



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)
PROCESS MANUAL**

Shobhit University

Adarsh Institutional Area, Babu Vijendra Marg

Gangoh, Saharanpur, Uttar Pradesh-247341

1. IQAC

The Internal Quality Assurance Cell (IQAC) at Shobhit University is functioning from 23rd January 2023. The IQAC composition is as per the NAAC Guidelines.

2. VISION & MISSION

VISION

- To uphold excellence in the teaching and learning process within the institution.
- To deliver high-quality technical education while fostering excellence in research.

MISSION

- To ensure excellence in processes that address the evolving challenges of the industry and societal needs.
- To continuously enhance the quality standards of teaching and learning.
- To bridge gaps in institutional processes for seamless academic and operational efficiency.
- To foster and promote high-quality research.

3. QUALITY ASSURANCE STRATEGIES

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

4. OBJECTIVES

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

- To establish a system that ensures quality and drives continuous improvement in education and services for the betterment of society.
- To foster a culture of quality across all institutional processes.
- To direct institutional efforts towards achieving excellence in academics, research, and outreach initiatives.

- To promote collaboration with national and international institutions and organizations for academic and research advancements.
- To act as a catalyst for quality enhancement by identifying and addressing deficiencies through strategic interventions.

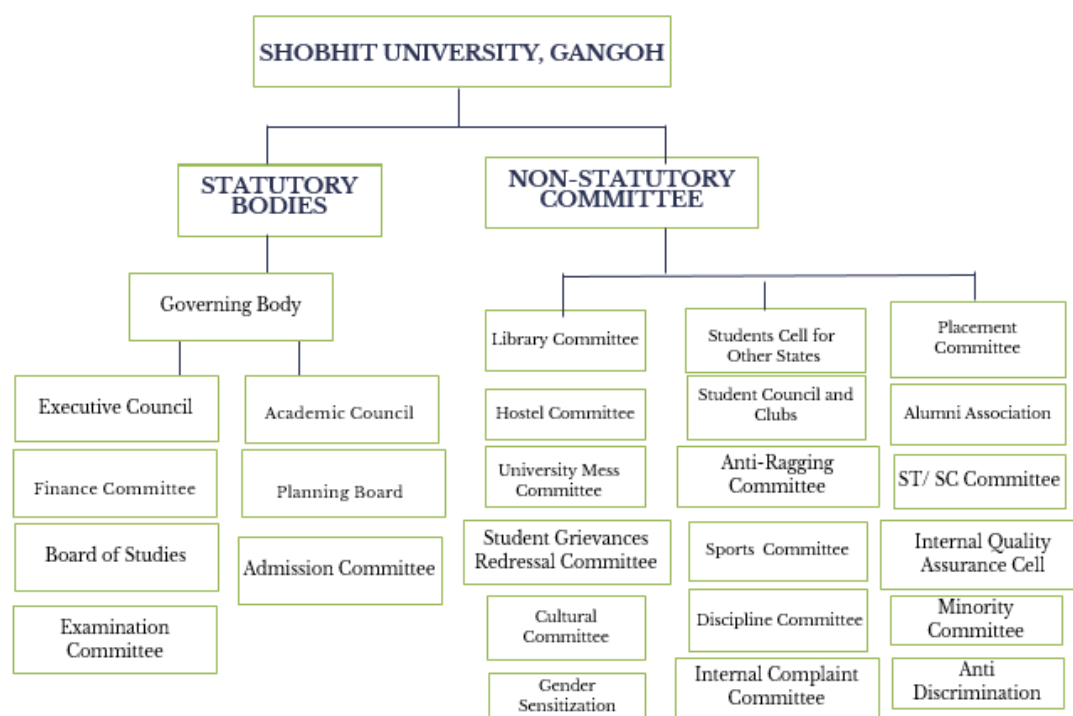
STRATEGIES

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

5. IQAC MEMBERS

| Sr. No. | Role | Designation |
|---------|---|--|
| 1. | Chairperson | Hon'ble Vice-chancellor |
| 2. | Senior Administrative Officials | Registrar |
| 3. | | Controller of Examination |
| 4. | | Coordinator, University Training & Development Cell (UTDC) |
| 5. | Faculties | Dean Research |
| 6. | | Dean, Student Welfare |
| 7. | | Principal, KSVAMC & RC |
| 8. | | Research Mentor, School of Engineering & Technology |
| 9. | | Director, School of Pharmacy- AVIPS |
| 10. | | Principal, MSED |
| 11. | | Professor, KSVMC & RC |
| 12. | | Dean School of Education |
| 13. | | Coordinator Ph.D. |
| 14. | Management | Vice President, International Affairs |
| 15. | Nominee from: Local Society Students | Local Society |
| 16. | | Student |
| 17. | | Alumni |
| 18. | Nominee from: Industrialist Stakeholders | Industrialist |
| 19. | | Parents |
| 20. | | Technical Manager |
| 21. | Coordinator - IQAC | Senior Faculty Member |

6. VARIOUS COMMITTEES



7. SOP FOR ADMINISTRATION

- Performance aligned with the University's goals and objectives.
- Introduction of new academic programs.
- Implementation of examination reforms.
- Faculty development initiatives.
- Adoption of recent academic and technological trends.
- Organization of seminars and workshops.
- Community outreach through extension activities.
- Enhancements in library services.
- Subscription to new books and journals, along with their value.
- Introduction of student assessment for teachers and actions taken based on feedback.
- Collection and analysis of feedback from stakeholders.
- Expansion of infrastructural facilities, including advanced technology labs.
- Upgradation in Cloud Technology, AI, and Data Science.
- Improved computer and internet access for faculty, staff, and students.
- Financial support for research activities.
- Alumni engagement through guest lectures and other initiatives.

- Recognition of student achievements and awards.
- Regular counseling and mentoring sessions.
- Strengthening of placement services for students.
- Training and development programs for non-teaching staff.
- Implementation of best practices within the institution.
- Establishment of linkages with national and international academic and research organizations.
- Systematic and structured processes in academics and administration.

8. SOP FOR ACADEMICS

- At the beginning of each year, an academic calendar is prepared and distributed to all stakeholders.
- Stakeholder meetings are scheduled and conducted as planned.
- Class and course committee meetings are held as per schedule, with grievances and feedback addressed by IQAC.
- *Inspirers* and Sports Day are organized in accordance with the academic calendar.
- Holidays and special working days are clearly outlined.
- Counseling sessions are scheduled, and feedback from reports is reviewed and addressed by IQAC.
- Online feedback is collected periodically as per schedule.
- Faculty members are guided appropriately based on student feedback to address concerns.
- Periodic reviews and audits are conducted by IQAC.
- Annual orientation programs are organized for young and newly appointed faculty members to help them adapt to the institution's structured processes.
- Internal assessment tests are conducted periodically, as outlined in the academic calendar.
- Question papers and answer scripts undergo periodic audits.
- A course-end survey is conducted for each subject to assess the effectiveness of the teaching-learning process.
- At the end of each month, faculty meetings are conducted by the Vice-Chancellor to ensure the smooth operation of all departmental activities.

