



Mahatma Gandhi Vidyamandir's  
Samajshree Prashant Dada Hiray  
Arts, Science and Commerce College  
Nampur, Tal. Satana, Nashik.423204

**STANDARD OPERATING  
PROCEDURES HANDBOOK**

## 1. Introduction

The Standard Operating Procedures (SOPs), a set of step-by-step instructions, compiled Samajshree Prashantdada Hiray Arts, Science and Commerce College, Nampur to help the staff to carry out complex and routine operations. These will ensure efficiency, quality output and uniformity of performance for seamless communication and compliance with relevant standards. Planning of all academic tasks is a systematic process. When implemented correctly, it ensures the attainment of the letter and spirit of academic objectives within the overall goals of the institution. The present Standard Operating Procedure (SOP) identifies and lays down in exhaustive detail, all aspects of this holistic process with a view to establish a vibrant administrative and academic culture.

The IQAC Team of Samajshree Prashantdada Hiray Arts, Science and Commerce College, Nampur, has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

### ❖ Purpose of the SOP:

The purpose of preparing the SOP is to have a crystal-clear idea to each and all regarding their academic duties and responsibilities. Being the Principal of the college as an Executive and Administrative Head, I have certain things in my mind regarding how the administration of the college along with its academic excellence should be followed for achieving the objectives of the Institution, University, UGC and the Government as such. The SOP will help in designing the plan ranging from admission process to declaring the results, from developing the academic excellence through various programmes for the research, promotion, competency of the teachers to the overall development of the faculty and the students of the college. It is for the smooth conduct of the administration and handing over the responsibilities to the staff after they are transferred or promoted or newly recruited in the college. Following the standard measures to operate the administration and academics will strengthen my calibre as an administrator and my efficiencies should increase.

## 2. About Mahatma Gandhi Vidyamandir (<https://www.mgv.org.in/profile.php> )

Mahatma Gandhi Vidyamandir owes its reality to the motivation, spearheading work and far-sightedness of its organizer part, Hon'ble Late Karmaveer Bhausaheb Hiray, a steadfast political dissident, one of the pioneers of shaping Maharashtra State and Co-usable development in Nashik District, an Educationist and Ex-Revenue Minister of then Bombay territory. He has established the two notable instructive foundations in Nashik District, specifically "Adivasi Seva Samiti" in 1945 and "Mahatma Gandhi Vidyamandir" in 1952. The significant target of this establishment was to give the instructive offices to the majority from every one of the circles metropolitan, rustic and ancestral.

The reverential saying of the establishment is "Bahujana Hitay Bahujana Sukhay". The Institution has been enrolled under Society's Registration Act 1860. (No.2766 of 1951 dated

21.2.1952) and Bombay Public Trust Act 1950 m. (No. F-27 dated 23-8-1954).

After the tragic end of Karamveer Bhausaheb Hiray, on sixth November 1961, his senior child Loknete Vyankatrao Hiray assumed control over the obligation of the organizations. Under his endeavors and direction, Mahatma Gandhi Vidyamandir began different schools conferring advanced education in the resources of Arts, Commerce, Science, Law, Agriculture, Horticulture, Dental, Pharmacy and Education at Malegaon and later on at Nashik, Manmad, Yeola, Nampur, Harsul, Saundane, Nimgaon.

Today Mahatma Gandhi Vidyamandir is advancing under the capable administration of the Hon'ble Samajshree Dr. Prashantdada Hiray, General Secretary and previous Minister of State Transport. He has likewise settled proficient schools like Dental College and Hospital at Nashik and Udaipur (Rajasthan), augmentation of school of Pharmacy, Institution of Hotel Management and Catering Technology, Institution of Management and Research (MBA) and so on, to enlarge the extent of vocation choice and to fulfill the developing requests for proficient courses in metropolitan regions. His fundamental point is to improve the nature of training, directly from essential to advanced education. His senior child Hon'ble Dr. Apurva Hiray has additionally effectively elaborate himself as a Coordinator, Mahatma Gandhi Vidyamandir, in improving the quality training in the period of cutthroat globalization through his committed endeavors. By and by 87 instructive units going from essential to post alumni and from customary schooling to current trains, for example, Computer Management, Health Science, Agriculture, Pharmacy, Hotel Management and so on are overseen by the Trust.

### **3. History of College:**

The College is located on the bank of river Mousam is famous for Historical, Political, Agriculture and Educational point of view. The Nampur has its own historical importance, few kilometers away from this village there is a famous fort called Salher-Mulher, where Chatrapati Shivaji Maharaj had stayed for some days. To the south there is holy place called Mangi-tungi of Jain peoples which is the second holy place in India for Jain peoples and also there is a Darga of Malik Baba and again it is holy place for Nagpanthi Dawal. Because of the hilly region Nampur has been a main center for revolutionary people to hide during the freedom struggle.

Arts Science and Commerce College has been established in the year 1984. It is always a continuous source of learning for the rural students. The College which has been spread over the 10 acres of area has silent and beautiful atmosphere. This Institute has 13 UG and 4 PG departments. The students of this College are spreading their knowledge in different fields throughout India.

Currently our college has 13 Undergraduate departments in Arts, Science and Commerce faculty. In arts faculty college has specialization in Marathi, Hindi, English, Economics and History. In Science faculty college has specialization in chemistry subject. Our colleges total student strength is 1310. Recently our college has got a prize from the University of Pune for best activity in NSS in 2012-2013

#### **4. Vision, Mission and Core Values Quality Policy**

##### **❖ Vision**

"Uplifting students from Rural to Global by imparting Quality Education"

##### **❖ Mission**

- To provide hi-tech educational facilities.
- To impart knowledge.
- To develop skills and provide opportunities for excellence.
- To promote world class education in harmony with our students aspirations.
- To promote holistic development of the students.
- To inculcate sense of commitment among students toward society.

The vision and mission of the college is communicated very effectively to the staff, students and other stakeholders.

##### **❖ Quality Policies**

The College is committed to provide knowledge and training and strive for continual improvement of the Students, Industry, Society and the Nation through student satisfaction in terms of achieving academic excellence, total personality development and excellent placement opportunities for the students.

This will be achieved through:

- Well-designed syllabus to meet the needs of and at par excellence with the Global Standards and Industry requirements.
- To provide our students technical knowledge and hands-on experience by providing quality education system through Theory and Practical Classes including latest e-learning practices.
- To impart necessary training for acquiring the soft skills and thus make them employable while in campus
- To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process
- To achieve excellent results for our students both in academics at the College / University Level and on Campus Placement
- To improvement our system, quality and services continually through user satisfaction duly monitoring their feedback periodically.

## 5. Objectives of the College:

- To establish Digital Campus, i.e., computerized processes like admission, attendance, assessment, administration, payroll, finance and other services to implement Digital Action Plan as directed by MHRD and development of Satellite center.
- To use ICT based teaching-learning tools for effective teaching- learning process.
- To ascertain green and smart campus, i.e., planning of efficient and economical use of water, electricity, solar power.
- To engage the students in socially, professionally and technically, productive activities during their period of study in the institution through the NSS, Soft Skill Programmes, Earn and Learn Scheme, source of learning for the rural students. The College which has been spread over the 10 acres of area has silent and beautiful atmosphere. This Institute has 13 UG and 4 PG departments. The students of this College are spreading their knowledge in different fields throughout India.

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## 6. Standard Operating Procedure for Principal

### 1. Administrative Measures

- Correspondence
- Formation of Committees
- Admission
- Coordination between the College, the University and the Government
- Coordination between the Management and the College Employees
- Examination
- Accounts

### 2. Academic Measures

- Teaching and Research Facilitator
- NAAC/IQAC Related Works

### 3. Mentoring

#### ❖ Roles and Responsibilities

Subject to the supervision and general control of the Management, being the Principal, an Executive and Academic Head of the College shall be responsible for the duties and responsibilities as follows:

- To look after the overall administration of the college.
- Correspondence relating to the curricular and administrative to be conveyed to the concerned employee and also to the University and Management authorities.
- Forming various committees for each academic year for the curricular, co-curricular, extra-curricular activities to be performed according to the instructions of the University, UGC, Government of Maharashtra through the inclusion of teachers and administrative

staff in order to inculcate leadership qualities amongst them and to keep the academics intact and updated.

