HAND-BOOK

STANDARD OPERATING PROTOCOL

(Adocumentthat ensures qualityandconsistency in the Institute)

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SOPFORADMI SSIONPROCES S

SOPFORADMISSIONPROCESS

Objective:Toelaboratetheprocedureforstudentadmission.

Responsibility:
- Allteaching&non-teachingstaff
- HoDs
- AdmissionCell

Procedure:

Sl.	Activities	Responsibility
1.	Selection of faculty members to be put in charge of theadmissionprocess.	Principal,HoDs,
2.	FacilitatingAdmission	AdmissionCell
3.	Scrutiny of student's documents who are being asked by CET (common entrance Test) cell, Maharashtra to get their documents verified by nearest verifying center (Ideal Institute of Technology) before start of college allotment in different CAP rounds. Verifying center revert back to CET cell and informs that documents of the candidates have been verified. If any documents remained pending then it should be shown by candidate at the time of admission.Thereafter students are asked to fill the choice of colleges at pre-announced date slots.	AdmissionCell
4.	List of students who opt for admission in our college in different CAP rounds are shared by the CET cell. Students either come and join institute or move to next CAP round. Vacant seats are filled by other students who opted our institution for admission. The students who come for admission are counseled before being admission.	AdmissionCell
5.	Once the student took the admission. They are reported on the CET online site through institute's login. Which is known as "IN Process" Thereafter admission receipt is given to the candidate. Student has to get themselves enrolled at the MU (Mumbai University) within 15 days once the CAP round ends. And Its receipt is given to the parent institute as proof that enrollment of student is being done by Mumbai University. Collection ofcopies ofrelevant certificateandpaymentof fees is done. Identity	AdmissionCell &SystemAdmi nistrator

	card of enrolled student is done.	
6.	Intimationoforientationprogramforstudents.	Department coordinator, Admission Cell

DocumentstobecheckedatthetimeofAdmissionbyAdmissionCell:

- Original/DownloadedAdmit&RankCard(JEEMain/CET)
- OriginalAllotmentSheetfromJEE/CET(Asapplicable)
- AttestedXeroxofXth,XIIth certificate, caste certificate, domicile&Mark sheets
- 6 CopiesofColouredStamp SizePhotograph
- Medical,Eye&BloodGroupCertificate
- OriginalMigration/SchoolLeavingCertificate
- OriginalAffidavitsasprescribedbyAICTE(AntiRagging)
- IdentityProof(asapplicable)

EligibilityCriteriatobecheckedatthetimeofAdmissionbyAdmissionCell

Programme		Branch	Eligibility	Duration
B.TECH	I	CIVIL ENGINEERING	• Candidatesmustbeatleast17(seventeen)yearsofage.Thereisnoupperagelimit. CandidatesmustpassHigherSeconda ry(10+2)Examination of Maharashtra Higher Secondary Education orequivalentexaminationfromarecog nizedCouncil/Boardwith: • IndividualpassmarksinPhysicsandMat hematicsascompulsorysubjectsalon g with Chemistry/Biotechnology / Biology /ComputerScience) • Minimum of 45% marks in thePhysicsandMathematicsascompuls orysubjectsalongwithChemistry/Biotec hnology/Biology/ComputerScience)ta kentogetheraswellaspassin Englishwithaminimum of 30% marks in the saidqualifyingexamination. • ·Valid Rank of qualifying examination(CET-Maharashtra/JEE(Main)).	4YEARS
	II	COMPUTER SCIENCE & ENGINEERING		
	III	ELECTRICAL ENGINEERING		
	IV	ELECTRONICS & TELE-COMMUNICATION ENGINEERING		
	V	MECHANICAL ENGINEERING		
B.TECH-(LATERAL)(Scholarshipav ailable)	I	CIVIL ENGINEERING	• Candidates must be a Diploma Holder in Engineering from an AICTE approved institute with minimum of 45% marks, or B.Sc. Degree holder from a UGC recognized university with minimum 45% marks, with a valid Rank of CET (conducted by Maharashtra)	3YEARS
	II	COMPUTER SCIENCE & ENGINEERING		
	III	ELECTRICAL ENGINEERING		
	IV	ELECTRONICS & TELE-COMMUNICATION ENGINEERING		
	V	MECHANICAL ENGINEERING		

*Tobeamendedfromtimetotime.

SOPFORACADEMIC &ADMINISTRATIVEBODIES

SOPFORACADEMIC&ADMINISTRATIVEBODIES

Theorganizationhasawell-structuredadministrativesetup withGoverning Body asthe highestdecision-makingbodyalongwithotherfunctionalbodiesandcommittees to implement the vision and mission of the organization .

Sl.	Namesofacademic andadministrative bodies	Functionsandresponsibilities
1.	**Board of Governors** **(Governing council)**	Governing Body shall have powers to function subjectto the existing provisioninthebye-laws ofIdeal Foundation andruleslay downbythestategovernment/affiliateduniversity.Thefollowing arethefunctionsofGoverningBody: ✓ Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved ✓ Ensures Total Academic and Administrative Autonomy for achieving Short Term and Long Term objectives of the Institute. ✓ Governing Council makes all policy decisions, Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation Policy and Patent Policy etc., courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated. ✓ Approves the curriculum as recommended by the Academic Council. ✓ Approves new programs of study leading to degree. ✓ Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management ✓ All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. ✓ It administers the physical resources of the Institute. ✓ Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations. ✓ Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HoD and other Officers of the Institute in all matters of fundamental concern. ✓ Ratifies and resolves the minutes of Academic Council, BOS, Finance Committee and IQAC. ✓ ReviewstoapplyAccreditationsofdifferentregulatorybodies(NBA,NA AC,UGC, AICTEandMUetc.) ✓ Monitorsontheeffectivefunctioningofdifferentnonstatutorycommitteeso fthecollege

			✓ Encouragesandgivesdirectionstoapplyforfundsfromdifferentfundingagencies

Sl.	Names of academic and administrative bodies	Functions and responsibilities

2	**Academic Council**	✓ To promote the overall academic affairs of the institute.
		✓ To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards.
		✓ To consider matters of academic interest either on its own initiatives or at the insistence of the Governing Body and take proper action there on.
		✓ To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus and evaluation methods.
		✓ To introduce value added courses/ certificate courses which are required to meet industry needs.
		✓ To prescribe courses of study leading to undergraduate degree of the institute.
		✓ To develop the regulations for student's admission based on government policies.
		✓ To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university.
		✓ To maintain proper standards of the examination.
		✓ To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels
		✓ To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
		✓ To prescribe measures for departmental coordination
		✓ Ratifies and resolves the minutes of Board of Studies
		✓ To make recommendations to the governing council for the following:
		  i. Inception of new courses
		  ii. Initiate measures for improvements of standards of teaching, Training and research
		  iii. Institution of fellow ships, Travelling fellowships, scholarships, medals, prizes etc.
		  iv. Establishment or discontinuation of courses/centers and formulate bylaws guiding the academic functioning of the institute admissions and examinations.

Sl.	Namesofacademic andadministrative bodies	Functionsandresponsibilities

3	**FinanceCommittee**	The annual accounts and financial estimates of Institute shall beplacedbeforetheFinanceCommitteefor scrutiny and thereaftersubmittedtotheGoverningBodytogetherwiththe commentsoftheFinance Committeeforapproval.
		
		✓ TheFinanceCommitteeshallfixlimitsofthetotalrecurringexpenditurea ndthetotalnon-recurringexpenditurefor theyear basedontheincomeandresourcesoftheInstitute.
		                       Noe xpenditureshallbeincurredbytheInstituteinexcessofthelimits sofixed.
		✓ Noexpenditureotherthanthatprovidedinthebudgetshallbeincurredby theInstitutewithouttheapprovaloftheFinanceCommittee.
		✓ Toprovidethefinancialestimatesinrespectofbuildingand otherinfrastructural facilities that are planned to be provided based onthe recommendationsofInstituteDevelopmentCommittee.
		✓ Estimatestheincomefromfeesandothersources
		✓ EstimatesthefundreceivedfromUGC/AICTE/anyotherfundingagency Prepares plan of expenditure for running of the institution on day todaybasis
		✓ Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.
		✓ Proposesthebudgetforthefinancialyearforthedepartments andtheinstitute.
		✓ To consider audited accounts of the Institute and submits the audited accounts to GC.
		✓ TomakerecommendationstotheGoverningCouncilforthefollowingto:
		  i. AdvisetheGoverningBody on allfinancialmatters.
		  ii. To scrutinize the budget submitted by the different departmentsandmonitorthe utilizationofdepartmentbudget
		  iii. Proposethebudgetforthefinancialyearforthedepartmentsand institute
		  iv. Considerandsubmittheauditedaccounts.