9. SOP FOR QUALITY RESEARCH TO FACULTY MEMBERS

Initiative

- Faculty members are encouraged to publish research papers in Scopus-indexed journals, file patents, and engage in consultancy work.
- Guest lectures and seminars by industry experts are organized to bridge the gap between academia and industry for each subject.

- Mentors are assigned to support faculty members in their research endeavors.
- Conducting impact analysis to assess research contributions.
- Evaluation of the number and quality of research papers published during the academic year.
- Faculty members are motivated to publish books and contribute to book chapters.
- Faculty members are actively involved in patenting innovative ideas.
- Faculty members undertake consultancy projects to apply their expertise in practical domains.

10. SOP FOR PERFORMANCE ENHANCEMENT CLASSES (PEC)

- To assist students in clearing their arrears, special coaching classes were conducted on Mondays (weekly-off days) for selected subjects throughout the semester.
- Faculty members were assigned to PEC based on their expertise, considering the nature of the subjects and the number of arrears.
- Each day consisted of eight periods, including breaks. Problem-based subjects were allotted the first two contact hours, while other subjects were given three contact hours. Additional teachers were assigned tutorial hours for analytical subjects.
- Besides arrear subjects, special coaching classes for regular subjects were conducted beyond regular working hours, based on students' internal assessment marks.
- As a result of the PEC classes, student performance improved, leading to successful clearance of arrear papers.

11. SOP FOR FACULTY PREPARATION PLAN (FPP)

- Before the semester begins, every faculty member must prepare notes or a course file for their subject.
- This process allows faculty to thoroughly revise the subject beforehand, ensuring effective teaching delivery.
- The Faculty Prepared Plan (FPP) includes detailed notes for all five units, short and long questions with answers, previous year question papers, content beyond the syllabus, and more.
- Teachers should specify the teaching methodology, such as green boards or LCD projectors, based on the topics being covered.
- Each department must schedule expert lectures during the semester to address complex topics or introduce the latest developments beyond the syllabus.
- Video lectures by renowned experts are sometimes played in class for student benefit and are included in the lesson plan.

- Professors create online course materials, share the links with students for topic revision, and these resources are verified by the Internal Quality Assurance Cell (IQAC).
- FPP is also prepared for laboratory sessions in addition to theory subjects.
- Since practical experience enhances real learning, theory subjects are heavily supplemented with lab sessions.
- Faculty and lab instructors refresh their knowledge by performing experiments before the semester begins, and these activities are recorded in the master lab record.
- Lab manuals must be prepared and approved by the IQAC.
- Lesson plans help faculty determine the appropriate books, learning tools, and time allocation for each syllabus topic. Faculty members must obtain IQAC approval for their lesson plans.

12. SOP FOR VALUE ADDITION CONTENT BEYOND SYLLABUS

- The Internal Quality Assurance Cell (IQAC) has mandated the inclusion of content beyond the syllabus to bridge knowledge gaps and introduce new technologies relevant to the curriculum.
- This content is periodically reviewed by department coordinators, and the department report is further assessed by the IQAC head.
- Regular implementation of this practice has facilitated the introduction of current industry trends and has also provided insights into various interdisciplinary domains.
- Supporting materials for delivering content beyond the syllabus are verified by the department coordinator to ensure the quality of teaching aids and instructional materials.
- The mode of content delivery is systematically recorded in the logbooks of the respective subjects.
- For subjects involving laboratory work, lab exercises are aligned with theoretical concepts, and any additional support needed is identified at the beginning of each semester to adjust lab and lesson plans accordingly.

13. SOP FOR FLIPPED CLASSES

- During class, students engage in discussions on the topics, and faculty members clarify their doubts.

14. SOP FOR QUESTION PAPER SETTING AND EVALUATION PROCESS

- The IQAC collects the question bank from subject handlers.
- In collaboration with subject experts, the IQAC prepares question papers for internal assessment exams, ensuring alignment with course outcomes and Bloom's Taxonomy to maintain quality in assessment questions.
- Similarly, the IQAC conducts an audit of answer scripts immediately after the assessment exams, monitoring all aspects of the evaluation process.

15. SOP FOR ACADEMIC CALENDAR

- At the beginning of each semester, guidelines are established regarding the start and end dates of the semester, in-semester and end-semester examinations, online exams, oral and practical exams, as well as holidays.
- The Vice-Chancellor gathers inputs from the IQAC and various departments. Based on these inputs, the Vice-Chancellor, Dean of Academics, and Heads of Departments (HoDs) draft the academic calendar for the institute.
- The finalized academic calendar is approved by the Vice-Chancellor and the Management in consultation with the IQAC Director.
- Once finalized, the academic calendar is distributed to all departments.

16. SOP FOR PREPARATION OF LAB MANUAL

Objective:

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

Responsibility:

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

Procedure:

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

17. SOP FOR ALLOTING PROJECT GUIDES**Objective:**

To elaborate the procedure for Guiding Student projects

Responsibility:

- All the Project Supervisors.
- Project Coordinators.
- Heads of the respective Department

Procedure:

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

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|---|--|------------------------------|
| 13. | Ensuring that if a candidate fails in the viva-voce examinations, he/she must redo in the subsequent semester. 60 days from the date of viva-voce their submitted project will be evaluated during the subsequent academic session. | Project Coordinators, HoDs | On the same day of viva-voce |
| 14. | Collecting copies of the approved project report after the successful completion of viva examinations. | Project Supervisors, Project Coordinators. | On the same day of viva-voce |

18. SOP FOR COURSE FILE MAINTENANCE

Objective:

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

Responsibility:

- Faculty Members
- Academic Coordinator
- HOD

Time and Duration:

The course file must be submitted towards the end of the semester.

Procedure:

- The course file in-charge of the department will issue a circular outlining the required contents of the course file.
- Faculty members must submit the course file contents in accordance with the specified guidelines.
- If multiple faculty members are handling the same subject, a common course file must be submitted with the required contents.
- Each faculty member must also submit an individual course file, which should be properly labeled.
- The Academic Coordinator will review the course file contents and provide necessary suggestions.
- After obtaining approval from the Academic Coordinator, the faculty member must get the signature of the Head of the Department (HoD).
- Once signed by the HoD, the faculty member must submit the course file to the course file in-charge of the department.