- Motivating students of the college not only for achieving the academic excellence but also for participating in various co-curricular activities, research oriented activities, extracurricular activities like debating, elocution, singing, dancing, acting, enacting and performing dramas in various College level, University level, State/ National / International level competitions and also provide them financial support through college.
- Admissions of the students and maintaining the discipline of the college. Observance of the Acts, Statutes, Ordinance, Rules and Regulations, Orders issued by the Government, UGC, University, and Joint Director.
- Along with this, any other work related to the college assigned by the Management in order to get the administration and academics of the college up to the mark.
- Maintenance of Assessment Reports of teachers and administrative staff as a part of the record to be mentioned in their Service Books timely for the smooth conduct of the administration and also for the benefit of the concerned employees.
- Academic growth of the college.
- Supervision of the examinations, paper setting, moderation and assessment of answer papers and some other examination work in coordination with the Exam CEO.
- Facilitating teaching, research, training programmes and other co-curricular activities to be performed throughout the academic year.
- Providing facilities demanded by any department of the college which comprises Teaching aids, laboratory tools, and other technical assistance time to time.
- Guiding in the planning and implementation of academic programmes such as Refresher / Orientation Courses, Seminars, Workshops, and other training programmes for the academic excellence and promotion of the teaching and non-teaching faculty organised by the University and the College.
- Working as a mentor of the teaching and non-teaching staff.
- Preparation of institutional development plan for every five years with the action plan in order to meet the future academic challenges.
- Guiding IQAC and NAAC coordinators for the preparation of assessment, accreditation and academic audit of the college.
- Starting new courses particularly skill-based courses for the students.
- Identification of avenues for the resource generation.
- Maintaining and updating college website giving all necessary/ mandatory disclosure of the college information.
- Adoption of ICT in Teaching-Learning and facilitating technical assistance to the faculty.
- Connecting college with societal needs through NSS, and also through organising various programmes at college level.
- Receipts, expenditure and maintenance of valid accounts.
- Observance or provisions of Account Codes.
- Starting up the aided and non-aided vocational courses according to the National Educational Policies in order to inculcate skills amongst students.

## **7. Standard Operating Procedure for Vice-Principal:**

### **❖ Designation and Positions Held**

- Vice-Principal
- NAAC Committee Member
- Member of CDC
- Assistant RTI Officer
- Member of various college committees.
- Research Centre Coordinator

### **❖ Role and Responsibilities**

- To assist the Principal to conduct academic activities as per academic calendar.
- To look after day-to-day activities of the college in the capacity of Vice-Principal.
- To look after the administration to turn it good and smart.
- To report the Management about the academic and extra-curricular activities through weekly reports.
- To conduct the weekly meetings on every Saturday to plan the weekly academic activities.
- To look after the college admission process and to update the admission status to the Management.
- To act as a catalyst for the students' scholarship under various schemes of Government of Maharashtra and Savitribai Phule Pune University.
- To sign on the communication diary of academic coordinator and ask to access the day-to-day activities of the HODs.
- To ensure the achievement and attachment of the vision, mission and the goal of the college through the academic activities.
- To Coordinate Head of the Departments in carrying out the departmental activities and act as a bridge of HODs and the Principal.
- To involve into ultimate decision-making policies of the college for the efficient functioning and effective implementation.
- To motivate the faculty to publish their research work into the quality peer reviewed, UGC listed journals with higher impact factor.
- To inspire the faculty to apply for the University, DST, DBT and UGC Research Projects.
- To involve in the publication of college activities, Annual Magazine, Seminar/ Conference proceeding.

- To involve actively in preparing the admission prospects of the college and upload it on the college website.
- To disseminate the scholarship interaction among the college students for their benefits.
- To work in different capacities as a coordinator, member of organizing committee of State level/National/International Conferences / Seminars organised by various departments of the college.
- To initiate in holding Alumni Association Meets and students meeting for the positive rapport.
- To initiate to increase sports participation and activities in line with physical education to promote sports culture.
- To assist the NSS, SDO and Coordinate Cultural Activities, Anti-Raging Committee.
- To sign the Bonafide Certificate, S T pass concession form for students.
- To prepare and look after the functioning of various extra-curricular committees.
- To follow the orders of the Principal for the smooth functioning.
- To sign the casual leaves, duty leaves, medical leaves etc.
- To encourage the faculty to participate into Aspire / University Research Fests.
- To encourage the faculty / head of departments to organise conference / seminars / workshops sponsored by UGC / University / NAAC / any other agencies.
- To develop research culture amongst the students and the faculty.
- Insisting teaching, non-teaching staff and students to follow the code of conduct of management and college.
- Any other work related to college and management as may be assigned from time to time.

❖ **CDC – As a Member of College Development Committee**

- To participate / to attend the CDC meetings.
- To assist/ to prepare the agenda and proceedings of the meeting.
- To prepare action-taken reports.
- To communicate the agenda items discussed in the meeting to the faculty.

❖ **Purpose of the Post**

For supporting the smooth conduction of academic and administrative work, The Hon'ble Dr. Prashant Dada Hiray, General Secretary of the Mahatma Gandhi Vidyamandir, Nashik, in view of the circumstances, facts and powers confirmed has appointed me on the



post of Vice-Principal of Samajshree Prashantdada Hiray Arts, Science and Commerce College, Nampur, Tal. Baglan, Dist. Nashik.

❖ **Resources and Equipment**

The human resources and equipments like Computers, Digital Podium, Smart Board, LCD Projectors will be utilised properly with care. The optimum utilization of these resources shall be ensured.

❖ **Direction of Caution**

The roles and responsibilities laid down by the Management and the Principal shall be carried out within given time span.

❖ **Inter Departmental Relations**

The attempts shall be extended to maintain harmony with inter departmental relations. The Heads of Departments shall be involved in the policy making process. The faculty of various departments will be involved in the planning of the activities. The coordinator of various committees and academic bodies shall be taken into confidence for the smooth functioning. Inter departmental activities will be arranged with harmony.

❖ **Supplementary Information**

In absence of Vice-Principal, the Academic Supervisor has right to sanction casual leave, duty leave, earn leave, medical and other leaves in consultation with the Principal of the college.

**8. Standard Operating Procedures for Academic Supervisor:**

❖ **Role of Academic Supervisor**

The Academic Coordinators are key educational leaders within the college. They are accountable to the Principal through the Vice-Principal. The academic supervisors play a crucial role in the success of the students/teachers and academic programs of the organization. They work as leaders of a team of staff and they themselves are integral members of the curriculum team. As key leaders within the college, they are expected to show initiative, be a visible presence, and be exemplary communicators within their own key learning areas and in the college community.

The position involves evaluating teaching techniques, developing academic programs and assisting with the development and establishment of new programs.

❖ **Duties of Academic Supervisor**

- Academic Coordinators are responsible for effective curriculum delivery, the achievement of departmental goals, learning outcomes.

- They have a role in the development of a positive work environment, for instance, one that is innovative and responsive to students' needs.
- They work with the leadership team to achieve the college vision and mission.
- ❖ **The Academic Coordinator will provide leadership and management in the areas of,**
  - Maintaining and strengthening the ethos and philosophy of the college
  - Assisting in college planning
  - Making informed and positive contributions to the planning and development of college initiatives
  - Being a positive and proactive member of the curriculum team
  - Developing positive working relationships with and amongst colleagues.
  - Being proactive in the support of colleagues in both academic and behaviour-related matters.
  - Supervising performance and progress of colleagues.
  - Promoting professional development of staff.
  - Determining annual goals and related targets
  - Setting appropriate standards and benchmarks in curriculum areas, and analyzing, preparing and presenting data to demonstrate achievements of Cohorts in test and tasks, and learnings.
  - Demonstrating an understanding of current trends in education.
  - Developing a responsive and appropriate curriculum.
  - Supervising the preparation and implementation of work programs, study plans and other courses of study within the relevant subject areas
  - Planning, implementing and overseeing assessment.
  - Representing the relevant curriculum area/s within the college and in the wider community.
  - Participating in professional activities outside the college.
  - Ensuring that teaching resources are made available to colleagues.
  - Organizing regular meetings, circulating information.
  - Encouraging and develop positive relationships with staff, students and parents.
  - Being proactive in conflict resolution.
  - Providing leadership and support in the area of student/teacher interaction.
  - Meeting regularly with staff providing the principal with minutes of curriculum area meetings.