Sl.	Names of academic and administrative bodies	Functions and responsibilities

4	**Boards of Studies**	✓ Design the syllabus implementation as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department
		✓ Prepares the contemporary syllabi for different value added programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national/ regional/ global developmental needs.
		✓ Approve the curriculum and its structure for all the programs of the department.
		✓ Advises innovative pedagogical methods teaching and evaluation methods
		✓ Suggest panel of names to the academic council for appointment of examiners
		✓ Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute.
		✓ To make recommendations to the Academic Council for the following:
		   i. Starting of new courses/value added courses
		   ii. Initiate measures for improvements of standards of teaching, Training and research

5	**Institute Development Committee**	✓ Plan, monitor and control of the academic/Developmental systems of all the Departments. ✓ Introduce innovations in Teaching, Learning and Evaluation practices. ✓ Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs curriculum revision or introduction of new disciplines. ✓ Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.

6	**Research Advisory Board**	✓ Identifyingthefundingagencies ✓ FinalizethrustareasforinstitutionalR&DprojectsIdentifyingtheResearchprojects ✓ Reviewtheprogressoftheresearchprojects ✓ Reviewofnew/existingCenterforExcellenceintheInstitute ✓ Efforts looking for additional resources for research infrastructure ✓ Contributing towards thedevelopmentofcurriculum.Recognizingrecent trendsinscience and technology ✓ Identifyingthethrust/emergingresearchareasandadvisesontheresearch processesandcurrenttechnologicalpractices.

Sl.	Namesofacademic andadministrative bodies	Functionsandresponsibilities
7	**Internal Quality Assurance Cell (IQAC)**	✓ Disseminationofinformationonvariousqualityparametersofhigheredu cation. Facilitating the creation of a learner-centric environment. ✓ Development and application of quality benchmarks /parametersforalltheacademicandadministrativeactivitiesofthe institution. ✓ ActingasanodalagencyoftheInstitutionforcoordinating quality-relatedactivities. ✓ Developmentofqualityconcernedcultureintheinstitute.
8	**StaffSelectio nCommittee**	✓ ProperlyscrutizeandshortlisttheapplicationsaspertheJobRequireme nts ✓ ConductthetestsandranktheapplicantsasperthetestscoresCond ucttheInterviewsandranktheapplicantsasperthe Interviewscores ✓ Makefinallistofselectedcandidatesandrecommendfortheapprovalbyt heGoverning Council. ✓ To selectthequalified,meritorious,talentedandefficientfaculty.Responsibl eforappointmentoftechnical,administrativeand otherstaff. ✓ To recommend the GoverningBodyfor approval/ratificationofappointmentsmadetodifferentpositions.
9	**PurchaseCo mmittee**	✓ Maintains the approval letters ✓ Collects the quotations from various vendors minimum three. Compares the prices from these quotations Finalizes the competitive prices ✓ Places the Purchase Order ✓ Settles the bills and submits the same for auditing purpose
10	**Examination Committee**	✓ PreparesrelevanttimetablesoftheInstitutebasedontheExaminationTim eTable ✓ PreparesanddisplayanoverallSupervisionDuty ListTheExamCommitteeshallholdapre-exammeetingtobriefthemembersoffacultywithregardtotheexaminati onproceduresand the role and responsibilities of A report of same shall be submitted to the Principal. ✓ Committee collects list ofexaminers for assessment and moderation of each subject from respective HODs. ✓ Ensures that the evaluation and moderation process is completed on time ✓ Prepares smooth conduct of Examinations, time– table schedules, Invigilation duty chart, Seat allotment in the Examination

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		halls etc.

Sl.	Names of academic and administrative bodies	Functions and responsibilities
10	**Examination Committee**	✓ Ensures that the entire exam related documents reach the university in time. ✓ Conducts Internal Assessment examination as per academic calendar. ✓ Distributes marks lists to the students after the results of various examinations received from the University. ✓ Processes all Circulars, Guidelines, Office Orders, Notifications received by the University

11	**Departmental AcademicCommittee(DAC)**	✓ Departmental academic Committee (DAC) is responsible for the academic audit of the department ✓ Plan, monitor and control of the academic system of the department ✓ DAC also will consider the recommendations of Departmental Development Committee that relate to any of the development that must include programs of study, change in syllabus, Laboratory up gradation and maintenance, introduction of new courses and make further recommendations to the Board of studies. ✓ Planning, monitoring and control of the academic system of the department concerned ✓ Procure the additional infrastructural facilities required for strengthening the department as per the suggestions of the DDC (Department Development Committee). ✓ Implementing the innovative practices in the Teaching and Learning methods ✓ Implementing the innovative practices in teaching and evaluation system Recommending for thee establishment of the New/Additional infrastructural facilities for the department ✓ Defines the educational objectives of the Department at all levels ✓ Keeps the quality of teaching and learning at all levels in the ✓ Department under review at all times Discussion on Industry visits ✓ ReviewsResultAnalysis ✓ ReviewonresearchproposalsfromdifferentfundingagenciesReviewonresearchpublications ✓ PreparationsrelatedtoNBA,NAACandUGCetc.BE Projects ✓ DecidesCertificateCourses

Sl.	Namesofacademic andadministrative bodies	Functionsandresponsibilities
12	DepartmentDevelopmentCommittee	✓ Collect feedback from all the stake holders viz. the students, staff, parents, Industry experts, academic peers etc regarding the course requirements, emerging trends and the corrections needed in the existing academic system and verifies whether it relates to the conduct of the course work or organizing the laboratories. ✓ Analyze the feedback and make reviews ✓ Review on FDP/Workshops/\conferences/Any Other Funding proposal to various funding agencies Review on Budget utilization ✓ Review on Infrastructure Reconstitution of Committees Result Analysis ✓ Recommend the following: 1. Changes to the syllabus 2. Introduction of the new courses c. 3. Upgrading the Laboratories 4. Introduction of the New laboratories 5. Recommending for the requirements of new infrastructural facilities to the department concerned.
13	ClassReviewCommittee	✓ Monitor the lesson plan Syllabus coverage/ ✓ Student attendance and Academic performance Assignments/ Tutorials/any other ✓ Industrial Visits ✓ Analyze the student Feedback ✓ Counsel the Course Coordinator in case of Poor Performance, the poor performance is reported to the principal, if the performance cannot be improved even after repeated counseling by the Committee.
14	Library & Information Resource Committee	✓ Collecting the requirements of the text books, reference books,journals from the departments and ensuring adequate number of copies are made available in the library as per norms. ✓ Planning and implementing the library automation, procedures, digital library development and usage. ✓ Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration. ✓ Conducting annual stock verification
15	Grievance Redressal Committee	✓ All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. ✓ Committee tries to settle the issues amicably in a time bound manner. ✓ Introduces a reasonable and reliable solution for grievances of various issues received from students/parents ✓ Ensures that the grievances are resolved on time impartially and

		confidentially

Sl.	Namesofacademic andadministrative bodies	Functionsandresponsibilities
16	**Anti-Ragging Committee**	✓ Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. ✓ Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points. ✓ Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. ✓ Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. ✓ Takes affidavits from the students and parents regarding Ragging during the Admission. ✓ Provides helpline details inside and outside college premises. Resolves the complaint received from the victim ✓ Verifies the facts through enquiry ✓ Awards disciplinary action against culprit.
17	**WomenCell**	✓ Eve teasing incidents in the campus and in the college buses. Inappropriate behavior towards women staff. ✓ Improper treatment of girl students ✓ Passing of unaesthetic and provocative comments and messages. ✓ Equips the female students, faculty and staff members with the knowledge of their legal rights. ✓ Safeguards the rights of female students, faculty and staffmembers. ✓ Provides a platform for listening to complaints and redressal of grievances
18	**DisciplinaryCommittee**	✓ Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the studentsin the institute premises ✓ Counsels the indiscipline students ✓ Counsels the students about ill-effects of ragging Enlights the students on the consequential administrative and legal implications. ✓ Monitors the movement of the students in the college and prevent students loitering around in the corridors during thecollege working hours. ✓ Ensures that all the students attend classes without bunking & prevent the students from leaving the college early ✓ Maintains proper discipline in the college canteen, student waiting area, corridors and canteen during the college working hours.

		✓ Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughoutthe student's community.

SI.	Names of academic and administrative bodies	Functions and responsibilities
19	**Editorial Board, IDEAL, The Annual Magazine**	✓ Gathers and sorts information under various headings Checks and edits the information ✓ Does proofreading ✓ Gives a final shape to the magazine ✓ Invites quotations from the printers, identifying printer ✓ Receives printed copies from printer and arranges for distribution
20	**Extra-Curricular & Co-Curricular Committee**	✓ The committee shall plan for creating the infrastructural facilities ✓ Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities ✓ The committee is responsible for: o Event planning ➢ Scheduling the events ➢ Budget planning ➢ Ensuring maximum possible participation ➢ Coordinating the student activities
21	**Sports Committee**	✓ To plan, conduct all sports in the college including competitions trained students for inter college and inter university, state and national level competitions ✓ Monitor and maintain the discipline in student players for up keep of all play grounds, sports equipment, ✓ For scheduling all the related activities without effecting the class/Lab work, examination schedules ✓ To give System of development of sports and extrac urricular activities ✓ To plan for all the infrastructural facilities required as per norms through Professor Incharge resources ✓ To plan and monitor the maintenance of all the infrastructural facilities related to sports and games ✓ To Organize competitions of Intramural, Republic Day Cup, Fresher's Day Cup, Independence Day cup etc., ✓ To Organize Inter collegiate tournaments. ✓ To Coach players to participate in All India Inter University and various Inter collegiate meets. ✓ To Organize Annual Sports Fest.