19. SOP FOR WEBSITE UPDATION AND MAINTENANCE PROCEDURE

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|---|---|
| 1 | Assign in charge for our university website. | HODs | - |
| 2 | Website in charge ought to Exhibit all the information effectively. | Website in charge | Regular basis |
| 3 | Website should be monitored | Website in charge, faculty in charges, HODS and Principal | Regular basis |
| 4 | Depute one faculty from each department to coordinate with website updation | Faculty in charges from each department | - |
| 5 | Faculty in charges should have All the details Related to their department. | Faculty in charges and HODS from each department | Daily basis |
| 6 | The status of each department web page should be monitored regularly | Faculty in charges and HODS from each department | Twice in a week |
| 7 | Academic schedule updation | Faculty in charges and HODS from each department | Before the commencement of each semester. |
| 8 | Faculty in charges posts the News and event details on regular basis. | Faculty in charges and HODS from each department | Every month |
| 9 | To post the events/ workshop/ conference/ symposium/ students contest /etc., the event In charges should provide the details to department webpage in charges. | All the faculties and HoDs | 1 month before the commencement of the events |
| 10. | News and events Photo gallery updation | All the faculties and HoDs | A day after the Events commencement |
| 11 | Webpage details are verification and approval | HoDs and Principal | - |

20. SOP FOR LIBRARY & ID CARD REGISTRATION

Objective:

To elaborate the procedure for Library and ID card registration

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|---|-----------------|-------------------------------------|
| 1. | Get the Library Membership Form in Library | Faculty Member | 1 Day from DOJ |
| 2. | Fill all the required general / Personal Information in the membership form. | Faculty Member | Not Applicable |
| 3. | Get the Approval from respective HODs and Principal | Faculty Member | Not Applicable |
| 4. | Submit the approved form to System Engineer. | Faculty Member | Not Applicable |
| 5. | Photo and Staff Details will be updated. STAFF CODE will be generated for the respective faculty. | System Engineer | Same Day of the form Submission |
| 6. | ID Card will be generated using the details from the library membership form. | System Engineer | After the class commencement |
| 7. | ID CARD LOST/ DAMAGED: Request letter has to be given to Principal through respective department HoDs. Letter will be passed to Student's Affair Officer and New card will be issued. | Faculty Member | 1 week after the letter submission. |

21. SOP FOR COMPETENCIES

Objective:

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

Responsibility:

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

Procedure:

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

22. SOP FOR ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS**Objective:**

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

Responsibility:

- All the Faculty Members
- Heads of the respective Departments
- Principal of the institution

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|---|----------------|--------------------------------------|
| 1. | Visit websites frequently to identify the interesting and useful programs to participate | Faculty member | Not Applicable |
| 2. | Gather information about the identified programs such as number of days, dates, topics, conducting institution, registration fees | Faculty member | Not applicable |
| 3. | Discuss with HoD about the program and getting approval by HoD | Faculty member | Before the registration closing date |
| 4. | Register for the program with all necessary documents mentioned by the organizing institution | Faculty member | Before the registration closing date |
| 5. | Make necessary alterations for the Academic works with other faculty members and get approved by the HoD | Faculty member | One week before the program |

| | | | |
|----|--|----------------|-------------------------------------|
| 6. | Submit write up about the program and submit it to the HoD | Faculty member | Within three days after the program |
| 7. | Get Claim Form from office to get the registration fees | Faculty member | Within 10 days After the program |

23. SOP FOR GOOGLE CLASSROOM CREATION AND MAINTENANCE Responsibility:

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

Procedure:

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

24. SOP FOR CLUB ACTIVITIES

Responsibility:

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

Procedure:

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

25. SOP FOR CONDUCTING PERFORMANCE ENHANCEMENT CLASS

Objective:

To elaborate the procedure for conducting coaching class.

Responsibility:

- All the teaching staff members
- Class tutors
- Department coaching class coordinators
- Institution coaching class coordinator
- Heads of the respective Departments

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|--|--|
| 1. | After each monthly test identify the slow learners | Subject Handling staff | 6 th day of commencement of each monthly test |
| 2. | Prepare students name list both class wise and subject wise | Coaching Class coordinator | 7 th day of commencement of each monthly test |
| 3. | Call for common meetings of all department coaching class co-coordinators for sharing the information on service courses | Institution coaching class coordinator | 7 th day commencement of each monthly test |
| 4. | Prepare schedule and get approval from HoD. | Coaching Class Coordinator and HoD. | 7 th day of commencement of each monthly test |
| 5. | Circulating the schedule to subject handling staff along with subject wise student name list. | Coaching Class coordinator | 7 th day of commencement of each monthly test |
| 6. | Circulate the coaching class schedule & class wise name list to students through tutors | Tutors | 7 th day of commencement of each monthly test |
| 7. | Coaching class attendance must be monitored on a daily basis and absentees details may be intimated to respective tutor. | Subject handling staff | Daily basis |
| 8. | In case of absentee's tutor must take corrective action. | Tutor | Daily basis |
| 9. | At the end of each semester the subject handling staff are asked to submit the attendance sheet to the coordinator for maintaining record. | Subject handling staff and Department coaching class coordinator | After the last working day of each semester. |

26. SOP FOR CONDUCTING COURSE COMMITTEE MEETING

Objective:

To elaborate the procedure for conducting course committee meeting.

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|--|---------------------------------------|
| 1. | Identify course coordinator after subject allocation | HoD | 2 nd week of May/Dec. |
| 2. | 1 st Meeting: Discussion about the Preparation of Course Information, syllabus split up for each internal test and assignments. | Subject Course co-ordinators and Subject Handling staff members. | 3 rd week of May/Dec. |
| 3. | 2 nd meeting: Discuss about internal test Question papers and syllabus completion. | Subject Course co-ordinators and Subject Handling staff members. | Before commencement of internal test. |
| 4. | 3 rd meeting: Discuss about internal test Mark and efforts to overcome the difficulties faced by slow learners. | Subject Course co-ordinators and Subject Handling staff members. | After completion of internal test. |
| 5. | Record all the Minutes during the meeting. | Subject Course co-ordinators. | After each meeting. |

27. SOP FOR PREPARATION OF INTERNAL ASSESSMENT TEST

Objective:

To elaborate the procedure for conducting Internal Assessment Test.

Responsibility:

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

Procedure:

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

28. SOP FOR INTERNAL AUDIT

Objective:

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

Responsibility:

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

Procedure:

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

| Sr. No. | Activities | Responsibilities | Frequency of Meeting |
|---------|--|------------------------------|------------------------------|
| 7 | Grievances can be rectified and updated. | HODs and all Faculty members | 1 st week of June |

29. SOP FOR LEAVE APPLICATION FORM

Objective:

To elaborate the procedure for availing leave application

Responsibility:

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

Procedure:

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

30. SOP FOR PREPARATION OF MASTER ATTENDANCE REGISTER

Objective:

To elaborate the procedure for preparing Master Attendance Register

Responsibility:

- Attendance In charge
- Class tutors
- Heads of the respective Departments
- Principal of the institution

Procedure:

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

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

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

Responsibility:

All Faculty Members.