## ❖ Procedures

- Prepare college academic calendar including commencement and closing of the terms, public holidays and dates of annual events.
- Prepare departmental academic calendar including start term and end term, public holidays and dates of annual events.
- Preparation of time table for each class, each laboratory (practical) and each class room.
- Preparation of teacher's individual time table.
- Preparation of teaching plan of each teacher.
- Monthly attendance for each class and each subject
- Display monthly attendance of students.
- Communicate to parents about attendance and performance of ward.
- Monitoring the continuous assessment of students as per CBCS pattern.
- Internal/ mid semester /end semester examination schedule.
- Syllabus completion report
- Verification of course completion report.
- Analysis of result.
- To get students feedback and analyze it teacher-wise and subject-wise.
- Forwarding information about faculty members who work excellent/poor, recommend necessary action accordingly.

### **9. Standard Operating Procedure for College Examination Officer (CEO):**

College Examination Officer is an important statutory post formed applying the university guidelines. All sorts of examinations in the college will be governed by the CEO.

Procedure;

- CEO should work as Custodian and should accept the duties of the same.
- Should always be in contact with the concern university departments and carry out the examination work.
- Follow all instructions given by the university examination department, maintain the records of the communications and carry out the work in prescribed time.
- Provide the necessary information and guidance to concerned authorities for conduct of examination.
- Assist and provide information to the students regarding all examination processes.

- Collect the information of students such as Name, Address, Contact no., email, etc. and maintain the records of the same. Should collect the information of Teaching and Non-Teaching Staff and maintain the records of the same.
- Make arrangements and follow ups for getting advance funds from university for conduction examination and submit the audited statements of the examination bills in prescribed time period.
- Report the Academic and Examination Supervisor and Higher Authorities before and after each session of examination.
- Inform the higher authorities and the university regarding the malpractices and misconducts during examination in due course of time.
- Accept the stationary delivered by the university, maintain it and use it as and when required for examination purpose only and provide the utilization of the same to the university and higher authorities.
- Prepare a requirement for the examination work and produce it to the higher authorities.
- Take care of smooth functioning of theory examinations (Internal, Term End and University) and practical examinations (Internal, Term End and University).

#### **10. Standard Operating Procedure for NAAC Coordinator:**

The role of the coordinator of the NAAC of the College is mediator between NAAC, and the college. The NAAC Coordinator Should...

- always be in contact with the concern NAAC, Bangalore as well as MGV NAAC Chairman, and carry out the NAAC work of the college.
- Get the information from NAAC, Bangalore as well as MGV NAAC Chairman and convey the same to college members.
- Prepare a team for collecting the criteria wise information from the various departments of the college.
- Assist in preparation of AQAR and Self Study Report of the college.
- Make contact with the NAAC Peer Team Chairman and Members.
- Inform the higher authorities (Principal, Vice-Principal) regarding the NAAC Peer Team visit.
- Prepare a detailed plan of NAAC Peer Team visit.
- Make necessary arrangement of NAAC Peer Team visit to college
- Submit the AQAR and SSR in prescribed time and submit the necessary fees.

- Maintain the records of MGV NAAC Team Visits and fulfill the queries in due course of time.

## **11. Standard Operating Procedure for IQAC:**

### **❖ Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance.

- *The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.*
- For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

### **The objectives, strategies and functions of the IQAC:**

#### **❖ Objectives**

##### **The primary aim of IQAC is**

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

#### **❖ Strategies**

##### **IQAC shall evolve mechanisms and procedures for**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of Society.
- Optimization and integration of modern met HODSs of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

**Functions:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes /activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality- related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC The vision, mission and goals of the Institution are in tandem with the aims and objectives of establishing the Internal Quality Assurance Cell as specified by NAAC, Bangalore.

**❖ Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- Chairperson: Head of the Institution
- A few senior administrative officers
- Three to eight teachers
- One member from the Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers /Industrialists/stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

## ❖ Cells and Committees

In order to achieve and maintain the goals of the institution, a number of Cells and Committees have been constituted, all of which are headed by a Convenor, with a Co-Convenor and Teacher members and also student members, in some.

These are:

### **Academic Committees -**

Admission, Attendance, Examination, Time-Table

### **Infrastructure -**

Purchases, Maintenance, Cleanliness, Stock Verification, Garden, Parking, Water and Electricity Management, Library

### **Student-centric –**

Scholarship, Student Aid, Student Welfare, SQAC (Anti-Ragging), Training and Placement (Career Guidance), NSS, NCC, Guidance and Counselling, Mentor Scheme, Entrepreneurship Development

**Research –** Research Development/Research Centre

**Support Services –** Canteen

**Extracurricular Activities –** Inter and Intra Collegiate Competitions, Wall Magazine, Adventure and Nature Club, , Cultural Yuva-Mahotstav

**Publications -** College Magazine '*MOUSOM*, ' Wallpaper Magazine'

**Value Addition –** Hygiene and Sanitation Cell, Jagruti Cell, Adhikar Cell, Health Awareness

### **Quality Measures –**

External Peer Review, Feedback, Results, Annual Prize Distribution, Parent-Teacher Association, Alumni Association, Grievance Redressal Cell Standard Operating Procedures To ensure quality of Education and holistic development, Standard Operating Procedures are adopted by all the Committees and Cells for conducting the various activities of the college.

## **12. Standard Operating Procedure for Staff:**

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- Staff must ensure that they are dressed decently and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies for the development of the college and students.
- Staff should act in a professional and congenial manner with colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- Staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality during the conduct of examination and when handling sensitive information, unless asked to reveal the same by the authorized institutional authority.
- Staff should follow the instructions and directions issued by appropriate authorities.
- Staff should constructively contribute toward the development of the college and university.
- Staff should strictly adhere to the academic requirements of the institution and maintain the sanctity of academic environment.

- Staff shall extend their services for the welfare of the community & society at large.
- Staff should maintain proper records of their respective portfolio.
- Staff should make an effort for continuous self-development through training programs, workshops and research and development activities.

### **13. Standard Operating Procedure for Teacher:**

Standard Operating Procedure for Teacher establishes the best teaching and behaviour practices that teacher must adhere to.

#### **❖ Professional Ethics:** Teacher should:

- Sign and punch in the institute on time;
- Be well dressed and carry his /her identity card;
- Not leave the college campus without authorization during duty hours;
- Refrain from smoking or consuming gutkha and tobacco on campus;
- Keep cell phone on silent mode while on campus; and
- Wear helmet while riding a bike.

#### **❖ Punctuality in Communication:** Teacher should:

- Respond every day to queries and raised issues via email, WhatsApp and Facebook.
- Follow meeting notices and attend meetings on time.

#### **❖ Teaching Strategies:** Teacher should:

- Conduct theory and practicals as per schedule;
- Prepare teaching plan containing teaching points and related academic work, and submit it to the head of department and
- Maintain a teaching record and get it regularly verified from the HODs and institute principal.

#### **❖ Learning Strategies:** Teacher should:

- Utilize learning resources such as Power Point presentations, online lectures, audio– video lectures, charts, slides, specimens and models; and
- Regularly visit the library to update knowledge.

#### **❖ Evaluation Strategies:** Teacher should:

- Record student attendance regularly and get it verified from the HODs;
- Conduct tests and tutorials, and allot home assignments;
- Regularly assess practical record within schedule; and
- Conduct internal examination as per university guidelines and communicate the result.