SI.	Namesofacademic andadministrative bodies	Functionsandresponsibilities
		(blank)
22	**Training &PlacementCom mittee**	✓ Collectsandmaintainsthestudentsdatabaseforthepurposeof T&Pactivities ✓ Doesthetrainingneedanalysisforallthirdyearstudents.Basingon thesame,plansforimpartingthenecessaryskillssuchassoftskills, hard skills and technical skills. ✓ Responsible for identifying placement opportunities acrossreputedorganizations. ✓ Arrange for interaction with industry and bridge the gapbetweenInstituteandindustry. ✓ Arranges for better conduct of industry – specific Trainingprogrammes ✓ Assists companies in the recruitment process by conductinginterviews,groupdiscussions,writtentestsetc.inthe Campus. ✓ Arrangesthespecialsessionsforprovidingthecontemporarytrendsandde velopmentinthetechnologiesandtoolstothe students ✓ The Training and placement Cell conducts lectures onpersonalitydevelopmentcommunicationskillsandconduct mocksessionsforimprovingpresentationskills.Plan,designs,andimpartsS oftskillstothestudents. Plan, designs and imparts personality development to thestudents.Plan,designsandfinishingschoolstothestudents. ✓ Coordinates with Training Officer for identifying thetrainingrequirementsrelatedtoSoftandcommunicationskills

23	**HostelCom mittee**	To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel
		✓ To supervise all facilities/amenities and their upkeep, receive complaints from students, redress of grievances etc.
		✓ To control, counsel the behavior of students in the hostel, monitor study schedules and patterns, etc.
		To plan for all the infrastructure facilities required as per
		Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel
		✓ Responsible for the receipts and the payments of the hostel

SI.	Namesofacademic andadministrative bodies	Functionsandresponsibilities
24	**AlumniCoordi nationCommit tee**	Responsiblefortheregistrationofalltheoutgoingstudentsasalumnime mbersandmaintenanceofthedatabase. ✓ Collectsandcompilesinformationofthedistinguishedalumni,viz.,theira chievements,progressandsuccessfulcareers. ✓ Maintainscontinuousinteractionwiththealumniandplansforutilizingt heirservicesfor thebenefitofpresentstudentsandtheinstitute. ✓ Establishesthenetworkofthealumniandpresentstudentsthroughsemin ars,guestlectures,workshopsetc. ✓ Responsibleforestablishingalumnichaptersandconductingtheirannua lmeetsfrequently. ✓ IdentifiesandforwardstheinformationtomainChapteratIIT wadaregardingtheAlumnioccupyinggoodpositionsinIndustry/ R&D/Academics/Businessetc. ✓ Host the alumni details on the Institute Website interacting withindividual HOD's through Institute Automation and update thesameregularly. ✓ Circulatesthedetailsofalumnitothepresentstudentsfortheirbenefit. ✓ Invites the Alumni in good professional position for guestlecturersunderdiscussionswithHOD. ✓ HostaWebSiteforonlineregistrationofAlumniaswellforfunninginform ation ✓ ForwardsinformationthroughE-News Letterandupdatethe YearlyCalendarofEvents. ✓ Receivessuggestionsfromthe Alumnithroughe-mailregardingtheneedforcurriculumupdating,Labupgradation,Impar ting anySpecialSkills, CareerOpportunities,AdmissionintoForeignUniversitiesetc.andforwa rdthesametotheconcernedHOD's/Principal/Management, ifanyactionneedstobetakenfromtheirside. ✓ Identifies Funding for Instituting Scholarships for deservingmeritoriousstudentsfromAlumni. ✓ CollectsFundstodevelopLibrary/Equipment/computer centers,Buildingsetc.

Sl.	Namesofacademic andadministrative bodies	Functionsandresponsibilities
25	IndustryInstituteInteractionCommittee	Arrangesindustrialvisits,internshipsandindustrialtours InvolvesindustrialexpertstobeoncollegeGoverningcouncil,Academicccouncil,BOS,DepartmentDevelopmentcommittees,TrainingandPlacementcommittee,etc. ✓ Fructifyingthetie-upsintoMOUswithindustryforthepurpose oftraining,placements,internships,forutilizingtheservicesforentrepreneurshipdevelopmentprograms Organizesstudent andFacultyTrainingattheIndustry Assists in bringing in sourcing live projects to be done by FinalYearB.TechandM.TechStudents Tie-upwiththeIndustrytoimplementVirtualdevelopment centerPlans and implements the Entrepreneur development programs withincampus. ✓ Assists in bringing the R&D Projects from ResearchOrganizations ✓ Guides in getting financial support from industry the R&DProjectsfromGovernmentalorganizationswhich include DST,CSIR,UGC,AICTEetc. ✓ Assists in bringing the R&D Projects from ResearchOrganizations ✓ Facilitates in marketing the consultancy services offered bydepartments
26	CanteenCommittee	✓ Tosupervise,takestepsforthemaintenanceofcanteenfacilitieswithhygiene ✓ Tomaintainand controlthequalityoffoodsuppliedinthe canteenTomodernize thecanteenequipmentandcookingprocedures ✓ Tocontrolandmakesuggestionstothecanteenmanagement ✓ Toplanfor alltheinfrastructure facilitiesrequired aspernormsthroughProfessorInchargeresourcesToplanandmonitorthe maintenanceofalltheinfrastructurefacilitiesrelatedtoCanteen ✓ TomaintainthecanteenpremisescleanandHygiene.
27	RTICommittee	✓ Facilitates the citizens to know about the organization or the matters related to the organization like budget, expenditure,employee's selection etc. ✓ Resolvesthe issuesreceivedfromaffiliatingUniversity

28	MinorityCell	✓ Plans to implement, coordinate and control all schemes related disadvantaged groups. ✓ Conductscoachingclassesforcompetitiveexamsandpreparesstudentsforprofessionalexaminations. ✓ Ensuresthe safeandsecureenvironmentforminoritiesProvides counseling for any emotional emergencies arising on account of any events in the institute
Sl.	**Namesofacademicandadministrativebodies**	**Functionsandresponsibilities**
29	**SC/ST AND OBC Cell**	✓ ResolvestheGrievancesofSC/STstudentsandemployeesoftheuniversityandrenderthemnecessaryhelpinsolvingtheiracademicaswellasadministrativeproblems. ✓ LooksaftertheworkrelatedtoSC/STsmattersandnoother workisassignedtotheCell. ✓ Ensurestheeffectiveimplementationoftheguidelines/policiesandprogrammesoftheGovernmentofIndia,UGCandStateGovernmentswithregardtobackwardcastes,classes andphysicallychallenged. ✓ Collectsdataregardingtheimplementationofthepoliciesinrespectof admissions, appointments to teaching and non- teaching positions intheinstituteandinformsthesametothedeservepeople. ✓ Giveswidepublicitythroughcircularstoallthefacultiesandinformsthestudentsaboutthevariousscholarships

3 SOPFORASSIGNMENTOFRESPONSIBILITIES
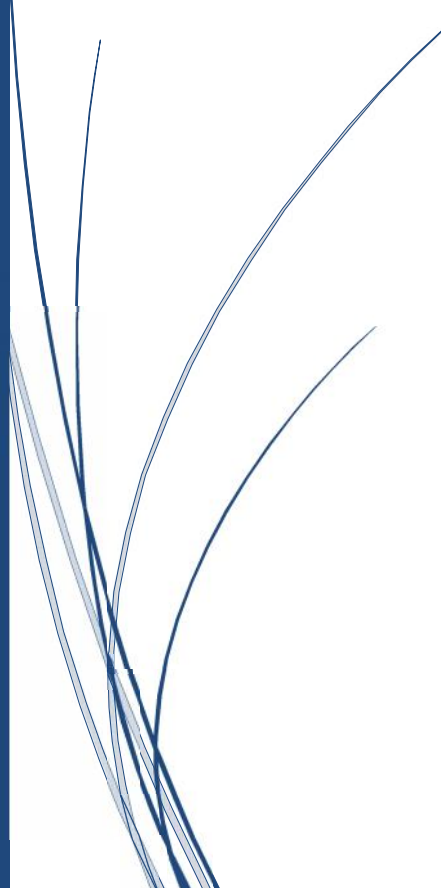
SOPFORASSIGNMENTOFRESPONSIBILITIES

Objective:Toelaboratetheprocedureforassigningrolesandresponsibilitiestostaffmember

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- HeadsoftherespectiveDepartments
- Registrar
- Principal

Procedure:

Sl.	Activities	Responsibility
1.	Listtherolesthatareneededforeachtaskintheprocedure	Principal,Registrar& HoDs
2.	Includetheresponsibilitiesforeachrole	Principal,Registrar& HoDs
3.	Rolestobeassignedtotheindividuals,andalistforassignment ofdifferentrolestobeprepared.	HoDs
4.	Assignroletodifferentmembersbasedontheirknowledgean dexperience.	HoDs
5.	Reviewtherolesofstaffmemberperiodicallyandrotate.	Principal,Registrar& HoDs

4 SOPFORBRAN DINGOFANINS TITUTION

SOPFORBRANDINGOFANINSTITUTION

Objective:ToelaboratetheprocedurefortheresponsibilitytobecarriedouttobrandtheInstitute.