▪Heads of the respective Departments

Time and Duration:

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

Procedure:

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

32. SOP FOR NAAC, NBA and NIRF WORK

Objective:

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

Responsibility:

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

Procedure: NBA

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|---|---|---|
| 1. | Preparation of details required for pre-qualifier application | Faculty In charges | 10 days before the application Submission |
| 2. | Verification of pre-qualifier application | HODs | 5 Days before the application submission |
| 3. | Preparation of final Copy Application | Faculty in charges | 10th Day |
| 4. | Criterion In charges meeting with Vice-Chancellor regarding the preparation of REPORT and files | Faculty in charges | 11th to 15th day |
| 5. | Preparation of REPORT and related files | Faculty in charges & HOD | 16th to 60th day |
| 6. | Verification by Department HODs | Faculty in charges & HOD | 61st to 65th day |
| 7. | Improvisation of REPORT and Files from the feedback and comments of HOD | Faculty in charges | 66th to 70th Day |
| 8. | Verification by Vice-Chancellor and Other Department HODs | Vice-Chancellor & Other Department HODs | 71st to 75 the day |

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|---|--------------------------|----------------------|
| 9. | Improvisation of REPORT and Files from the feedback and comments of Vice-Chancellor | Faculty in charges | 76th to 80th day |
| 10. | Final REPORT verification by HOD | Faculty in charges & HOD | 81st to 85th day |
| 11. | Submission of REPORT | Faculty in charges & HOD | 86th to 90th day |
| 12. | File updation | Faculty in charges | 91st to 120th day |
| 13. | Mock Accreditation | Faculty in charges & HOD | 121st 125th day |
| 14. | Improvisation of REPORT and Files from the feedback and comments of Expert Members | Faculty In charge | 126th to 150th day |
| 15. | Fine tuning of files and documents | Faculty In charge | Till Committee Visit |

Procedure: NAAC

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

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|---|--------------------------|----------------------|
| 6. | Improvisation of REPORT and Files from the feedback and comments of Vice-Chancellor | Faculty In charges | 76th to 80th day |
| 7. | Final REPORT verification by HOD | Faculty In charges & HOD | 81st to 85th day |
| 8. | Submission of REPORT | Faculty In charges & HOD | 86th to 90th day |
| 9. | File updation | Faculty In charges | 91st to 120th day |
| 10. | Mock NAAC | Faculty In charges & HOD | 121st 125th day |
| 11. | Improvisation of REPORT and Files from the feedback and comments of Expert Members | Faculty In charge | 126th to 150th day |
| 12. | Fine Tuning of Files and Documents | Faculty In charge | Till Committee Visit |

Procedure: NIRF

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

33. SOP FOR ONLINE CERTIFICATION COURSE

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility |
|---------|--|------------------------|
| 1. | Providing information about available Course and Websites. | HoDs and coordinator |
| 2. | Motivating staff and students to join | Coordinator |
| 3. | Monitoring and recording register no. of Candidates in each course | Tutors and coordinator |
| 4. | Detailed instructions given about the assignments. | Coordinator |
| 5. | Arranging lab for effective and easy learning. | Coordinators |
| 6. | Ensure that the registered candidates attend the exam | HoDs and coordinator |
| 7. | Announcement of Result and Honoring | HoDs and coordinator |
| 8. | Ensuring the credits given to the students | HoDs and tutor |

34. SOP FOR PREPARATION OF LOGBOOK

Objective:

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

Responsibility:

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

Procedure:

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

35. SOP FOR ORGANIZING FDP, SEMINAR, WORKSHOP

Objective:

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

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|--|---------------------------|
| 1. | Identify the Program dates based on the department event calendar | Event coordinator | Not Applicable |
| 2. | Conduct department meeting to identify the area of training required | Faculties, Students, HoDs | 45 Days before the event |
| 3. | Prepare the proposal document and Getting confirmation and approval | Event Coordinator, HoDs, Vice-Chancellor | 40 Days before the event. |
| 4. | Form the committee to coordinate the activities. | Event Coordinator, HoDs | 40 Days before the event |
| 5. | Identify, contact and invite the resource persons | Event Coordinator | 35 Days before |
| 6. | Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation to those institutions. | Committee members, Event Coordinator, HoDs | 30 Days before the event |
| 7. | Set up the hardware and software needed for the event | Committee members | 1 week before the event |
| 8. | Design the certificates for the participants | Committee members | 1 week before the event |

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|---|--------------------------------------|---|
| 9. | Make all the necessary arrangements such as accommodation, food, refreshments for the resource persons and participants | Committee members, Event Coordinator | 3 Days before the event, the day of event |
| 10. | Get feedback from the participants | Event Coordinator | On the day of event |
| 11. | Prepare final report about the event | Event Coordinator | Five days after the event |
| 12. | Submit all the expense details with proof to the HoD | Event Coordinator | Five days after the event |

36. SOP FOR ORGANIZING FIRST YEAR ORIENTATION PROGRAM

Objective:

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

Responsibility:

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

Procedure:

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|---|--|---------------------------------|
| 1. | SHOBHIT University Counselling | - | Last week of June |
| 2. | Admission process for counseling students Official group mail id to be created for students Parents group mail id to be created separately Hostel details, transport facilities, bus routes and boarding point details to be given | Admin Team | From the second of July |
| 3. | Orientation programme date to be finalized | Management and Vice-Chancellor | Third week of July |
| 4. | Chief Guest to be finalized | Management and Vice-Chancellor | Third week of July |
| 5. | Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee | Vice-Chancellor | Third week of July |
| 6. | Roadmap pamphlets (department wise) | Heads of respective Department | Third week of July |
| 7. | To inform Parents and admitted students about orientation programme | Communication Committee, Faculty Advisors and tutors | Third week of July |
| 8. | Invitation and Agenda Finalization | Vice-Chancellor & Organizing Committee head. | Fifteen days before orientation |
| 9. | Meeting of committee members with the Organizing Committee head to discuss their role. | Vice-Chancellor, Organizing Committee head and Committee Members | Fifteen days before orientation |

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|--|--|---------------------------------|
| 10. | Meeting with the transport Committee to finalize the bus routes and time. | Committee Head and Transport Committee Members | Fifteen days before orientation |
| 11. | Meeting with the seating Committee to finalize the seating arrangements for students, parents, guests and for the press. | Committee Head and seating committee Members | Fifteen days before orientation |
| 12. | Meeting with the Reception Committee | Committee Head and Reception Committee members | Fifteen days before orientation |
| 13. | Meeting with the Food Committee to finalize The menu for lunch and the list of volunteers. Number of participants | Committee Head and Food Committee members | Fifteen days before orientation |
| 14. | Meeting with the stage Committee to finalize The flow of events on stage Stage decoration, Arrangement of MCs Design of stage backdrop and the introduction videos. | Committee Head and stage Committee members | Fifteen days before orientation |
| 15. | Meeting with the awards Committee to finalize on the The award winners Inform the award winners Purchase of awards Seating for the award winners. | Committee Head | Ten days before orientation |
| 16. | Finalization of academic schedule for academic year | Vice-Chancellor & HoDs | One week before orientation |
| 17 | To check the readiness of all Committee works with committee Heads and Members | Vice-Chancellor and Organizing Committee Head | Four days before orientation |

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|--|---|------------------------------|
| 18 | Welcome Message from Vice-Chancellor and HoDs to all the students and parents | Vice-Chancellor & HoDs | Four days before orientation |
| 19 | Welcome Message from Faculty advisors to all the students. | Faculty Advisors of the respective classes | Four days before orientation |
| 20 | Reminder about the things to bring for the hostel, bus routes, timings, boarding points. | Faculty Advisors of the respective classes | Four days before orientation |
| 21 | Sending Timetable, Academic schedule, syllabus and course information to students. | Faculty Advisors of the respective classes | Two days before orientation |
| 22 | Final meeting with all the organizing committees. | Vice-Chancellor, Organizing Committee head and HoDs | One day before Orientation |

37. SOP FOR CONDUCTION OF TECHNICAL SYMPOSIUM

Objective:

To elaborate the procedure for conducting Technical Symposium.