#### **❖ Leave:** Teacher should:

- Obtain prior permission to avail o"-duty and casual leave; and
- Produce Certificate of Fitness to resume duty after sick leave.



### **Curricular, Co-Curricular and Extracurricular Activities:**

#### **❖ Curricular:** Teacher should:

- Engage in ICT assisted learning;
- Develop modules for learning, activity based learning and experiential learning;
- Encourage self-learning by students; and
- Offer remedial classes and bridge courses.

#### **❖ Co-curricular:** Teacher should:

- Arrange group discussion, field visits, study tour, workshops and seminars;
- Attend workshops, seminars and conferences;
- Conduct research and regularly publish articles in reputed journals.

#### **❖ Extracurricular:** Teacher should:

- Involve and motivate students to participate in social activities such as Blood Donation, Tree Plantation, Aids Awareness, Swachh Bharat Abhiyan, Gender Issue events, Anti-Raging initiatives, Special Guidance Scheme, Girls Personality Development and Nirbhay Kanya Abhiyan etc.

### **14. Standard Operating Procedure for Students: (Campus Code of Conduct)**

- Students are expected to maintain the highest standards of discipline and dignified behavior inside and outside the campus. They shall abide by the rules and regulations of the institute and should act in a manner that highlights the discipline and esteem of the institute.
- Students shall wear their identity cards such that they are well displayed. Identity badge is a public document and any teaching or non-teaching staff shall have the right to examine it.
- Students are expected to use the class rooms, library or the demarcated Areas of the academic building for independent study. They shall not occupy staircases, corridors, and other passages meant for movement of people.
- Students are expected to maintain silence in the academic buildings. Deviant behavior such as hooting, whistling, loitering etc.
- Students must maintain the cleanliness of the campus and should dispose waste in waste paper baskets only. Any violation of this provision shall invite a fine.

### **15. Standard Operating Procedure for Admission Process:**

Standard operating procedures are a set of step-by-step instructions compiled for MGV's S P H Arts, Science and Commerce College, Nampur to help the staff to carry out admission process. These will ensure efficiency, quality output and uniformity of performance for seamless communication and compliance with relevant standards.

#### **❖ Procedure:**

- The students apply online on the “Vridhhi” Admissions portal to the school and course of their choice within the period given by school.
- If the student fulfils the admission criterion of the college and stream, he now downloads the admission form. After this, the eligible candidates approach the concerned admission committee of the college. The admission committee checks the marks and certificates of the candidates and ensures that the student fulfils the admission criteria.
- Forms complete in all respects are sent by the admission committees to the coordinator of admissions. After the coordinator is satisfied that all admission criteria have been adhered to, the forms are sent to the college office.
- The non-teaching staff again examines the students form and physically verifies the certificates. The students’ candidature is once again checked on the Vridhhi software and the admission is confirmed. The student then submits the fees online and is now considered admitted provisionally to the college.
- If the college is unable to fill up the allotted seats for any course, a second Merit list is announced. The same procedure is followed for the second and subsequent other merit lists. This is the procedure of admissions followed by the school.

**Note:**

In case a student wishes to cancel his/her admission, she/he is required to submit the cancellation form from and get it signed from Admission in-Charge. Admission Committee Convener and Principal. She/he will get her/his originals by giving receipt of the same. Then fee may be refunded as per rules.

**16. Standard Operating Procedure for Course Content Development:**

Objective: To describe the procedure for submitting course file contents.

Responsibility: ▪ Faculty Members ▪ Academic Coordinator

Time and Duration: Course content has to be prepared before the commencement of semester.

❖ **Procedure:**

1. Faculty Members has to prepare the course contents as per the prescribed Syllabus.
2. Course contents have to be prepared for five units.
3. It can be handwritten, text, PowerPoint presentation formats.
4. Any video/Web reference can also be added to the course contents.
5. Academic Coordinator will verify the course contents of each faculty member.

**17. Standard Operating Procedure for Course File Maintenance:**

Objective:

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

Responsibility:

- Faculty Members

- Academic Coordinator
- HODS

Time and Duration:

Course file has to be submitted towards the end of the semester.

❖ **Procedure:**

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

**18. Standard Operating Procedures for examination:**

❖ **Academic Calendar**

- With reference to Academic Calendar examinations are planned.
- All enrolled/ admitted students fill up the examination forms along with the examination fees.
- Admit cards, duly signed by the Principal, are distributed before examinations.

❖ **Formation of Examination Committee**

- Members for Examination Committee are selected by the Principal and CEO from all branches.

❖ **Planning**

- The committee meets the Principal and plans for the forthcoming exams.
- Mid-Term assessment to be conducted by the faculty when faculty has completed half of the sessions allotted for the respective course.
- Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.
- Any resource requirement (Answer-sheets, Printing, OMR sheets, requirements for online exams, rooms, invigilation) to be communicated to Exam Cell and Program Office at least 4 days in advance.

#### ❖ **Continuous Assessment**

- Process for Continuous Assessment: (share of marks allotted for continuous assessment in total marks allotted must be in line with what has been laid down in the course manual) Time Period: as detailed in the course manual Activity involves: Faculty and Students
- If more than one continuous assessment is to be done, faculty to schedule them accordingly, so as to spread them uniformly across the term.
- The faculty to provide the assessment as take-home assignment, project, quiz etc.
- The assessment is to be evaluated and students informed about the performance within a week.

#### ❖ **Mid Term Assessment**

- Process for Mid Term Assessment for each semester activity involves: Faculty and Programme Officer
- Mid Term assessment to be conducted by the faculty when faculty has completed half of the sessions allotted for the respective course.
- Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.
- Any resource requirement (Answer-sheets, Printing, OMR sheets, requirements for online exams, rooms, invigilation) to be communicated to Exam Cell and Program Officer at least 4 days in advance.

#### ❖ **End Term Examination**

- End Term examinations are conducted on completion of course work or the last week of the concerned semester.

#### ❖ **Pre-examination activity**

- Process for Preparation and Announcement of Examination Schedule: Time Period: at the beginning of the Program Activity involves: Principal and CEO
- Examination dates are already announced in the Academic Calendar which is communicated at the commencement of the programme.
- The Exam Schedule to be uploaded on the college website for students and mailed to students at least a month before scheduled date of examination by the CEO.

- Any change in schedule to be intimated through email, notices sent from the CEO

#### ❖ **Circular**

- A Circular to all staff members is sent mentioning the dates and subjects with time and session.
- The circular requests for preparing question paper and answer key.
- The same is followed by each department and they in turn frame and submit the individual time-table which is displayed on the college notice boards to the COE.
- Special writers are provided for the visually challenged students.
- Physically challenged students are allotted extra time as per directives of University rules.

#### ❖ **Question Paper Setting**

- The respective subject teachers set their Question Papers and will submit the same to the CEO as per guidelines of SPPU.
- Preparation of Question Paper is as per university regulations.

#### ❖ **Requirements**

- Arrangements are made demanding to the number of required copies of answer paper.
- All the necessary steps are taken to print/ xerox the question papers.
- Arrangements of answer-sheets, accounts sheets, graph sheets, thread were made available.
- The examination branch of the University provides the material and other facilities as well as financial aid towards the smooth conduct of the exams.

#### ❖ **Class-Rooms identification and intimation to all HODs and the Personnel In-charge**

- Identifying the examination halls and intimation to the in-charge is made for necessary arrangements.
- Preparation of consolidated plan of seating arrangements and attendance sheets.
- Students will be intimated the same on the previous day of the examinations through different notice boards and entry points near steps.
- Request for security persons to control the flow and to support the examination system.

#### ❖ **Appointment of Internal Senior Supervisor**

- With the permission and recommendation of the Principal, Internal Senior Supervisor

should be appointed before a week of actual commencement of examination.

- An Internal Senior Supervisor should be appointed for smoothly conducting of Examination with External Senior Supervisor who was appointed by the University.

❖ **Allotment of junior supervisors.**

- Junior supervisors are allotted date-wise for each session of examination according to the summary of students.

❖ **Class-room boards cleaning**

- The class-room board cleaning duty is assigned to Non-Teaching staff.