Resource:

- Updated curriculum
- Performanceof thestudents (Co-curricular&Extracurricular)
- Conductionofevents
- Performanceofthefaculty
- Researchproposal/funding
- Magazine/newsletter
- Focusingonpublicrelation(Industryandforeignprofessorconnect)
- Resourcesandnewfacilities

Procedure:

A. UpdatedCurriculum
- AssigningBOSmembers (shouldbe frombothacademicsandindustries)
- SendingmailsregardingBOSmeeting
- ConductionofBOSmeeting
- Revisethesyllabus
- Implementation
- Budget

B. Conductingevents indepartmentlevel
- Proposalabouttheeventwhichistobeconducted
- ApprovalfromPrincipalandHeadoftheDepartment
- Formationofvariouscommittees
- Assigningofcoordinators
- Meetingwithcoordinators
- Budgetallocationandresourceperson
- Sponsorship
- Preparationofagenda

Researchproposal/funding

Research and teaching go hand in hand in all academic institutes of excellence. It helpsImproving the quality and standards of imparting engineering education in the country.Throughvariousresearchactivities,aninstitutecanbebrandedpositively.

Thefollowingare tobe carriedoutinresearchactivities:
- Publicationsofresearchpapersinconferences
- Publicationsof researchpapersinreputedjournals
- Research proposalsandfunding

SOP

- Thereshouldbeatargetforpublishingaresearchpaperbythefacultymembers.
- Afacultymustbeprovidedwithsomebenefitsfromtheinstitute.
- Afacultyortheteamoffacultymemberscansubmittheirproposalbasedontheirresearchinterest.
- Researchproposalwillhelptogetfundsfrom fundingagencies.
- Applyforproject/workshop/seminar/FDPproposalaspertheinstructiongivenbythefundingagencies
- GetapprovalfromHOD&Principal
- Budgetallocation
- Detailsofresourcepersonsmustbesubmitted

Magazine/newsletter

A magazineandNewsletterisa publication,usuallya periodicalpublication, whichisprinted or electronicallypublished (sometimesreferredtoasan onlinemagazine).Magazines are generally published on a regular schedule and contain a variety of content.They have variety of information about the institute. Through the magazines the qualitiessuchasteachinglearningprocess,laboratoryfacilities,co-curricularactivitiescarriedout,studentparticipationinvariousevents,prizewinnersandetc.

Allfacultycan beallotted forthis
- Allthefacultymustfurnishthedetailstohim/herperiodically
- All thedetailsmustbeverifiedbythehead
- Newsletter can be published oncein a semester and magazine can bepublishedonceinayear.
- Acopyofperiodicalsmust bekept inallthedepartments.

C. Focusingonpublicrelation(Industryandforeignprofessorconnect)

The main objective of focusing on public relation is to make our students industry readyandgetplaced ina core based companies. Each departmentin the institute involves intheindustryconnectbasedontheirdiscipline.

- Identificationofcoreindustries
- Makeacontactoverphoneoremailandaskforindustrialvisit,in-planttraining,internshipandguestlectures.
- Itwillhelpthestudentstoprojectthemanditwillhelpforbetterplacement.

Performanceofthefaculty

Faculty members play an extraordinary part in the lives of students for the formative yearsoftheirdevelopmentandtheimportanceoffacultiesissomethingthatcannotbeunderstated.Theyinvolvethemselvesinmoldingtheirstudentsintoresponsible citizensoftheircountry.

Faculty members should involve in various activities so that they can contribute to thedevelopmentofinstitution.

D. Performanceof thestudents

Performanceofthestudentinco-curricular&extra-curricularactivitiestobehighlighted.

5

SOPFORCOMP ETENCIE

SOPFORCOMPETENCIES

Objective:Toelaboratetheprocedureforimprovingcompetenciesofindividualstaffme
mber.

Responsibility:
- Alltheteachingstaffmembers
- HeadsoftherespectiveDepartments

Sl.	Activities	Responsibility	Target Dates
1.	Identifytherecenttrendsandareatoimprovethemselves	Faculty Member	Asandwhenrequired
2.	Periodic Checking of Conferences, Seminar,FDP, Workshop, Hands – on Training etc., onthecorrespondingfield/area		
3.	Ifidentified,GettheApprovalfromrespectiveHODsandPrincipal		
4.	AttendtherespectiveProgram		
5.	Prepare a Write-up and delivery a seminarregardingtheprogramattended.		
6.	Sharetheknowledgewiththestudents.		
7.	Listed are the ways with which a faculty canimprovethecompetencylevel: • FacultyDevelopmentPrograms • Seminars, • Workshops, • Conferences, • Guestlectures, • OnlineCourses, • CertificationCourses, • Publications, • ResearchWork, • ProposalstoFundingAgencies • IndustrialTraining • Short–TermCoursesetc.		

6

SOPFORCOND UCTIONOFMEE TING
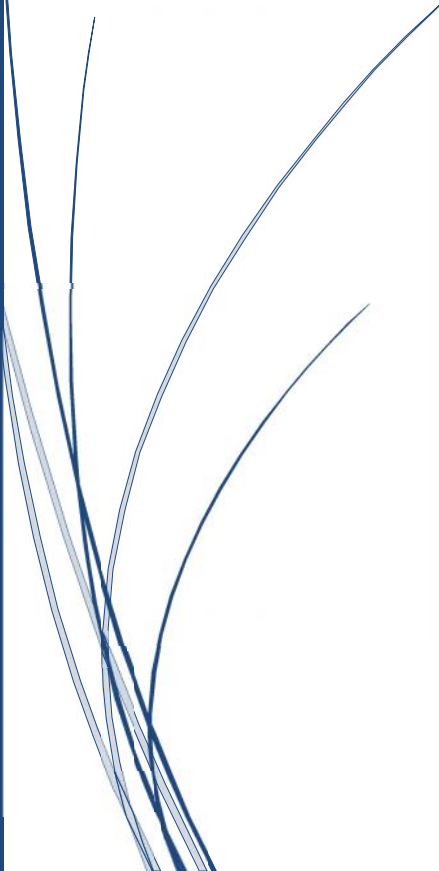
SOP FORCONDUCTIONOFMEETING

Objective:

a) Todetailtheagendaandthepurposeofthemeeting
b) Tocollaboratewithstaffondevelopingnormsforexpectedbehavior

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- HeadsoftherespectiveDepartments
- Deans

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1	PreparationofAgendaforthemeeting	Dean&HoD	Before2days
2	PostingtheAgendatoalltheteaching/non-teachingfacultymembers	HOD	Before2days
3	Preparationofmaterialsthatisrequiredforthe discussioninthemeeting	HoD& Members	Beforethe meeting
4	Makingarrangementsuch thattheyareunoccupiedat thetimeofmeeting	HoD&Members	Aday before
5	Availabilityofthefixedvenue&arrangementofchairs shouldbemade	Attenders	Aday before
6	AReminder forthemeeting	HOD	TheDay morning
7	ArrivalofmembersandHODtothe venue	HoD&Members	Before10 minutes
8	Commencement of the discussion based on the Agendawithgeneralgreeting.(Adheringstrictlytotheagenda)	HoD&FacultyMembers	Ontime
9	TakingMinutes	Assignedperson	Duringthe meeting
10	Work allotmentsthatismadein thediscussionshouldbenoted	Concerne dmember s	During themeetin g
11	Generaldiscussions&suggestions	Dean,HoD&Members	Lastsessionofthemeeting
12	Refreshmentscanbeprovidedtoattendees	Attenders	Lastsessionofthemeeting
13	Endingofthemeeting	HOD	Ontime
14	Makingofminutes in bothsoft &hardcopy	Assignedperson	Nextdayof the meeting
15	Distributing/emailingtheminutestoallthepresentand absentee members along with a copy to Principal &Registrar.	Assignedperson	Next day of themeeting
16	MinutesbeenacknowledgedbyHOD&faculty&staffmembers	Dean,HOD&Members	Next day of themeeting

17	Filetheminutes	Assignedperson	Next day of themeeting

7

SOPFORENVIRONMENTMANAGEMENTSYSTEM

SOP FOR ENVIRONMENT MANAGEMENT SYSTEM

Purpose

To improve environmental performance of the Institution.

Environmental Management System (EMS) refers to the management of an organization's environmental programs in a comprehensive, systematic, planned and documented manner. It includes planning, resource development, and implementing and maintaining policy for environmental protection.