Responsibility:

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

Procedure:

| S No. | Activities | Responsibility |
|--|--|------------------------|
| 1. | Preparation and submission of a Technical symposium proposal to the Management Trustee | Vice-Chancellor & HoDs |
| The following preparatory work has to be done | | |
| 1. | Selection of name and theme for the symposium | |
| 2. | Selection of month and date to conduct the event | |
| 3. | Selection of organizing committee members from each department and event coordinators (staff and students) | Vice-Chancellor |
| 4. | Discussion and finalization of events to be conducted by each department | |
| 5. | Selection of venue and timing schedule to conduct events | |
| 6. | Design of a website, posters and invitation for the event | |
| The following details has to be prepared for conducting events | | |
| 1. | Prepare the call for papers for both paper and poster presentations, specifying the topics. | |
| 2. | Publicize the call for papers through various channels, including the website, email, and regular mail, while setting a deadline for paper submission. | |
| 3. | Identify and recruit reviewers based on their areas of expertise. | |
| 4. | Accept paper submissions through the designated platform, such as a website or email. | |
| 5. | Send confirmation emails acknowledging the receipt of submitted papers. | |
| 6. | Assign reviewers to each paper and distribute the papers accordingly for evaluation. | |
| 7. | Follow up with reviewers to ensure timely completion of reviews and collect their feedback. | |
| 8. | Finalize the selection of papers and notify authors of their acceptance or rejection. | |
| 9. | Prepare the accepted papers for presentation on the event day. | |
| Registration Process | | |
| 1. | Determine early-bird and final registration dates | |
| 2. | Decide on a registration procedure (e.g. online, paper-based–or both) | |
| 3. | Determine the price for the symposium | |

| | | |
|--|---|------|
| 4. | Determine which payment options you will accept (e.g. cheque, visa, MasterCard) | HoDs |
| 5. | Decide on a cancellation policy | |
| 6. | Create the registration form, including additional items such as: a. Meals and dietary requirements b. Accommodation c. Transportation | |
| 7. | Publish your registration form (online and/or on paper) | |
| 8. | Send confirmation of registration to Delegates upon receipt of payment | |
| Arranging student and staff coordinators for various committee | | |
| 1. | Establishing various committee for the following: 1) Venue 2) Accommodation for external participants 3) Speakers/Presenters 4) Poster Exhibits 5) Registration desk | |
| Guest of Honor and Judges for the events | | |
| 1. | Research and select judges for the events | |
| 2. | Arrange for speaker accommodation and transportation and confirm arrival times | |
| 3. | Arrange for speaker compensation | |
| Budget Preparation for the event | | |
| 1. | Prepare a detailed budget for the event with the following details: i. Stationary for conducting events ii. Certificates, poster and invitation iii. Purchase of Registration kit (File, notepad and pen) iv. Registration fee details (for each event or a common fee) v. Decide on registration fee amount for internal and external participants vi. Tea and refreshments vii. Lunch | |

38. SOP FOR AWARDS AND APPRECIATION

Objective:

To Recognize the Outstanding members of the Participants.

Responsibility:

Award and Appreciation Committee

Procedure:

- 1. Purpose:** To emphasize the importance of recognition to reward the winners.
- 2. Criteria/Eligibility:** Framing the eligibility criteria for choosing the award winners.
- 3. Selection based on criteria:** To choose the outstanding participants for their achievement
- 4. Nominees list:** Preparing the list of nominees or Prize winners.
- 5. Certificate:** Design and prepare the Certificate for the winner.
- 6. Awards and Rewards:** Awards may be Cash Prize, Memento, etc.
- 7. Choosing the award winners:** Selecting the best participant for appreciation.
- 8. Chief Guest Finalization: Shortlist** the Chief Guest and make them in presence for the appreciation ceremony based on the acceptance.
- 9. Accompanying the Chief Guest:** Receiving the Chief Guest and going along for the ceremony.
- 10. Presenting the award to the winners:** Award Presentation for the best participant for appreciation.
- 11. Distribution of Awards/Culture of Appreciation:**
 - Delivery of Prize and Certificate for the winners
 - Give a handwritten 'thank you' note or card. It adds a personal touch.
 - Send an e-mail with congratulations to the winners

39. SOP FOR GRADUATION DAY CEREMONY

Objective:

To elaborate the procedure for graduation day ceremony.

Responsibility:

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

Procedure:

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

| Sr. No. | Activities | Responsibility | Remarks |
|---------|--|---|--|
| 8. | Registration Committee | Hods & Faculty Member | On the day of Ceremony. |
| 9. | Seating arrangement, Hall arrangement, Stage Arrangement. | Hods & Faculty Members | A day before the commencement of ceremony all arrangement should be made at the venue. |
| 10. | Certification Committee | HoDs & Faculty Members | The day before the commencement of ceremony and on the day of ceremony. |
| 11. | Agenda of Ceremony, Pledge, Rules to be followed by Graduates inside the hall. | Vice-Chancellor & HoDs | 10 days before the commencement of the ceremony. |
| 12. | Press and Public Address System Committee | Vice-Chancellor, Hods & Faculty Members | The day before the commencement of ceremony and on the day of ceremony. |
| 13. | Honorarium | Vice-Chancellor | |
| 14. | Transport Committee | Hods & Faculty Members | The day before the commencement of ceremony and on the day of ceremony. |

40. SOP FOR COMMUNICATION SKILL ENHANCEMENT

Objective:

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

Responsibility:

- Class tutors
- Heads of the respective Departments

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|---------------------|--|
| 1. | Grouping of students based on their written, oral& presentation skills | Class tutors & HoDs | End of 1 st week after Orientation Programme in the First Year/Second Year (Lateral Entry Students) |