❖ **Distribution of Question Papers to Examination Halls**

The Internal Senior Supervisor and External Senior Supervisor on the day of Examination carry question papers along with them to the examination hall.

❖ **Attendance Sheet**

- Attendance sheet statements are arranged on each session of the day.
- Attendance sheet statements will be signed by the Jr. supervisor in the examination halls along with the answer-sheets of the students.

❖ **Bell timings**

- Short Bell 15 minutes before examination starts,
- Bell after a completion of 1 hour
- Warning Bell before 10 minutes of end of examination.
- Long Bell after the examination time

❖ **Absentees Statements for all examinations**

- A register is circulated in all the examination halls to get information about the strength of the attendees.
- After every session of examination, subject-wise consolidated absentees' statement is prepared.

❖ **Collection and Submission of answer-sheets from Jr. supervisors to CAP centre/ Subject teachers**

- Subject wise answer-sheets will be collected from Jr. supervisors.
- The same will be handed over to the respective subject teachers/ CAP centre.

❖ **Process for Reporting Unfair Means/ Cases/ Time/ Period**

After each Examination Session Activity involves: Principal, CEO and Exam Committee

- Any student using unfair means is to be stopped from writing in examination.
- The invigilator is to write a note regarding nature of malpractice on the answer copy, obtain the signature of the student and then submit the copy separately.
- All cases of unfair means to be dispatched separately to the CEO
- A report of each case that qualifies use of Unfair Means is to be prepared by the CEO And communicated to University or College examination committee.
- The Principal, CEO and the Unfair Means Committee initiate necessary action at the end of the examinations.

❖ **Evaluation and Submission (College Examinations)**

- To Collect the statements of marks from the subject teachers.
- Absentees should be marked with separate (red) ink.
- Entering the same data in Vridhhi software.
- Maintaining all the acknowledgements of uploading data.
- Consolidated Branch-wise/Subject-wise marks collected from each teacher.
- The results are sent to the Institution for mark sheet printing.

❖ **Receiving queries, doubts and problems in the mark entry within 7 days and rectification of the same from respective staff and communicated the same to students.**

- Accepting students' applications for photocopies of his / her answer-sheets.
- Accepting students' applications for revaluation of marks in examinations conducted by university or college .
- A Retest will be conducted for the failures and absentees.
  - After completion of each theory/practical/oral etc. examination the remuneration of each teaching and non-teaching will be paid as per University guidelines
- Examination remuneration is credited on bank account of the concern personnel.

**19. Standard Operating Procedure for Head of the Department:**

**Procedures to be followed for implementation of SOP:**

- HODs shall use various formats prescribed by IQAC and approved by Principal.
- At the end of semester, HOD shall take the completion report of syllabus from each faculty.

- After taking the subject choice, HOD shall allocate the subjects to each faculty within one week.
- Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material. The file should be ready a week before the start of semester.
- The teaching plan for about 40 lectures and or more shall be prepared by each faculty without dates.
- IQAC and HODs shall take the review of course file and teaching plan one week before the start of semester.
- Based on the academic calendar provided by IQAC, HOD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.
- HOD shall prepared the time table one week before the start of semester and the approval of IQAC and Principal shall be taken.
- HOD shall appoint the class teacher. The class teacher shall appoint the faculty mentors.
- The teaching learning process should start from the first day of start of semester.
- The class teacher shall initiate the process of registration of students in the department from the first day of semester.
- The project allotment shall be done to the students in the third week from the starting of semester.
- Any grievance shall be brought to the notice of the Principal through IQAC for necessary action.
- On the last day of each week a 'weekly attendance report' shall be prepared and sent to Principal through IQAC.
- IQAC shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be send to the Principal.
- The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through IQAC.
- HOD shall send the event report on the next day of conduction in prescribed format to the Principal through IQAC.
- HOD shall send the summary of events conducted at the end of each month to the Principal through IQAC.
- HOD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HOD shall send the summary of feedback to the Principal through IQAC for necessary action.



- The In sem examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through IQAC.
- HOD shall arrange parent-teacher meet minimum one per semester. The feedback of such meeting should be send to the Principal through IQAC for necessary action.
- HOD should send the proposals for attending workshops /conferences, paper publica tion, research proposals, QIP with supporting documents and required fi nancial support to the
- Principal through IQAC for necessary action. At the same time HOD should guide and encourage the faculties to publish their work in standard and reputed confer- ences or Journals. The list of journals is available on UGC portal.
- HOD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of Second semester and submit to Principal through IQAC

## **20. Standard Operating Procedure for the Library:**

The Standard Operating Procedure (SOP) tries to cover all important functional components of the library. It describes a clear policy about how the activities of the library such as, collection, development, provision of information services, and management of other academic support facilities should be offered.

Standard Operating Procedure (SOP) of library is a reference source and a funda- mental document which has listed all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any need about any function or procedure. Library Standard Operating Procedure (SOP) goes through a confirmation process by Honourable Management of MGV before it is finally accepted as a policy document.

### **❖ Role of Library**

Library plays a very important role in supporting the academic activities of the college. It assesses needs, acquires processes and then makes available the learning resources to the faculty and students for their teaching, learning and research. As said by Dr. S.R. Ranga- nathan, ‘Library is the trinity of Learning Resources, Faculty, Students and the Library Staff’. These three pillars are standing very comfortably in the campus of **Samajshree Prashant Dada Hiray Arts, Science and Commerce College**.

### **Vision**

The Library shall be the equal partner with teaching and learning in academic excellence for higher education.

## **Mission**

The College Library shall make available a well-organized and easily accessible collection of print and non-print resources to meet the educational and research needs of the students and staff.

## **Objectives**

The Library aims to:

- Acquire wide-ranging and relevant collection of print and non-print resources that support the teaching and learning programs geared towards higher education;
- Make available resources and services required to all library users like students, faculty, staff, and other users for their academic needs.
- Make the library a place that supports and promotes lifelong learning.

### **❖ Purpose of Standard Operating Procedure (SOP)**

This Standard Operating Procedure (SOP) provides guidelines of how to implement operations of the Library and how to assure task responsibility and completion. It helps to the library staff who will be implementing the policies and procedures. The operating procedures provide detailed descriptions of the day-to-day tasks like implementing and maintaining library sources and services.

### **❖ Circulation Section**

Circulation Section carried out the very important function in library because it is the first contact point for students, faculty and other users of the library. The effective functioning of Circulation Desk/Counter has impacts on the user and therefore it is very important section of the library. Major Activities of this Section are:

1. Issue and returns of information resources (Books)
2. Registration of new members in library module of software
3. Maintenance of “Circulation Module” of Library Management Software
4. Maintenance and updation of all data related to library users
5. Sending Reminders to users having overdue documents.
6. Library Orientations/Information about access
7. Helps to the users for accessing OPAC
8. Inter Library Loan Service
9. Attending the User problems for effective interpretation of library rules and regulations
10. Managing Circulation Counter activities during Weekends

### **❖ Issue/Return Procedure**

Issue/Return of library materials is the routine activity of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

#### **Issuing the Book**

- Quick look on the book for any damage or torn pages
- Make sure that the user writes his/her member ID and signs on the Book card
- Enter details into Book Issue module of software
- Insert the book card in Students Issue Card/ tray
- Handover the books to the user

#### **Receiving the books**

- Quick look on the book for any damage or torn pages
- Check Due dates for necessary action
- Receive the book in circulation module of software
- Draw 'Students Issue Card' of students from cabinet and sign in the received ` column on Book Card and put in book again
- Send the books to stack for shelving

#### **❖ 21. Standard Operating Procedure for Department of Sports:**

##### **Aims:**

- To promote and improve physical fitness amongst students and to motivate them to participate at District, State, National and International level in various sports competitions.
- To build students interpersonal skills through indoor and outdoor sports activities/competitions.