Scope

This SOP lays down guidelines to be followed for handling the generated waste such as planning, sensitization of all stakeholders for active participation, segregation of waste as per the norms and treatment in accordance with the principle of 'Refuse, Reuse, Recycle, Recover and Regenerate' to achieve the goal of Eco-friendly and Eco-Sensitive Campus.

1. **GreenCampus:**

The purpose of green campus is to reduce and control the carbon emission through proper management of spaces by developing and maintaining gardens/trees and their refuse. (*Annexure A*)

2. **CollectionandSegregationandofGeneratedWaste:**

Three type of waste are mainly generated in the institutes viz. electronic waste (e-waste), chemical waste and biomedical waste, along with paper and plant waste. (*Annexure B*)

3. **HandlingDryWaste:**

Dry waste collected from each source will be taken to the processing yard and further segregated as metals, bottles, plastic, etc. The segregated dry waste will be sent to recycling units or sold to agencies handling such materials. After resource recovery level segregation, the residue from the dry waste will be sent for incineration in an eco-friendly incinerator. This process, depending on quantum of waste, can be leveraged for generation of electrical energy by use of some simple technologies.

4. **HandlingWetWaste**:

Wet waste aggregated from various sources shall be sent for processing to produce bio-gas through aerobic or anaerobic processes as designated in the plan. It may also be sent for composting via appropriate composting techniques. The success of the campaign is determined by effective segregation of wet waste at source, proper collection/aggregation without mixing and effective treatment.

(*AnnexureC*)

5. HandlingHazardousMaterials:

After recovering the items that can be recycled / or sold to the recyclers, the residual rejectwhichwouldmainlyconsistofhazardousmaterialistobesentforincinerationortodesignated,scientificallypreparedsanitarylandfills.
(*AnnexureD*)

6. TreatmentofBiomedicalWaste:

Segregated biomedical waste will be collected in colored bags / appropriate containers inthepremisesinasafe,ventilatedandsecuredlocationbeforesendingtocommonBiomedical Waste Treatment and Disposal Facility operated by specialists as approved by the statutorybody.

7. HandlingofElectronicwaste(e-waste):

Electronic waste is generated almost by every department. There should be a provision ofcollection of e- waste at a designated place in the institute. All the e-waste collected shouldbeauditedpriortodisposal.
(*AnnexureE*)

8. E-governance:

Staffandstudentsshouldbeeducatedtominimizetheuseofpaperforalltypesofcommunications unless very important. The institutes should instead use e-communicationsystemssuchasemailandotherelectronicmediaforcommunication.

9. PaperWaste:

Paper waste generated from all institutes should be collected by the care taker and handedovertothecentralagencyresponsibleforrecycling ofpaper wasteafterrelevant audit.

10. BicycleandPedestrianMasterPlan:

Should be drawn by the campus authorities to create a pedestrian-friendly campus thatencourageswalkingandbiking.

11. EnergyandWaterEfficiency:

Proper operation and maintenance of buildings and grounds improves energy and waterefficiency. Proper use of material resources ensures occupant health and well-beingatworkspaces and residences. Such practices will eventually help attain energy and waterefficiencyandsustainability.
(*AnnexureF*)

12. DiningFacilities:

• Createandimplementnewproductsandprogramsthatdecreasethewastestream;
• Minimizefoodwasteatthefoodpreparationandconsumptionstages;

- Provide composting and recycling bins in kitchen and seating areas;

- Encourageuseofreusableitemssuchasshoppingbags,take-outcontainers,cupsandutensils;
- Designandimplementprogramstochannelizefoodwasteduringboth,foodpreparationand diningevents.

13. AwarenessGenerationandStakeholder Involvement:

Enabling an eco-friendly campus requires effective participation from all the stakeholders.Possible stakeholders are all residents, officials working, visitors, students, maintenancestaffandotherpersonnelofferingvariousservicesonthecampus.
(Annexure G)

14. GivingbacktoSociety:

All stakeholders should interact with the societyin the surrounding areas. Institute shouldimplementcertainsocially beneficial eco friendly activities such as cleanliness drives,
treeplantationevents,creatingwaterresources,providingalternativesourcesofenergy,adopti ngavillageetc.atleastonceayearandmaintainproperrecordsforthesame.

ANNEXURE

ANNEXUREA:
GREENCAMPUS

Purpose
Greencampusmanagementisanoperationalpracticedevelopedtocontrolpollutantdischarges byusingroutinemaintenanceproceduresformowing and debriscontrol.

Maintenance of Garden/Green

AreaSTEP1:Plants/TreeCare

- Regularwatering of plantsandlawns.
- Pruning of trees and plants/shrubs as andwhen required. Regular mowing andsweepingoflawn.
- Removalofgardenrefusefromgardentothedesignatedplace.Conversionofgardengar bage to compost its use as manure. Encourage plantation of seasonal flowers andtrees.
- Reportdamage/compromisetolandscapeareasorbareareasvoidofvegetationthatma yresult in sediment being transported osite;preparea repair scheduleandimplementrepairs.

STEP2:LawnCareandSignageinGarden

Propermaintenanceofgarden
benches,ifany.Educatestudentstorespecttheutilityofthelawns.Classifytreesandplantsbyprop ersignage.

ANNEXUREB:
COLLECTIONANDSEGREGATIONANDOFGENERATEDWASTE

- SayNOtoPlastics:Thefirstandmostcriticalelementforsuccessofwastemanagement is the rejection of non-biodegradable materials such as plastic coversandplasticbottles.
- Say Yes to Plastic Alternatives: Instead of plastic, utilize biodegradable materialssuchasclothbags,jutebaskets,reusablebags,reusableglassbottlesetc.
- ProcessforReplacingPlasticBottlesandBags:
- Assessthecurrentusageofplasticbottlesandbagsthroughasurveyform,observationfr omthecollectedwasteandgeneralusageacrosstheinstitutions.

- Deliver a one week notice to everyone in the institution to eliminate all their currentnon-recyclableplasticbottlesandbagsaswellastobanthecarryingofplasticbottlesorbagso nthecampus.

- Arrange collection points at all convenient locations to collect discarded bottles andbags.
- Arrangeclothandpaperbagcountersacrosstheinstitutionforanyonetopurchaseifrequired.
- ThePrinciplesof'Refuse'and'Reuse'willbepromotedforeliminatingusageofplasticintheInstitutions.
- AllthebagswillbecheckedattheentrancesoftheInstitutionforanypossibleplasticbags or bottles being brought in and have them replaced with paper, cloth or jute bags.Reject any plastic bags being provided and use your own non-plastic bags instead. Ahandmadepaperunitmaybesetupinthecampusforsellingpaperbags.
- Segregation of Generated Waste: Segregation of the waste at source i.e. primarysegregation will beexecuted at the laboratory, household, hostel kitchen, hosteldininghalls,andcanteenlevels.
- Appropriate bins should be placed at every feasible location in Institutions i.e. wetwaste in green bin, recyclable waste in blue bin, and hazardous waste in the red bin.Have a hazardous materials logo on the red bin to prevent its use for disposing e-waste.

ANNEXUREC:
HANDLINGWETWASTE:
- Waste, particularly from kitchen, such as vegetable refuses, food scraps, etc. is wetwaste.Wetwasteistobesentfor compostingusingaerobic or anaerobic methods.
- Aerobic Method:Windrowcomposting, vermi-composting, andaresomeofthepopularmethods.

ANNEXURED:
HANDLINGHAZARDOUSMATERIALS
- PreparationofSanitaryLandfill
- Landfillneedstobescientificallypreparedwithoutaectinggroundwaterandenvironment.
- Certain types of non-bio-degradable wastes that cannot be recycled are to be sent tosanitary landfills. The main consideration while planningfor a sanitary landfill ispreventionofnegativeimpactsonhumanhealthandenvironment.
- A low-lying site away from humansettlement is to be selected, a gravel bedis madesoastopreventleachingtoandcontaminationofthesurroundingsoil.
- After every filling or at periodicalintervals, a sandcap or clay cap shouldbe placedoverthedepositedmaterialtopreventsgasessuchasmethane/carbondioxidefromcausingairpollution.

OR
- Hazardous chemical waste should be collected periodically and the institute shouldassignthe disposal of this wasteto a vendorwho specializes in proper

disposal of hazardous waste materials.

ANNEXURE E
HANDLING OF ELECTRONIC WASTE (E-WASTE):

1. Prepare Material Recovery Facility (MRF)

Each Institution to have one Material Recovery Facility (MRF) where non compostable waste can be temporarily stored in order to facilitate segregation.
Sorting and recovery of recyclables from various components of waste by authorized informal sector of waste pickers, recyclers or any other work force should be engaged by the Institution for the purpose before the waste is delivered or taken up for its processing or disposal.

OR

2. Extended Producer Responsibility (EPR)

One way is as mooted by the E-Waste Management Rules – 2016 i.e. Extended Producer Responsibility (EPR). Under EPR, manufacturers of computers and other electronic items should take back end of life products.
If some producers/manufacturers want to appoint a 'Producer Responsibility Organization' which on behalf of manufacturers, collect, dismantle and recycle end-of-life products that can be opted. Institution shall use such facility for the disposal of e-waste.

