnus, along with Know your Alumnus (KYA) form (Proforma 1).
4. The Alumni Cell, Shirdi Sai Rural Institute shall contact the Alumnus, decide the dates for the activity and make all arrangements for local logistics.
5. The dates/activity shall be decided by Alumni Cell, Shirdi Sai Rural Institute in coordination with the Head of the Institution.
6. The Head of the Institution along with institutional IT team shall ensure that the venue identified is suitable for hosting the event. While deciding the venue the

following factors are to be taken into consideration:

- a. The strength of the Target Audience
  - b. The acoustics of the venue (Kindly ensure that the same is perfect since all Alumnirelated activity shall be live streamed to sister concerns)
  - c. Ease of access.
  - d. Internet connectivity.
  - e. Audio-Visual Facility. Sound technician to remain present and ensure that the soundsystem is working flawlessly.
7. Pre-event check is to be done and report submitted to Alumni Cell, Shirdi Sai Rural Institute in Proforma 2.
  8. Arrangements to be made for felicitation & stage seating (Protocol provided in Proforma 3).
  9. Registration link shall be given to the head of the institution. The same is to be passed on to target audience for registration. (Proforma 4).

**During the Event:**

1. Ensure that discipline is maintained.
2. Ensure that the protocol as previously communicated is being followed.
3. Photographs to be taken by photographer/suitable person from the rear end of the hall covering the entire audience as well as depicting the speaker/videoconferencing/webinar. One photo specifically to be taken from front view of the venue too. (These photos are to be submitted along with the metrics form, additional photos can be incorporated in the event report).
4. Attendance report as per registration data shall be signed by the participants.

**Post Event:**

1. Prepare the activity report (Proforma 6) and email to Alumni Cell, Shirdi Sai Rural Institute.
2. Maintain the documentation of the same for accreditation purpose.
3. Distribute the participation e-certificates.

**Duties of the members of Alumni Cell, Shirdi Sai Rural Institute:**

**Pre-Event:**

1. Coordinate with the Head of the institution.
2. Procure the KYA form and coordinate with the head of the institution for planning of activity.
3. Make all arrangements for local logistics.
4. Inform the IT team for issues related to IT setup and live streaming.
5. Generate the feedback form and provide the link to IT for bulk sms posting to target audience during event.

6. Prepare feedback form link for Alumnus
7. Check Proforma 2 (Pre-event IT/AV check); Proforma 3 (Felicitation protocol)
8. Prepare the Thank you letter signed by Honorable Chairman.
9. Send the details of the event to all institutions.
10. Generate the registration link.
11. Generate the attendance sheet.
12. Generate the participation e-certificates.

**During the Event:**

1. Ensure that discipline is maintained.
2. Ensure that the protocol as previously communicated is being followed.

**Post Event:**

1. Communicate the "Thank you" courtesy email to Alumnus along with the photographs of the event.
2. Check the activity report sent by the Head of the Institution.
3. Maintain the documentation of the same for accreditation purpose.
4. Prepare the news for print media & social media.
5. Transfer the participation e-certificates to Alumni in-charge of the institution.

**Duties of the IT team, Alumni Cell, Shirdi Sai Rural Institute:**

**Pre-Event:**

1. Prepare for live streaming.
2. Check Proforma 2 (Pre-event IT/AV check).

**During the Event:**

1. Ensure that IT/AV work is flawless.
2. Ensure that the protocol as previously communicated is being followed.

**Post Event:**

1. Update the event details on the institution website.
2. Process the news for print media & social media.

Proforma 1: Know Your Alumnus form:

Proforma 2: Pre-event IT/AV checklist:

Proforma 3: Felicitation protocol:



Proforma 4: Target audience list & summary metrics:  
Proforma 5: Feedback

from students:

Feedback from

Stakeholders:

Feedback from

Alumnus:



*[Signature]*  
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**SOPS of Assistant Professor/ Associate Professor /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.



*[Handwritten Signature]*  
Principal  
K. J. Somaiya Institute of Management & Commerce College  
K. J. Somaiya Institute of Management & Commerce

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**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 hardware's, software's and equipment's.
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.



  
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### 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 student's/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 carryout 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.



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**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. Liaisoning with University DTE /AICTE/ Shikshan Shulka Samiti/Pravesh Niyantaran 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 & contented.
23. To take care of biometric requirement.



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### 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 receivable and 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.



*Prabhu*  
UG PRINCIPAL  
Art's, Science & Commerce College  
Rahata Tal. Rahata



'Shirdi Sai Rural Institute's'  
**ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

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Recipient of "Best Rural College Award" from University of Pune (2012-13)  
Recipient of "Best Rural College Award" from Student Welfare Board, University of Pune (2011-12)  
"NAAC ACCREDITED "B+" GRADE COLLEGE"

**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 servicebooks.
5. Maintain leave record of staff.
6. Issue of advertisement for recruitment of teaching and nonteaching 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.



*Prabhu*  
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**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 in all 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 the Social 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 of Principal.
7. To prepare merit list of all the students admitted to first year category wise as required by Directorate of Technical Education, Maharashtra and submit 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 from Social
9. To issue 'No Dues Certificate' to students promptly whenever they approach the section. ..."
10. To issue Transfer Certificate to students whenever they approach



promptly ensuring that 'No Dues Certificate' is receivable from the students.

11. Typing all the letters pertaining to the section and at the time of emergency/typing other work assigned by Office super indent and Officers.
12. While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly.
13. Any other duties assigned by the Principal and Vice Principal from time to time.

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*Prabhu*  
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