##### **❖ Procedure:**

- Only approved equipment may be used in the building and the Sports Committee reserves the right to refuse equipment considered unsuitable.
- The Sports Committee reserves the right to refuse admission to any person refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to other customers.
- Individuals will be held responsible for any damage caused to building property during their hire.
- No food or drink shall be consumed in the sports room or in the changing rooms.
- The students shall not use the facilities for any purposes other than that specified on the application form.
- The students shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.
- Physical Director along with the students shall ensure that all areas are cleared before locking the college gates.

- The students shall also ensure to follow the rules and the regulation for the safety of members of the college and all the other users of the sports centre.

#### ❖ **Supervision:**

- Physical Director is available in Sports Centre from 7.30 AM to 4.30 PM to assist the smooth running of the centre.
- Physical Director should be present at all times while students or staff are using the facilities.
- Before leaving, each group shall ensure that sports kits are returned to appropriate storage points.

#### ❖ **Responsibilities of Physical Director:**

- Ensure the safe opening and closure of the centre.
- To encourage and train the students in different sports and games.
- Conducting college level sports meet.
- Participating in outdoor sports meets.
- To ensure the smooth operation of the sports centre.
- Procuring and Maintenance of sports equipment.
- To maintain the stock registers related to sports equipment.

## **22. Standard Operating Procedure for the NSS Officer:**

### ❖ **Introduction**

The National Service Scheme is a value-based youth programme aimed at developing the personality of our educated youth by involving them in community development pursuit during their leisure hours.

### ❖ **Enrolment**

The strength of volunteers of the National Service Scheme is 250.

### ❖ **Programmes of Action**

There are two kinds of programmes i.e., the Regular Programme, which is organized throughout the year and another is the Special Camping Programme, which is organized at the adopted village for seven days. These programmes are planned and executed in the light of guidelines framed by the Central and State Governments with the view to develop the personality of the students and to develop the community at large.

## ❖ Plan of Action

College Level Programmes	
Period	Programme
June	College Level Advisory Committee Meeting
August	Programme Officers, Meeting Survey at the adopted village
Sept	Orientation and Personality Development Programme
Oct	N.S.S Foundation Meeting and Other Social Activities
Nov	National integration and Women Empowerment Programme organized
Dec	Vacation
Jan	Special Camp Planning and Camp Organized
Feb	Gutkha, Tambaco, Cancer, Awariness Programmes, Lecture, Poster etc.
March	Value Added Workshop and Disaster Management Training Camp

### 23. Standard Operating Procedure for Student Development Officer:

#### ❖ INTRODUCTION

Student Development Department of MG V's Samajshree Prashant Dada Hiray Arts, Science and Commerce College, Nampur, promotes and coordinates the different student-centric activities for betterment of students. The department tries to nurture students' mental, physical, cultural growth with various innovative activities to improve their overall personality development and to make them civilized Indian citizens to compete in the globalized world. The Student Development Department is persistently engaged in developing the personality of the students in all spheres of life for which it undertakes various student-oriented programs it believes that give the opportunity which help many of these students to bring out their hidden talents.

It is to unravel these hidden talents in the students that the dept. of students' development provides the opportunity and the boosting environment for students to explore themselves and excel in their respective career. This department initiates different schemes, which includes Karmaveer Bhaurao Patil Earn and Learn Scheme, Special Guidance Scheme, special guidance scheme, student safety insurance scheme, Participation at various cultural activities, proceedings workshop etc. at state and national level as well as university level, these schemes are targeted for the development and betterment of the students.

### ❖ **Mission**

Students Development Department strives to:

Emphasize student engagement and overall comfort facilitating the achievement of learning skills, in and outside the classroom.

Practice collaborative approaches to promoting student development and success through programs.

Department help the students in pursuit of academic excellence, developing leadership skill, working towards career goals and acting as responsible and active citizens locally and globally.

### ❖ **Objectives**

- To conduct student welfare activities
- To provide earn and learn opportunity to needy and financially weak students of college
- To avail equal opportunities to students to participate in various activities organized by the department
- To blend theoretical knowledge with practical skills
- To promote leadership qualities among students
- To produce socially sensitive citizens

### ❖ **The Exigency of the Department**

- In the beginning of the Academic Year new proposal for newly appointed Student Development Officer must be sent to university if required.
- In the beginning of the Academic Year student development department has to submit proposals for various schemes to S.P.P.U., Pune.
- Karmaveer Bhaurao Patil Earn & Learn Scheme
- Nirbhay Kanya Abhiyaan
- Career Guidance Scheme
- Students related seminar/workshop/camps etc.
- Youth Festivals
- Notice has to be published on the General Notice Board for participation of students in Earn & Learn Scheme.
- The forms for the participation should be collected and sorted for the needy and economically backward students.
- To implement such a scheme in the college by making contact with Bank officials to open a bank account suitable for scholarship and other work for college students.

- To distribute the work amongst the selected students and pay remuneration to them as per university rules.
- In the beginning of first semester Students Development Cell, Students Grievances Redressal Cell and Anti-Ragging Committee has to be formulated with proper consultation and orders of the Principal of the college.
- ‘Marathi Bhasha Samvardhan Pandharwada’ should be celebrated as per the circular of the university and report should be sent to the university.
- To implement the schemes, which are sanctioned by the SPPU, Pune.
- At the end of the Academic Year in the month of March, all financial aspects must be cleared and audited statements must be prepared for the University Audit.
  - ❖ Department of Student development undertakes the following prominent activities:
    - Anti-ragging Cell
    - Nirbhay Kanya Abhiyan
    - Soft Skill Programme
    - Career Guidance Scheme
    - Students related seminar/workshop/camps etc.
    - Youth Festivals

**❖ Role and Responsibilities of SDO:**

- SDO will motivate the students to participate in various events, competitions, programmes, etc. to develop their overall skills.
- SDO will act as a facilitator to the students to help them in extra-curricular and co-curricular activities.
- SDO will act as a mediator between the students and the college and university officials.
- SDO will maintain a good contact between students and higher authorities.
- SDO will inform the students about the university scholarship schemes.
- SDO will choose the needy and economically backward students for earn while learn scheme.

SDO will assist the Principal of the college for formulation of various committees and cells related with students such as Student Development Cell, Student Grievances Redressal Cell, Anti-Ragging Committee.

**24. Standard Operating Procedure for Industrial Visit/Field Trips/Excursion:**

**❖ Procedure**

**➤ Seeking Permission**

- Contact to the Industry/Company HR department by writing a letter showing interest in visiting the company and seek their permission for the visit.

- Mentioning a tentative schedule of visit, number of visitors, advantages of the visit to the students as well as Industry.
- **Notification and Approval**
- After receiving a positive reply from the company, notice is put on the college notice board regarding visit and interested students are asked to submit consent form (signed by parents) by stipulated date.
- An Approval is taken from the Principal for availing the transportation facility and refreshment of students and faculty members who are going for the trip.
- Approval must also indicate the exact schedule of the visit.
- **Notification and Approval**
- The concerned transporter is informed by giving letter/order for hiring his services to provide transport on the stipulated date, place and time.
- The attendance of the students is collected prior to start of travel.
- The concerned person or organizers are contacted and necessary formalities are completed.
- After the visit, a detailed report about the visit along with photos is submitted to the Principal's office.

### **25. Standard Operating Procedure for Meeting:**

Standard Operating Procedure (SOP) for Meeting lays down the procedure for conducting meetings in a smooth and organized manner wherein every member participates actively.

- Cleanliness shall be maintained for the meeting room and equipment to reduce the risk of infection and pest infestation.
- Meeting agenda shall be circulated well in advance with the attendees.
- Uniformity shall be maintained for the meeting procedure and the format of minutes and resolutions.
- Use of mobile phones should be prohibited during meetings.
- Arrival and departure of members shall be recorded in the minutes of the meeting. Action lists shall be distributed within 2 working days of the meeting.
- Members are expected to prepare themselves thoroughly for the meeting by reading all related documents.
- Members are expected to participate actively in the deliberations of the committee.
- Each board meeting should conclude with confirmation of the date of the subsequent meeting in order to provide reasonable notice period for the members.
- Common procedure as established by the Mahatma Gandhi Vidhyamandir (MGV) must be followed for felicitating members.
- Meeting should be concluded at the scheduled time.