OR

3. The e-waste generated should be collected periodically by the institute and should assign the disposal of this waste to a vendor who has specialization in proper disposal of hazardous waste materials.

ANNEXURE F
ENERGY AND WATER EFFICIENCY

    a. Building Occupant Behavior

• Turn off laboratory equipment, lights, window air conditioners and/or any other energy consuming equipment when not in use;
• Shut fume hood sashes to appropriate safety levels when not in use;
• Turn off lights and equipment in common areas at the end of the work day and over the weekend;

- Turnoffpersonalcomputersandequipmentattheendoftheworkdayandovertheweekend;
- Utilizedevicesthatpowerdownautomaticallywhennotinuse;

- Closewindowsanddoorsofconditionedspaceswhenthebuildingisheatingorcooling;
- Usetasklightinganddaylightingforoceworkratherthanoverheadlightingwheneverpossible;and
- Theuseofpersonalelectricheatersinbuildings isprohibitedunlessauthorizedbyFacilitiesOperations.

b. Lighting

- Minimizeinteriorandexteriordecorativelighting;
- Utilizein-boardandout-boardswitchingforlightingfixtures;
- Projectdesignmustmaximize use of day lightinganddaylightingcontrols; and
- Disconnectallbeveragevendingmachinelampsandspecifyuseofenergysavingvendingmiserdevices.

c. WaterEfficiency

- Utilizewater capturingand/orreusesystems,such asstormwater collectionandHVACcondensaterecovery,fornon-potableuses;
- Uselowwateruseflushvalvesandflowrestrictorsonfaucetsandshowersinshowerfacilities,labs,andrestrooms;
- Donotusesingle- passcoolingwaterformechanicalequipmentinnewconstructionorremodels;
- Eliminateexistingequipmentthatusessingle-passcoolingwatersystems;and
- Reportwaterleaks,drippingfaucets andfixtures thatdonotshuto totheFacilitiesCustomerServiceCenter.

d. RenewableEnergy
- Campus should support the development and installation of renewable energy sources oncampus.

e. HousekeepingPractices

- Use eco-friendlychemicalproducts that meetor exceed standards set forth by statutorybodies;
- Useproductsthatcontainnocarcinogens,reproductivetoxins,heavymetalsorphosphates; have low VOC content; are readily biodegradable and nontoxicto humans andaquaticlife;
- Usechemicaldispensingstationsthatpre- measurechemicalsandmixwithwaterintendedforequipment toprotectworkersafety andreducewateruse;
- Usecleaningequipmentthatreducesnoiselevels,improvesoverallindoorairquality,andimprovesworkersafety;

- Supplieswillbeselectedtominimizewasteatthesource,promoteuseofrecycledmaterial, andtoallowthematerialstoberecycledfollowinguse;
- Supplieswillbeselectedtoreducetheuseofpotablewater; and

- Provideon-the-jobtrainingforhousekeepingstatoensurecontinuousdeliveryofacleanandhealthyenvironmentforbuildingoccupants.

  f. Theprocurementofthefollowingisdiscouragedtothemaximumextentfeasibleandwithinlimitationofexistinglawsandregulations:

- Asbestos-containingmaterials
- Mercury-containingmaterials
- Chlorofluorocarbons(CFCs)
- Hazardoussubstancesrequiringspecialhandlinganddisposal
- Polystyreneproductsandpackaging

  g. ActivelypromotethereuseofsurpluspropertyavailableattheSurplusPropertyasanalternativetoprocurementofnewproducts.

  h. Transportation

- Sustainabilitymeasuresshould includeensuringsafetyandaccessibility forallpedestrians,bicyclists,transitriders,parkingcustomersandvisitorswhousethesystem;
- Forstudentsandemployees,thecampusshouldpromotetransitandothertransportationalternativestoreducesingleoccupancyvehicletripstoandfromand aroundcampus.

ANNEXUREG
AWARENESSGENERATIONANDSTAKEHOLDERINVOLVEMENT

Dependingonthetypeofstakeholders,appropriatestrategyandawarenesscreationshallbeimplemented.Thebroadstepswillbeasfollows:

- Preparationanddisplayofawarenessmaterial,andcontinuousawarenessgenerationactivitiesforeachstakeholdergroup;
- Launchingawareness generation activities including road shows,skits, posters,pamphlets,groupmeetings,andassemblyannouncements,etc.;
- Display adequate sign boards at appropriate locationsacross the Institution topromptaction and thereby lead to continuous involvementof all the stakeholdersfortheplantobesuccessful;
- Continuingactivitiesatregularintervalstodrivethefocusandkeepupthemomentum;and
- All members in the campus must be encouraged to participate in competitions suchas gardening and beautification of lanes.This will encourage residents to

developkitchen gardens and use wastewater for the same thereby creating a cleanandgreencampus.

8

SOPFORFEES COLLECTION

SOPFORFEESCOLLECTION

Objective:Toelaboratetheprocedureforfeescollection.

Responsibility:
- AccountsOffice
- HoD
- Registrar
- Principal

Procedure:

Sl.	Activities	Responsibility	Targetdates/days
1.	Preparation of fees structure for theacademicyearfortherespectiveyearsofcourseofstudy	Managing Trustee,IdealGroup	By25thMayforoddsem&by 25th November for evensem.
2.	Intimating fees details through NoticefromtheOfficeofPrincipalorRegistrar	Principal/ Registrar	On1stJuneforodd&On 1stDecemberforevensem.
3.	Preparing the details of the fees paidin the current semester by accountsandsharingforfollowup.	Accounts	On1stJulyforOddSem&1st JanuaryforEvenSem.
4.	Follow up for the feespayment	HOD&Mentor	2ndweekof July /January
5.	Submission of fees collection reporttotheprincipal	Accounts	30thJuly/30thJanuary
6.	Followupwiththestudentstopayfees withlatefine	HOD&Mentor	30thSeptember/30thMarchforfeespayment.
7.	Submission of fees collection reporttotheprincipal	Accounts	30thNovember/30thMay

9 SOPFORINTER NALACADEMI CAUDIT

SOPFORINTERNALACADEMICAUDIT

Objective:

TheprocessofAcademicAuditing intendstomonitorandenhancethequalityoftechnical education through proper guidelines for both teaching faculty and students,soastoensurequalifiedengineers/researcherspassingoutfromEngineeringIns titutions.

Responsibility:

       Alltheteachingandnon-teachingstaffmembers.
       HeadsoftherespectiveDepartments
       Dean

Procedure:

Sl.	Activities	Responsibilities	Targetdates
1	Deputefacultymemberstomaintain andconsolidatetherequiredfiles	AllHODs	1stweekofJune
2	Deputefacultymemberstoensureacademicaccount abilityandsafeguardfunctionalitiesoftechnicaleduc ation.	AllHODs	1stweekofJune
3	Prepare the of files to bemaintained listaspern ormsofNBA	Dean&AllHODs	2nd week ofJune
4	Presents the objectives of academicauditing,the process of internal and external evaluationofcourses,major/miniprojects,semin ars,delivery of P/F courses , overall discipline andacademic functioning of the institution, dutiesandresponsibilitiesoffacultymembers,Re searchandconsultancyandclass/coursecommitt ees	AllHODsandallfa cultymembers	2nd weekofJune
5	Mock preparationby Dept.	Alltheteaching andnon- teachingstaffmem bersofthedepartme nt	3rd week ofJune
6	Conductinternalauditdepartmentwise.	Deputed internalauditor,D eanandHODs	4thweekofJune
7	Approvalofauditedreports.	Deputed internalauditor	1st weekofJ

			uly
8	Grievancescanberectified&updated.	HODsandallfacu ltymembers	2nd weekofJ uly

10

SOPFORINDUS TRYINSTITUTE PARTNERSHIPC ELL

SOPFORINDUSTRYINSTITUTEPARTNERSHIPCELL(IIPC)

Purpose:

Industry Institute partnership cell (IIPC) is established for bridge thegap between theinstituteandindustryandthusenhancingtherelationshipamongeachother.

This cell identifies the industrial expectation and promotes institutional preparation formeeting industrial needs by facilitating sponsored R&D projects, seminars, workshops andvariousotherindustrialtrainingprogrammes.

Objective:

Theaimofthecellistomakeaneffectivecontributiontoeducationalsystemidentifyingthegapbetweenacademiccurriculumandneedoftheindustry.

Industry Institute partnership promotes in equipping faculty to latest practices and makesthe students industry-ready by providing exposure to current industry practices and honetheirskillstoadaptchangingtechnologies.

TheprimaryfocusofIIPCistointeractwitheliteindustriesacrossthecountryandestablishpartnershipthem.