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|---------------------|--|
| 2. | Encouraging students with good written, oral & presentation skills to participate in national & international level programmes/ competitions, writing blogs, etc. | Class tutors | Continuously in the 4 years of study |
| 3. | Grouping of students with average / poor written, oral & presentation skills English Medium students not ready to showcase the written, oral & presentation skills English medium students not able to enhance their written, oral & presentation skills | Class tutors | End of 2 nd week after Orientation Programme in the First Year / Second Year (Lateral Entry Students) |
| 4. | Continuous & exclusive training for all the three different need-based groups | Class tutors | 3 hours/ week |
| 5. | Weekly Assessment & Submission of Report to HODs | Class tutors | 1 hour / week |
| 6. | Monthly Assessment & Submission of Report to HODs | Class tutors | 2 hours/month |
| 7. | Semester Assessment & Submission of Report to HODs | Class tutors | 2 hours/ semester |
| 8. | Final Assessment | Class tutors & HoDs | At the end of the 4 th Semester |
| 9. | Segregation of students based on their performance in Final Assessment | Class tutors & HoDs | 1 st week after the commencement of the 5 |
| 10. | Continuous training for the students, who are still not able to give the best in written, oral & presentation skills | Class tutors & HoDs | Till the end of 6 th Semester |
| 11. | Encouraging students with good written, oral & presentation skills to participate in national & international level programmes/ competitions | Class tutors | Continuously in the 3 th & 4 th years of study |

41. SOP FOR SPONSORING FACULTY FOR PROGRAMMES

Objective:

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

Responsibility:

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

Procedure:

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

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

42. SOP FOR STUDENT COUNCIL MEETING

Objective:

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

Responsibility:

- Student Council Meeting Office Bearers

Procedure:

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|--|--|------------------------------------|
| 1. | Releasing the Circular regarding the date & Student representatives of Student council Meeting | Student Council Meeting Office Bearers | A week prior to the day of meeting |
| 2. | Sending a Reminder mail regarding the Student Council Meeting date | Student Council Meeting Office Bearers | A day prior to the day of meeting |
| 3. | Receiving feedback from the Student representatives on all aspects of their university life | Student Council Meeting Office Bearers | On the day of meeting |

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|---|--|--------------------------------|
| 4. | Compiling the attendance report and minutes of the student council meeting held | Student Council Meeting Office Bearers | On the day/Next day of meeting |
| 5. | Taking Remedial measures for the feedback collected in the meeting | Student Council Meeting Office Bearers | From the next day of meeting |

43. SOP FOR FACULTY FEEDBACK

Objective:

To elaborate the procedure for Faculty Feedback.

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|------------------------|----------------------|
| 1 | 1 st feedback | Vice-Chancellors & Hod | |
| 2 | 2 nd feedback | Hod & Tutors | |
| 3 | Domain Expert visiting class & Providing feedback on Faculty | Domain Expert | Every Month |
| 4 | Consolidating and submitting report to Vice-Chancellor | Hod | |

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|---|--|--------------------------|
| 5 | Conduction of Online Mid semester feedback | Hods & Online faculty feedback Coordinator | March/August |
| 6 | 3 rd class committee meeting tutor Ward feedback | Hod & Tutors | Before Model Examination |
| 7 | Conduction of Online End semester feedback | Hod & Online faculty feedback Coordinator | May/Nov |
| 8 | Consolidation and submission of report | Hod | May/Nov |

44. SOP FOR LEAVE RULES

Objective:

To elaborate the procedure for taking leave.

Responsibility:

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

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

| S No. | Activities | Responsibility | Frequency of Meeting |
|--------------|--|-----------------------|--|
| 1. | Requesting prior permission from the HoD in-person | Respective Faculty | 2/3days prior to the Date of CL/CHL/OD |
| 2. | Alter the class/laboratory sessions | Respective Faculty | 2/3daysprior to the Date of CL/CHL/OD |
| 3. | Receiving permission from the HoD in CL/CHL/OD form, which has complete details such as CL/CHL/OD period, Available CL/CHL/OD, Class Alterations, Purpose of getting CL/CHL/OD | Respective Faculty | 2/3days prior to the date of CL/CHL/OD |
| 4. | Forwarding the CL/CHL/OD form signed by the HoD to the Vice-Chancellor | HoD | On the day of Submission of CL/CHL/OD form |
| 5. | Forwarding the CL/CHL/OD form approved by the Vice-Chancellor to the Office | Vice-Chancellor | On the day of receiving of CL/CHL/OD form from the HoDs |
| 6. | Checking the availability of CL/CHL/OD & marking in Attendance/Logbook | Office Assistant | On the day of receiving of CL/CHL/OD form from the Vice-Chancellor |

45. SOP For SL

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

46. SOP For ML (Medical Leave)

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|--------------------|--|
| 1. | Passing information regarding the Cause to the HoD | Respective Faculty | On the first day of Medical Leave |
| 2. | Reporting about the Medical Leave of faculty to the Vice-Chancellor & Office | HoDs | On the first day of Medical Leave |
| 3. | Submission of ML form to HoD | Respective Faculty | On the day of return from ML |
| 4. | Forwarding the ML form signed by the HoD to the Vice-Chancellor | HoD | On the day of Submission of ML form |
| 5. | Forwarding the ML form approved by the Vice-Chancellor to the Office | Vice-Chancellor | On the day of receiving of ML form from the HoDs |
| 6. | Checking the availability of ML & marking in Attendance/Logbook | Office Assistant | On the day of receiving of ML form from the Vice- Chancellor |

47. SOP FOR PREPARATION OF CLASS & INDIVIDUAL TIMETABLE

Objective:

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

Responsibility:

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

Procedure:

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|--|------------------------|-------------------------------|
| 1. | Preparation of Academic schedule for academic year | Vice-Chancellor & HoDs | 1 st week of April |
| 2. | Releasing the Academic schedule to all teaching/non-teaching staff members | Vice-Chancellor | 2 nd week of April |
| 3. | Receiving students' willingness on Elective courses | HoDs and Tutors | 3 rd week of April |
| 4. | Sharing the course option sheet to All Faculty Members | HoDs | 4 th week of April |

| | | | |
|-----|---|--|-----------------------------|
| 5. | Conducting department meeting on course allocation based on willingness & competency | HoDs & faculty members | 1 st week of May |
| 6. | Course allocation meeting details to be used for class timetable preparation | Department Timetable Coordinator | 1 st week of May |
| 7. | Call for 1 st common meeting of all department timetable coordinators for sharing the information on service courses | Institution Time Table Coordinator | 2 nd week of May |
| 8. | Detailed Timetable preparation (both class-wise & individual) and circulation to all teaching & non-teaching members | Department Timetable Coordinator | 3 rd week of May |
| 9. | Call for 2 nd Common meeting of all department timetable coordinators for finalization | Institution Time Table Coordinator | 3 rd week of May |
| 10. | Preparation of department Master Timetable | Department Time Table Coordinator | 4 th week of May |
| 11. | Preparation of Institution Master Timetable | Institution Time Table Coordinator | 4 th week of May |
| 12. | Approval by Vice-Chancellor for Class, Individual and Master Timetable | Vice-Chancellor, Departments & Institution Timetable Coordinator | 4 th week of May |

48. SOP FOR ACADEMIC REVIEW MEETING

Objective:

To elaborate the procedure for conducting academic review meeting.