- Minutes of the meeting shall be communicated to all members including those who were absent.
- Action Taken Report (ATR) of a meeting shall be discussed in the next meeting and documented in the minutes of the latter.

### **26. Standard Operating Procedure for Placement and Career Counselling:**

The training and placement cell (T&PC) is responsible for carrying out placement related activities. It consists of representatives from each department and acts as a crucial link between academic program of the students and their suitable employment. Time to time placement assistance is also provided to these students by organizing interaction with various organizations. T&PC cell also organizes pre-placement training/ workshops/seminars/talks to create awareness among students about their career prospects. Students of BCAS are given job opportunities through on campus placement facility as well as through Central Placement Cell (CPC) of University of Delhi.

#### **❖ Organizing Talk/Lecture**

##### **● Topic Selection and Approval**

1. Members of the cell discuss and recommend topic of lecture/talk to be organized.
2. T&PC coordinator seeks approval from Principal regarding the same.

#### **❖ Notification**

- Notice is displayed mentioning schedule for the event, resource person and other necessary details.

#### **❖ Payment to Resource person**

- Sitting charges and conveyance charges are paid to resource person as per the norms through NEFT/RTGS and Performa for the same is filled by the respective resource person.

#### **❖ Feedback Form and Report**

- Feedback form for the event is collected from the participants.
- A summary report along with relevant photographs is submitted in the college for future record.

### **27. Standard Operating Procedure for Soft Skill Development:**

#### **❖ Philosophy**

In the area of career guidance, soft skills are the life skills that enable a person to obtain his/her desired professional goal. Soft skills are also essential in our daily lives. Therefore, one must develop and refine soft skills

Human beings are a social creature. It is precisely because of the need to socialize that people have lived in groups since the dawn of mankind. Soft skills have been important

since time immemorial and will continue to be so for ages to come.

Moreover, soft skills help lead a peaceful, stress-free life.

The Training Program on Soft Skills has been created to identify the essential soft skills and to practically train students in these skills through various activities. Such training will pave the way for professional and social success of students.

#### Introduction to Soft Skills

Soft Skills are the set of skills that a person should possess in order to face life's daily challenges successfully and positively. Soft skills are a cluster of productive personality traits that characterize one's relationships in a milieu.

- Soft skills are a combination of people skills, social skills, communication skills, character of personality traits, attitudes, career attribute, social and emotional intelligence quotients among others that enable people to navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills.
- It is a term used to refer to the more intangible and non-technical abilities that are sought from candidates. Soft skills relate to one's attitudes.

This program will introduce several important soft skills that are vital to overcome challenges in life. The program will also discuss the importance of soft skills with the participants and arrange their ideas in an orderly manner.

Different soft skills are important at various levels:

- Communication
- Body language
- Grooming
- Etiquettes
- Motivational skills
- Public speaking
- Team work
- Time management

#### ❖ Aims and Objectives

To create a generation of young employees who possess the soft skills expected at the workplace.

#### ❖ Objectives of the Training Program

- To fulfill the demand of the corporate world by creating a labor force which have the soft skills and the ability to achieve workplace targets through practical team engagement.

- To raise awareness on how soft skills complement hard skills for productive workplace performance and everyday life competencies.
- To inform students on how soft skills are the difference between average candidates and ideal candidates.
- To help students know the tools, methODss and the science for applying soft skills.
- To create a future generation of leaders, employers and employees for a profitable and responsible global business environment.

#### ❖ Results

- Students will demonstrate better communication skills and learn to handle emotions including tolerance and behavioral responses.
- Students will develop a great leadership as well as great team player qualities to identify and achieve goals.
- Students will develop self-motivation, higher aspirations and belief in one's own abilities to define and commit to achieve one's goal.
- Students will develop an outstanding personality in the social and work environment by skillfully manoeuvring individual emotions.
- Students will showcase their skills in a creative manner.

#### ❖ Soft Skills for Academics

- Academics will incorporate soft skills in their daily lives.
- Academics will develop better relationships with students.
- Academicians will be able to understand the problems of the students with an open mind and effectively provide solutions.

#### ❖ Instructions and Prerequisites of a Trainer

Trainers determine the training duration based on the skills, knowledge and standard of the trainees. The program expects to achieve better results by conducting qualitative training by enriching the module with personal experiences and providing relevant responses to the participants' feedback.

#### ❖ Prerequisites of a Trainer

- The trainer needs to be an expert on the subject of training, preferably certified under the Train the Trainer program.
- The trainer should be able to set the objective of the training and mention its outcome.
- The trainer should think out of the box and encourage the trainees to do the same.

- The trainer should focus on improving the ability of the team members to work effectively.
- The trainer needs to be innovative while planning and conducting the session.
- The trainer should have a positive tone of voice and body language.
- The trainer needs to be able to communicate in the language commonly used by the participants.

The trainer needs to be a good listener.

## **28. Standard Operating Procedure for Attending FDP, Seminar, Workshop In Other Institutions:**

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

### **❖ Procedure:**

- Visit websites frequently to identify the interesting and useful programs to participate
- Gather information about the identified programs such as number of days, dates, topics, conducting institution, registration fees.
- Discuss with HOD about the program and getting approval by HODs and principal.
- Register for the program with all necessary documents mentioned by the organizing institution.
- Make necessary alterations for the academic works with other faculty members and get approved by the HOD and Principal.
- Submit write up about the program and submit it to the HOD.
- Get Claim Form from office to get the registration fees.

## **29. Standard Operating Procedure for Organising FDP, Seminar, Workshop:**

❖ **Objective:** To elaborate the procedure for organizing FDP, Seminar, Workshop etc.  
Procedure

- Identify the Program dates based on the department event calendar.
- Conduct department meeting to identify the area of training required.
- Prepare the proposal document and Getting confirmation and approval Form the committee to coordinate the activities.
- Identify, contact and invite the resource persons.
- Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation to those institutions.
- Set up the hardware and software needed for the event.

- Design the certificates for the participants.
- Make all the necessary arrangements such as accommodation, food, refreshments for the resource persons and participants.
- Get feedback from the participants.
- Prepare final report about the event.
- Submit all the expense details with proof to the HOD.

### **30. Standard Operating Procedure for Research Proposal:**

Research and teaching go hand in hand in all academic institutes of excellence. It helps Improving the quality and standards of imparting engineering education in the country. Through various research activities, an institute can be branded positively.

The following are to be carried out in research activities.

- Publications of research papers in conferences
- Publications of research papers in reputed journals
- Research proposals and funding

#### **❖ SOP**

- There should be a target for publishing a research paper by the faculty members.
- A faculty must be provided with some benefits from the institute.
- A faculty or the team of faculty members can submit their proposal based on their research interest.
- Research proposal will help to get funds from funding agencies.
- Apply for project/ workshop/ seminar/ FDP proposal as per the instruction given by the funding agencies.
- Get approval from HOD & Principal.
- Budget allocation.
- Details of resource persons must be submitted.

### **31. Standard Operating Procedure for Applying Research Projects:**

#### **❖ Procedure:**

##### **Identify Funding source**

1. Check all the funding opportunities.
2. Read the detailed guidelines and note the last date.

#### **❖ Registration**

1. Register online to the desired funding source as Principal Investigator (PI) and create account.
2. After registration login to the funding source (use login ID and password).
3. Add the CO-PI (if any in the project) with PI.

#### **❖ Proposal Preparation and Online Filling**

1. Prepare the **Project proposal** as per the format given by the funding agency.
2. Prepare the **resume of PI and CO-PI** (if any) as per the given format.
3. Fill all the required fields like Infrastructure details, Equipment required/available, contingency/travel expenditure, account details of the college, etc.

Upload the **Endorsement form and Certificate of originality** duly signed by PI, CO-PI (if any) and Head of Institution.

5. Upload all other relevant documents (if any) required by the Institution.

❖ **Proposal Submission**

1. After filling all the details and uploading all the relevant documents, click on to the **submission** bar.
2. Submit the hardcopy of the proposal (if required by the funding agency).