SuggestedActivitiesoftheCell:

The institute has set up an Industry-Institute Partnership Cell to carry out the followingactivities:

BridgingthegapbetweenIndustry-Institutebyinteractiveprograms
Promotingapartnershipapproachtowardsmobilizingindustrialpersonnel.
Toarrangeforstudents'industrialvisit.
Organizingseminars,symposium,exhibitionsandworkshopsbothforfacultiesandstudents in cuttingedgetechnologies tocater tothecurrentneedoftheindustry.
Toarrange industrialtrainingforstudentsandfacultymembers.
ToidentifytheopportunitiesforstudentprojectworkinIndustries.
Toencouragethedepartmentleveltie-upsorMoUwithIndustriesforthemutualbenefit.
Topromoteconsultancyactivitiesandresearchanddevelopmentalactivitieswithindustry.
Toenrichtheteachinglearningprocessthroughidentifiedindustrialgap.
Toinviteindustryexpertsforguestlectures,seminarsBrain-stormingsessionsandexpertisesharing.

Roles&Responsibilities

- **Coordinator:**
  To initiate different collaboration with industries at institute level by identifying theindustrialexpectationandpromotinginstitutionalpreparationformeetingindustri alneeds by facilitating project work, seminars, workshops and various other industrialtrainingprogrammes.

- **CommitteeMembers:**
  ToidentifythegapinthecurriculumkeepinginmindtheProgramSpecificOutcomeof their respective department and cater to them by initiating different events,workshop,industryvisitetc. incollaborationwith differentindustries.

- **StudentMembers:**
  Toidentifytheneedoftheindustryandcurrenttrendbygettingtherequirementfrom the students for initiating different events, workshop in collaboration withdifferentindustries.

CommitteeComposition

AdvisoryCommittee

Principal–Chairman
DeanR&D–Member
HOD's–Member
RepresentativesfromIndustries–Member
RepresentativesfromCII–Member
AlumniEntrepreneur–Member
RepresentativefromIndustryAssociations/Entrepreneurs–Member
RepresentativesfromreputedR&Dinstitutionsoftheregion–Member
TrainingandPlacementOfficer–Member
ChiefCoordinatoroftheCell-Convener

InternalCommittee

Coordinators
Faculty membersfromeachdepartment
Studentmembers from eachdepartment

Meeting

TheAdvisorycommitteeshouldmeettwice inayear.

SampleE-mailtobesharedwithIndustryPersontoinvitethemtobememberofIIPCCell, Ideal .

Sub:InvitationtobeBoardMemberofIIPC, IIT

DearSir,

GreetingsfromIdeal institute of Technology ...!!!

IampleasedtoinviteyoutobeamemberofourIndustryInstitutePartnershipCell(IIPC).

IndustryInstitutePartnershipCellofIdeal Instituteisestablishedtobridgethegapbetweentheinstituteandindustryandthusenhancingtherelationshipamongeachother.

TheprimaryfocusofIIPC,IITistointeractwitheliteindustriesacrossthecountryandestablishpartnershipthem.

FunctionoftheCell

TheinstitutehassetupanIndustry-InstitutePartnershipCellwiththefollowingobjectives:

· BridgingthegapbetweenIndustry-Institutebyinteractiveprograms
· Promotingapartnershipapproachtowardsmobilizingindustrialpersonnel.
· Toarrangefor students'industrialvisit.
· Organizing seminars, symposium, exhibitions and workshops both for facultiesandstudentsincuttingedgetechnologiestocatertothecurrentneedoftheindustry.
· To arrangeindustrial trainingforstudentsandfacultymembers.
· ToidentifytheopportunitiesforstudentprojectworkinIndustries.
· Toencouragetie-upsorMoUswithIndustriesforthemutualbenefit.
· Topromoteconsultancyactivitiesandresearchanddevelopmentalactivitieswithindustry.
· Toenrichtheteaching-learningprocessthroughtheidentifiedindustrialgap.
· To invite industry experts for guest lectures, seminars Brain-storming sessionsandexpertisesharing.

Requestingyoutokindlyacceptourinvitation.

Thanks&Regards,

NameoftheCoordinatorofIIPCDesignation,
Ideal Institute of
TechnologyContactDetails:

Note:Thesampleformatisindicativeonly.Appropriateamendmentsmaybeincorporated.

SampleFormatofMoUMEMORANDUMOFUNDERSTANDING

TheMOUismadeonthedd/mm/yyyybetween:-

(1) NameoftheIndustry
Address
Hereinaftercalled abv.

And

(2) Ideal Institute of Technology
Posheri, Wada, Dist-Palghar
Maharashtra 421303
HereinaftercalledIIT wada

This Memorandum of Understanding (MOU) sets for the terms and understandingbetweenthe_____ofIIT wadaand_____oftoestablished IndustryInstitutioncollaborationproject.

Background

Brief about the industry..

Ideal Institute of Technology(IIT wada) is an engineering college located in Maharashtra,India.Thecollegewasestablishedin2000. It is affiliated to Mumbai University (MU). The institution is approved by AllIndiaCouncilforTechnicalEducation(AICTE).

Purpose

This MOUshall undertakethe followingactivities:-

- wouldallowtheindustrialvisitsofstudents(IIT wada)forhalf/fulldaytoprovidethemwithanexposuretovariousequipment,instrumentavailableat_____.
- willconduct Workshop/Seminar atIIT wada
- willconductGroomingSessionatIIT wada
- IIT wadaand _____shallmakeprovisionstosharetheirrespectivefacilitiesinordertopromoteacademicandresearchinteractionintheareasofcooperation.
- PracticaltrainingofIIT wadastudentsat_____.
- Jointguidance of studentprojects/thesis.

- IIT   wadafacultymember/sor
  _____ cansharetheirconsultancyforproduct/processm
  odification, modernization,troubleshooting,etc.

Duration

a) ThisMOUshallbeeffectivefromthedateofitsapprovalbycompetentauthoritiesatb
   othends.
b) ThedurationoftheMOUshallbeforaperiodof5yearsfromtheeffectivedate.
c) During its tenancy, the MOU may be extended or terminated by a prior notice
   ofnot less than six months byeither party. However, termination of theMOU will
   notin any manner affect the interests of the students/faculty/scientists who
   havebeenadmittedtopursueaprogrammeundertheMOU.

INWITNESSWHEREOFPARTIESHERETOHAVEENTEREDINTOTHISAGREEMENTEFFECTIVE
ASON XXX.

_____   _____

  Ideal Institute of Technology

                                                           NameoftheIndustry

Note:Thesampleformatisindicativeonly.Appropriateamendmentsmaybeincorporated.

SampleformatforapproachletterforIndustrialVisit

Sub:RequestforIndustrialvisitinyouresteemedorganization

DearSir,

 GreetingsfromIdeal Institute of Technology!

Ideal Institute of TechnologyistheflagshipinstituteunderIdeal foundationInitiative spearheading professional education for over a decade (Established in 2000) witha spectrum of 93 distinct verticals of professional programs at 26 educational institutionswith a staggering enrolment of more than 35,000 students. Ideal Institute of TechnologyislocatedattheacademicandindustrialhinterlandofKalyani.Instituteearnedhigh estlaurelsin terms of accreditation by NAAC – A' Grade,NBA, and AICTE. The institute offers courses which are approved by AICTE and affiliated to MU. The institution has been awarded Autonomous status by UGC in the academic year 2011, which makes it thefirst ofitskind inMaharashtra.Detailedinformation isavailableat:http://idealwada.com/about_ideal.php

Theinstitutenurturesengineering&managementacumenofglobalstandards,innovation and professionalism entwined with free and passionate environment of ideaexchange,skillenhancementwithafocusonintegrity,ethicsandhumanvalues.Theinstitut e takes pride of transforming talents and life of thousands of its present and paststudentswithanimpeccableprofessionaltrackrecord.

InthiscontextwearerequestingyoutoallowourB.Techstudentstohaveaday-longvisittoyouresteemorganization.

Thevisitmaybeconductedin_dayswithabatchof_oneachday.

Thepreferabledatesmaybewithindd/mm/yy,orasperyourconvenience. Thiswillcomplementtheirknowledgeandtriggerthepassiontobeacompleteprofessionalinthe daystocome.

Your kind cooperation in this regard is highly

appreciated.Thanks&Regards,
Name
Designation,IIT
wadaContact:

Note:The sample format is indicative only.Appropriate amendments may be incorporated.

11

SOPFORPREPAR ATIONOFMONT HLYREPORT

SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate the procedure for preparing Monthly Report.

Responsibility:
All the teaching/non-teaching staff members
Department Monthly Report Coordinator
Institution Monthly Report Coordinator
Heads of the respective Departments
Principal

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Sharing of the various activity option sheet to all faculty members.	Department Monthly Report coordinator	1st working day of Every month
2.	Day to day update of the shared sheet along with photographs	All the teaching/non-teaching staff members	Every working day
3.	Consolidation and Preparation of department Monthly Report.	Department Monthly Report coordinator.	Final week of every month
4.	Submission to HoD for necessary approval for Department Monthly Report.	Department Monthly Report coordinator.	Last working day of Every month
5.	Consolidation and Preparation of Institution Monthly Report.	Institution Monthly Report coordinator	1st week of Subsequent month.
6.	Submission to Principal for necessary approval for Institution Monthly Report.	Institution Monthly Report coordinator	6th working day of every month
7	Presentation of MIR to Managing Director	Principal/Registrar/ Dean/HoD	7th working day of every month

| 8. | ReleasingtheMonthlyReporttoallteaching/non-teaching staffmembers. | Principalofthei nstitution | 8th working dayofeverymo nth |

12

SOPFORNBA, NAAC&NIRF

SOPFORNBA,NAAC&NIRF

Objective:ToelaboratetheprocedureforpreparingtheGuidelinesofNBA,NAAC,NIRFrelatedwork.