Responsibility:

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

Procedure:

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

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

49. SOP FOR PREPARATION OF STUDENTS FEEDBACK

Objective:

To elaborate the procedure for preparing students' feedback.

Responsibility:

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

Procedure:

| S No. | Activities | Responsibility | Frequency of Meeting |
|--------------|--|-----------------------|---|
| 1. | Preparation of format for Feedback and sending to students. | HoD | November 1 st Week & December 1 st week |
| 2. | Tutors shall monitor and collect the feedback from students. | Tutors & students | November 1 st Week & December 1 st week |

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| 3. | Consolidate the collected feedback from students | HoD | November & December |
| 4. | Necessary actions will be taken based on feedback | HoD and Vice-Chancellor | November & December |

50. SOP FOR RESEARCH PROPOSAL

Objective:

To elaborate the procedure for preparing Research Proposal.

Responsibility:

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

Procedure:

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|--|---------------------------|-----------------------------|
| 1. | Individual researchers will Undertake periodic reviews of the research calls of relevance to their research | Researchers/Staff members | ASAP/monthly/Round the year |
| 2. | Researchers contacted by an organization/individual to join a consortium already created or to investigate the possibility to collaborate with RIT in any capacity are to inform the HoD by e-mail of their intention to contribute to the application process | Researchers/Staff members | ASAP/monthly/Round the year |

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|-----|--|--|-----------------------------|
| 3. | Researchers will upload any relevant documentation to Research Funding agencies | Researchers/Staff members | ASAP/monthly/Round the year |
| 4. | Researcher to log the application through funding agency portal | Researchers/Staff members | ASAP/monthly/Round the year |
| 5. | Researcher to provide contact details of all potential partners involved in the proposal (indicating Vice-Chancellor Investigator, Co- Investigator) | Researchers/Staff members | ASAP/monthly/Round the year |
| 6. | Researcher to meet with Research coordinators to prepare the budget proposal for the project | Researchers/Staff members | ASAP/monthly/Round the year |
| 7. | Researcher to meet with HoD to identify potential resources needed to complete the project | Researchers/Staff members & HoD | ASAP/monthly/Round the year |
| 8. | The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about timelines for proposal submission | Vice-Chancellor Investigator, Co- Investigator | ASAP/monthly/Round the year |
| 9. | Researchers are required to Upload the draft proposal Provide supporting documentation (budget, Plan of activities, etc.) | Researchers/ Staff members | ASAP/monthly/Round the year |
| 10. | Researchers to review and amend proposal if required and to resubmit for second stage of approval | Researchers/ Staff members | ASAP/monthly/Round the year |
| 11. | Second stage Approvers to Review final proposal | Researchers/ Staff members | ASAP/monthly/Round the year |
| 12. | Researcher to submit proposal | Researchers/ Staff members | ASAP/monthly/Round the year |

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

51. SOP FOR SUBJECT ALLOTMENT

Objective:

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

Responsibility:

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

Procedure:

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|--|------------------------|-------------------------------|
| 1. | Preparation of Academic schedule for Academic year | Vice-Chancellor & HoDs | 1 st week of April |
| 2. | Releasing the Academic schedule to all teaching/non-teaching staff members | Vice-Chancellor | 2 nd week of April |
| 3. | Receiving students' willingness on Elective courses | HoDs and Tutors | 3 rd week of April |
| 4. | Receiving service courses from the relevant departments | HoDs | 3 rd week of April |
| 5. | Sharing the course option sheet to all Faculty Members | HoDs | 4 th week of April |

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

52. SOP FOR PREPARATION OF CLASSROOM MAINTENANCE

Objective:

To elaborate the procedure for Maintaining the classroom.

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|----------------|---|--|-----------------------------|
| 1. | Allotment of department wise classroom block. | Vice-Chancellor | 1 st week of May |
| 2. | Allotment of individual classrooms for respective Class students | HoDs | 1 st week of May |
| 3. | Projector screens in classrooms, ICT board with stylus | System administrator | 1 st week of May |
| 4. | Arrangement/Repair of student's Desks and teacher's desks/tables. | Department Furniture in charge | 2 nd week of May |
| 5. | Repair of existing electrical outlets- Light bulb replacement | Technician/system Administrator of respective department | 3 rd week of May |
| 6. | Ventilation/Window Treatments | Institution technician | 3 rd week of May |
| 7. | Routine services or maintenance | Housekeepers | Everyday |
| 8. | Keeping the classroom clean and tidy | Students and Teaching staff | Everyday |
| 9. | Classroom security with lock system. | Students, Tutors and non-teaching staff members. | Everyday |

53. SOP FOR PREPARATION OF LABORATORY MAINTENANCE

Objective:

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

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|--|---|-------------------------------|
| 1. | Maintain the teaching equipment Inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory. | Teaching Assistant(s) | 1 st week of April |
| 2. | Maintain the Analytical equipment Inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory. | Lab technician(s) | 2 nd week of April |
| 3. | Teaching equipment that has a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. the AMC shall be revised and renewed yearly. | Teaching assistants and Lab Co- ordinators. | 3 rd week of April |

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| 4. | The “Equipment Calibration/Maintenance log as to be filled and signed and kept in file in HoD office and a copy in the lab coordinator’s office. | Lab Coordinators. HoDs | th 4 week of April |
| 5. | A copy of the teaching equipment manual shall be kept in soft and/or hardcopy in the lab. | Lab-Coordinator, Teaching assistant(s) | st 1 week of May. |
| 6. | A sticker with “Calibrated on DD/MM/YYYY” shall be pasted on the equipment. | Lab technician(s) | nd 2 week of May |
| 7. | Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides | Teaching assistant(s) Lab Coordinator and/or HoD. | 3 rd week of May |
| 8. | Providing a list of the required lab tools that will be used in the next academic year, to get them before the due date. | Teaching assistant(s) and/or lab technician(s), HOD | 3 rd week of May |
| 9. | Maintain the research equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory. | Researcher(s) | th 4 week of May |
| 10. | Unused or out of performance Equipment should be marked with a sticker that the equipment “Out of service and not to use”. | Lab technician(s) | 4 th week of May |
| 11. | Proper forms like equipment list have to be maintained for conducting labs both inter and intra department. | Lab technician(s) & Lab Coordinator. | Every day |
| 12. | Housekeeping register must be maintained for laboratories. | Lab technician(s) & Lab Coordinator. | Every day |

54. SOP FOR PURCHASE OF CONSUMABLES

Objective:

To elaborate the procedure for purchasing consumables.