**32. Standard Operating Procedure for Academic Performance Index:**

❖ **Objective:**

To elaborate the procedure for filling up Self-Appraisal forms to evaluate and document one's own performance to facilitate Career advancement of the faculties.

❖ **Responsibility:**

- All the Faculties of the respective Departments
- Heads of the respective Departments
- Principal of the institution

❖ **Procedure:**

- Faculty appraisal form circulated by Principal to all the faculties.
- Faculties can fill the appraisal form as per the guidelines given by the principal
- HODSs can review the filled appraisal form
- HODS's shall submit the appraisal forms to the principal
- Principal shall evaluate the forms and shall submit the same to the chairperson.

**33. Standard Operating Procedures for Anti Ragging:**

MGV's SPH, Arts, Science College, Nampur has a duly constituted Anti Ragging Committee which will work for prevention of ragging in the college and will spread anti-ragging campaign in the student community. This cell follows the UGC norms as detailed in the following website: (<https://icar.org.in/files/edu/UGC-regulation-ragging.pdf>)

The major functions of the committee are as follows:

To take all necessary measures for prevention of Ragging inside the Campus

To publicize to all students and prevalent directives and the actions that can be taken

To Conduct workshops against ragging menace and orient the students

### ❖ **Implementation of Anti-ragging**

An anti-ragging committee is formed by the staff council. The members name and numbers are displayed at prominent location in the college.

Anti-ragging warnings are displayed at prominent locations in the college.

An anti-ragging undertaking is taken from the students at the time of admission.

Committee members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment

## **34. Policy against Sexual Harassment**

### **1. Zero-Tolerance Policy towards Sexual Harassment.**

Sexual misconduct will be met with a strict disciplinary action. The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressed) Act,” in the year 2013. The act provides Protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for the matters connected therewith or Incidental thire to.

- 2. The guidelines explicitly state the following:** “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require.” educational institutions are also bound by the Supreme Court’s directive of 1997 and the 2013 Act. As directed by the act college has constituted a Committee called Women’s Grievance Redressal”.

### **3. Objectives:**

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women in college.
- To evolve a permanent mechanism for the prevention and Redressal of sexual Harassment cases and other acts of gender- based violence at the college.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

### **4. The Definition of Sexual Harassment:**

- According to The Sexual Harassment of Women at The Workplace (Prevention, Prohibition and Redressal) Act 2013, sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:
  - Physical contact and advances; or
  - A demand or request for sexual favours; or
  - Making sexually coloured remarks; or
  - Showing pornography; or
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):
  - When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
  - When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
  - Interfering with her work or creating an intimidating, offensive, or hostile environment for her.



- When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
- When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
- When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
- Teaching activities or explanation of various issues related to fertility, reproductive health and other research topics in a scientific manner will not be considered as harassment.

### **5. Constitution of the Internal Committee**

The college has a duly constituted anti sexual harassment cell which follows the UGC norms

The Committee shall consist of members, who shall be appointed by the General secretary as under, namely:

- A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.
- Two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- One member from amongst nonteaching staff or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- The term of each member shall be of three years. The previous committee members will continue till the new committee is constituted at the end of the year term or as decided by General Secretary.
- Provided that at least one-half of the total Member so nominated shall be women. In case a senior level woman employee is not available, the Presiding Officer shall be nominated from other units or administrative units of the workplace.

### **6. Status:**

The Internal Committee to Prevent Sexual Harassment of Women at the Workplace is empowered to carry out the mandate of the policy and has statutory power as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:

Summoning and enforcing the attendance of any person (Complainant/ Complainee /Witness) and examining him/her on OATH and recording the statements

- Requiring the discovery and production of valid Documents
- Any other matter which may be prescribed

#### 7. Power and Duties of the Committee:

The committee is NOT to act as moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non- consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a “victim” or “accused” should dress up or behave) affect their functioning as members of the committee. File a written complaint to the members in the committee or write an email- sanuj@gmail.com

### 35. Standard Operating Procedures for Prevention of Sexual Harassment:

Sexual harassment injects the most demeaning sexual stereotypes into the general work environment and always represents an intentional assault on a person’s innermost privacy.

#### ❖ What is Sexual Harassment?

According to the Supreme Court order, sexual harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually coloured remarks
- Display of pornography
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature. Basically it is any unwelcome words or actions of sexual nature.

#### ❖ Examples:

- Denial of payment or official approval in the absence of sexual favours
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Coloured jokes shared in the office that make others present feel uncomfortable.

MGV’s Arts, Science & Commerce College has a duly constituted anti sexual harassment cell which follows the UGC norms as detailed in the following website:

( [https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition\\_1.pdf](https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition_1.pdf) )

#### ❖ Functions of the Cell

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed;

- To advise complainants of the informal and formal means of resolution as specified by the Cell;
- To ensure the fair and timely resolution of sexual harassment complaints;
- To provide information regarding counselling and support services on our campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault;
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

The Cell seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do then we can create a campus that is free of sexual harassment. Simple respect for all on the campus community is thus the focus.

The Cell seeks to achieve these goals through:

**Dissemination of Information** – through production, distribution and circulation of printed materials, posters, displaying posters, boards etc.

**Awareness Workshops** – about sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.

**Counselling** – Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

❖ **Complaint Mechanism Procedure to file /report a complaint:**

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be forwarded to the trust committee.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

### **36. Standard Operating Procedures for other College Facilities:**

#### **❖ Classrooms**

All Class Rooms are cleaned every day before the classes commence.

- The Class Rooms are well knit and lighting facilities are regularly inspected.
- Most of the class rooms have white boards.
- Wi- Fi facility is available in all the classrooms.
- Many rooms are ICT enabled.LCD projectors are used to aid and improve the teachinglearning process.

#### **❖ Staff Room:**

Staff room should be equipped with Wi-Fi enabled facility with a peaceful and standard infrastructure

#### **❖ Seminar Hall: Should be equipped with**

- Audio-visual and recording facilities and an excellent sound system; and
- Projector screen, white board, and a podium.

#### **❖ Sports Complex:**

- Standard indoor and outdoor stadiums;
- Separate courts for Badminton, Basket Ball, Volley Ball, Judo and other sports;
- Separate room for Chess and Table Tennis;
- Hockey cum Football field; and
- Dedicated areas for Running track, Kho-Kho, Cricket, Basketball, Net Ball, High Jump and Long Jump.

#### **❖ Laboratories:**

- Standard departmental practical laboratories should be well equipped and furnished with standard LCD, ceiling fans and tube lights.

#### **❖ College Campus**

- Cleanliness of the college campus is maintained through duly appointed Safai Karamcharis.
- Strict schedules for cleaning corridors, Laboratories , pathways etc are adhered to.
- Washrooms are cleaned regularly.

#### **Maintenance of Garden**

Gardening committee is duly constituted by the Staff Council

- Duly appointed gardening staff maintains greenery in the college
- Regular watering of the plants and lawns.
- Pruning of trees and plants/shrubs as and when required.
- Regular mowing and sweeping of lawn.
- Removal of garden refuse from garden to the designated place.
- Plantation of seasonal flowers.

❖ **Health Centre:**

- Institute should have a basic health care unit with a visiting doctor and a provide medical assistance to needy students and staff members.

❖ **Parking:**

- Institutes should have separate parking lot in the campus as per vehicle categories with standard boards.

❖ **Waste Management: Institutions should -**

- Place separate standard bins for dry and wet waste at different locations in its premise; and Conduct waste management as per local government rules.

❖ **E-Waste Management:**

- Institution should have designated space for temporary storage of all electronic waste.

❖ **Campus Garden:**

- Institute should have standard, good looking garden wherein plants are labelled and which is maintained by a skilled gardener.

Chairman,  
College Development Committee  
S. P. H. Arts, Science and Commerce  
College, Nampur, Baglan, Nashik

Principal  
S. P. H. Arts, Science and Commerce  
College, Nampur, Baglan, Nashik