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|---|---|-------------------------------|
| 1. | List of consumables required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges | Lab in charges | 1 st week of April |
| 2. | The purchase committee in-charge will scrutiny the requirements. Justification has to be given for the requirements if necessary. | Purchase Committee in-charge and Lab in-charges | 2nd week of April |
| 3. | After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers(minimum of 3) and should inform the same to the Purchase Committee in-charge | Purchase Committee in-charge and Lab in-charges | 3 rd week of April |
| 4. | With the Approval of the Purchase Committee in-charge regarding the suppliers, quotations must be collected from those companies. | Purchase Committee in-charge and Lab in-charges | 3 rd week of April |

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

55. SOP FOR PURCHASE OF EQUIPMENTS

Objective:

To elaborate the procedure for purchasing equipment

Responsibility:

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

Procedure:

| Sr. No. | Activities | Responsibility | Frequency of Meeting |
|---------|---|--------------------------------|-------------------------------|
| 1. | List of equipment required for individual labs as per new revised curriculum is to be submitted by the lab in-charges | Lab in charges | 1 st week of Feb |
| 2. | An expertise team (set of Faculty members) within the department will scrutiny the requirements. Justifications must be given for the requirements if necessary. | Expert team and Lab in-charges | 4th week of Feb |
| 3. | After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 4) and should inform the same to the expertise team. | Expert team and Lab in-charges | 1 st week of March |

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|-----|--|---|-------------------------------|
| 4. | With the Approval of the expertise team regarding the suppliers, quotations must be collected from those companies. | Expert team and Lab in-charges | 2 nd week of March |
| 5. | Based on the quoted price, the approximate cost for the entire requirements should be calculated and the approval of the purchase for the approximate amount has to be received from the Management. | Purchase Committee in-charge, HOD and Vice-Chancellor | 4 th week of March |
| 6. | A demo should be made available to the set of Faculty Members about those equipment's functions and specifications from all companies. | Non-teaching staff, Faculty Members | 1 st week of April |
| 7. | The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on. | Faculty Members | 2 nd week of April |
| 8. | A meeting should be organized with Purchase committee in charge and the expertise to discuss about the outcome of the demonstrations made by the companies. | Purchase committee in-charge and Faculty members | 3 rd week of April |
| 9. | Recommendations are collected by the purchase committee in charge from the Faculty Members and the expertise team and the pros and cons are to be discussed. | Purchase committee in-charge and Faculty members | 3 rd week of April |
| 10. | The Purchase committee in charge may request all the companies to give the best revised price again after the | Purchase committee in-charge | 4 th week of April |

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| 11. | With the new revised cost, a comparative statement has to be prepared, and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted. | Purchase committee in-charge and HOD | 4 th week of April |
| 12. | The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by the expertise team. Different products can be from different suppliers. | Purchase committee in-charge and HOD | 4 th week of April |
| 13. | The purchase approval along with the comparative statement is sent to the Management for the final approval. | Purchase committee in-charge, HoD and Vice-Chancellor | 1 st week of May |
| 14. | The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required. | Purchase committee in-charge and HOD | 1 st week of May |
| 15. | Once after getting the final approval, the purchase order should be made ready and sent to the supplier and the terms and conditions should be followed strictly. | Purchase Committee in-charge and HOD | 3 rd week of May |
| 16. | The details of the order placed with the one supplier should not be known to the other supplier and there should not be any personal communication regarding the purchase, failing in which will leads to | Purchase Committee in-charge and Faculty members | 3 rd week of May |
| 17. | Follow up should be made regarding the delivery | Purchase Committee in-charge | 3 rd and 4 th week of May |

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|-----|---|--|-------------------------------|
| 18. | Once after the delivery, all the equipments should be thoroughly verified by the lab in charges in terms of quantity, functionalities, help manuals, warranty cards and bills | Lab in charges and Faculty Members, Non-teaching staff | 1 st week of June. |
| 19. | From the date of delivery, the bill has to be settled with the office within two weeks | Purchase Committee in-charge | 3 rd week of June |

56. SOP FOR DEPARTMENT LIBRARY

PURPOSE:

The department library provides access to an extensive range of information resources to enhance study, teaching and research in support of academic programmes.

SCOPE:

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

RESPONSIBILITY:

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

PROCEDURE:

1. Process for organization of new books:

- The department library in-charge receives books from the main library/recommended copies from publishers.
- New books are recorded in the library stock register where each volume is assigned an accession number.

The details of the entry include: access number, author title, book title, name of the publisher, the price and remarks.

- Write the access number on the front of title page and then keep it in the display rack according by access number.

2. Circulation Section and Borrowing Privileges:

2.1 Issue/Return Procedure for staff members

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

While Issuing Books:

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

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

While Receiving the Books:

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

2.2 Outside Visitors

- Students/faculties from other department, who wants to make use of the library facility, are allowed to use the library for consultation only, with the prior permission of library in-charge.
- Visitor need to produce a letter of introduction from their parent HODs with a valid identity card.
- No borrowing facility shall be allowed to the outside visitors.

2.3 Theft / Misuse of library resources

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

2.4 Loss / Mutilation / Damage to documents by faculty

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

2.5 Documents that can and cannot be borrowed

Documents that can be borrowed:

- Books from the general shelf can be borrowed

Documents that cannot be borrowed:

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

57. SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate the procedure for preparing Monthly Report.

Responsibility:

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

Procedure:

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

| | | | |
|----|---|--|--|
| 6. | Submitted to Vice-Chancellor for necessary approval for Institution Monthly Report. | Institution Monthly Report coordinator | 1 st week of Consecutive months. |
| 7. | Releasing the Monthly Report to all teaching/non-teaching staff members. | Vice-Chancellor of the institution | 1 st week of next Consecutive months. |

58. SOP FOR PREPARATION OF RESPONSIBILITIES ASSIGNING

Objective:

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

Responsibility:

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

Procedure:

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

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| 5. | Review the roles of faculty member periodically | Vice-Chancellor & HoDs | Once in a Month |
|----|---|------------------------|-----------------|

59. SOP FOR FEEDBACK ABOUT FACULTY

Objective

To elaborate the procedure for Collecting feedback about faculty

Responsibility:

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

Procedure:

| S No. | Activities | Responsibility | Frequency of Meeting |
|-------|--|----------------|--|
| 1. | Preparation of format for feedback To be collected from students (ONLINE) To be collected from Peer Evaluators | HoDs | Beginning of every semester |
| 2. | Sharing of feedback forms to students through Google forms | HoD | Mid of the semester |
| 3. | Sharing of feedback forms to Evaluators | | 1 st week of Reopening of classes |
| 4. | Entry of Feedback from students in Google forms | Students | Within one week (After the form is shared) |

| | | | |
|----|---|---------------------------------|--|
| 5. | Faculty Evaluation | Peer Evaluators assigned by HoD | Twice or thrice in a Semester |
| 6. | Consolidate the collected feedback from students | HoD | Within one week (After the form is filled) |
| 7. | Consolidate the collected feedback from Evaluators | Peer Evaluators assigned by HoD | Within two days (After the faculty is evaluated) |
| 8. | Necessary actions will be taken based on feedback for faculty performance improvement | HoD and Vice-Chancellor | Immediate |