Responsibility:
 Principal/Registrar
 Dean
 HoD
 AllTeachingStaff
 AllNon-TeachingStaff

Procedure:NBA

Sl.	Activities	Responsibility	Targetdates/days
1.	PreparationofdetailsrequiredforPrequalifierapplication	FacultyIncharge	15daysbeforetheapplicationSubmission
2.	InternalVerificationofPrequalifierapplication	Principal,Dean&HODs	10Daysbefore the applicationsubmission
3.	PreparationoffinalCopyapplicationandUploadinginthee-nbaportal	FacultyIncharge	10thDay
4.	Criterion InchargemeetingwithPrincipalregardingthepreparationofSARandfiles	FacultyInchargeofconcerneddepartment,HOD	11thto15thday
5.	PreparationofSARand related files	FacultyIncharge&HOD	16thto60thday
6.	Verificationby DepartmentHODs	FacultyIncharge&HoD	61stto65thday
7.	ImprovisationofSARandFilesfromthefeedbackandcommentsofDean	FacultyIncharge,HoD&Dean	66thto70thDay
8.	VerificationbyPrincipalandOtherDepartmentHODs	Principal,Registrar&OtherDepartmentHODs	71stto75theday

9.	ImprovisationofSARandFilesfromthefeedbackandcommentsofPrincipal	FacultyIncharge&HOD	76thto80thday
10.	FinalizationofSAR	FacultyIncharge&HOD	81stto85thday
11.	SubmissionofSAR	FacultyIncharge&HOD	86thto90thday
12.	Fileupdation	FacultyIncharge	91stto120thday
13.	MockAccreditation	FacultyIncharge,HOD&Dean	121st 125thday
14.	ImprovisationofSARandFilesfromthefeedbackandcommentsofExpertMembers	FacultyIncharge&HoD	126thto150th day
15.	FineTuningofFilesandDocuments	FacultyIncharge&HoD	Till CommitteeVisit

Procedure: NAAC

Sl.	Activities	Responsibility	Targetdates/days
1.	CriterionInchargemeetingwithPrincipalregardingthepreparationofSSRandfiles	DirectorIQAC	1stto5thday
2.	PreparationofSSRandrelatedsupportingdocuments	DirectorIQAC,CoordinatorIQAC	6thto50thday
3.	Verificationof Criteria	CriteriaIncharge	51stto55thday
4.	ImprovisationofSSRandFilesfromthefeedbackandcommentsofPrincipal/Registrar	Coordinator IQAC &Criterion Incharge	56thto70thDay
5.	Verification by Principal andRegistrar	DirectorIQAC,Coordinator IQAC &Criterion Incharge	71stto75theday
6.	Improvisation of SAR and Files fromthefeedbackandcommentsofPrincipal	Coordinator IQAC &Criterion Incharge	76thto80thday
7.	FinalSSRverificationbyPrincipal,Registrar&Expert	DirectorIQAC,Coordinator IQAC &Criterion Incharge	81stto85thday
8.	SubmissionofSSR	DirectorIQAC&CoordinatorIQAC	86thto90thday
9.	Fileupdation	Coordinator IQAC &Criterion Incharge	91stto120thday
10.	ConductingMockNAACvisit	Principal& Registrar	121st125thday
11.	ImprovisationofSSRandFilesfromthefeedbackandcommentsofExpertMembers	Coordinator IQAC &Criterion Incharge	126thto150thday
12.	Fine Tuning of Files andDocuments	Coordinator IQAC &Criterion	TillCommitteeVisit

		Incharge	

Procedure:NIRF

Sl.	Activities	Responsibility	Targetdates/days
1.	PreparationofApplication	Nodal Officer	1stto10thday
2.	Verificationofparameters	Inchargeofconcerned parameter	11thdayto15thday
3.	ConstructivesuggestionfromPrincipal/Registrar	Principal/Registrar	16th dayto20^{th} day
4.	Final application preparation aftermakingcorrection	Nodal Officer	20thto25thday
5.	OnlineUploadingofApplication	Nodal Officer	Before lastdate

13

SOPFORPREPAR ATIONOFINSTIT UTIONALBUDGE T

SOPFORPREPARATIONOFINSTITUTIONALBUDGET

Objective:ToelaboratetheprocedureforpreparingDepartmentBudgetfortheAcademicYear.

Responsibility:
- FinanceCommittee

Procedure:

Sl.	Activities	Responsibility	Targetdates/days
1.	EstablishmentofabudgetimplementationteamtostartworkingonbudgetPlanning&Preparation	Finance Committee	1st of weekFebruary
2.	To start working on Budget preparation, based on therequirementandnewhighpriorityspendinginitiatives.	Finance Committee	2nd of weekFebruary
3.	ReviewingandPrioritizingtheon-goingandnewactivitiesbyBudgetCommittee&sendingittoChairpersonandManagementTrustee	Finance Committee	3rd of weekFebruary
4.	Preparation/DevelopingofBudgetplan	Finance Committee	4th of weekFebruary
5.	Reviewingcurrentprogrambudgetstructure(Programbudgeting), developing program narratives andperformanceindicatorsbasedonactualresources.	Finance Committee	1stweekofMarch
6.	StudytherequirementsthroughsendinganinternalbudgetcirculartoallDepartmentfaculties.	Finance Committee	1stweekofMarch
7.	Conducting a Department Brain storm session forBudgetPreparation.	Finance Committee	2nd of weekMarch
8.	Prioritizing requirements and finalizingproposals forBudgetpreparationforCurrentAcademicyear.	Finance Committee	3rd week ofMarch
9.	Preparing Detailed proposal of Internal DepartmentBudgetandSubmittingtheproposalstochairpersonandManagingTrustee.	Finance Committee	3rd week ofMarch
10.	Preparingfinaldraftbudgetforcurrentacademicyear	Finance Committee	4th week ofMarch

11.	Presenting the Draft Budget to Chairperson andManagementTrustee	Finance Committee	4th week ofMarch
12.	Conducting the Budgethearingmeetingwiththeb udgetcommittee	Finance Committee	4th week ofMarch
13.	BudgetRevisionbasedonBudget hearing meetingdecision.	Finance Committee	4th week ofMarch
14.	Conveyingapproved Budget	Finance Committee	4th week ofMarch
15.	ReleasingtheBudgetFundtoApprovedBudget Proposals	Management	4th week ofMarch

CompositionofFinanceCommittee:

Sl.	Head	Position intheFinance Committee
1.	Principal	Chairman
2.	FinanceOfficer MU	MemberNominatedbyMU
3.	Registrar,IIT wada	MemberNominatedby BOG
4.	AssociateProfessor,IIT wada	MemberNominatedbyPrincipal
5.	AccountsAssistant,IIT wada	Convener

14 SOPFORPURCHASEOFCONSUMABLES

SOPFORPURCHASEOFCONSUMABLES

Objective:Toelaboratetheprocedureforpurchasingconsumable.

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- Labin-charges
- PurchaseCommitteeincharge
- HeadsoftheDepartments

Procedure:

SI.	Activities	Responsibility	Targetdays
1.	List ofconsumablesrequiredforindividuallabsasper newrevisedcurriculum is to be submitted by theLabin-charges	Labincharges	1stweek ofApril
2.	Thepurchase committeein-chargewillscrutinytherequirements. Justifications havetobegivenfor therequirementsifnecessary.	Purchase Committeein-chargeandLabin-charges	2ndweekofApril
3.	Afterthefinalizationoftherequirements, the individual lab-incharges have to identify the reputedsuppliers(minimumof3)andshouldinformthesametothePurchase Committeein-charge	Purchase Committeein-chargeandLabin-charges	3rdweekof April
4.	With the approval of the PurchaseCommitteein-chargeregardingthesuppliers,quotationshavetobe collectedfromthosecompanies.	Purchase Committeein-chargeandLabin-charges	3rdweekof April

5.	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. The approval of the purchase for the actual amount has to be received from the Management.	PurchaseCommi tteein-charge, HODand Principal	4th week ofApril

6.	Once after getting the approval from the Management, proforma invoice from the best supplier is to be collected and an request has to be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Purchase Committee in-charge and HOD	2nd week of May
7.	Once after receiving the cheque from the Management, the concerned lab in-charges have to purchase the consumables with the supplier.	Lab in-charges, Non-teaching staff	4th week of May
8.	The purchased consumables should be entered in the respective stock register	Non-teaching staff, Lab in-charges, Purchase Committee in-charge, HOD and Principal	4th week of May
9.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	1st week of June

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SOPFORPUR CHASEOFEQ UIPMENTS

SOPFORPURCHASEOFEQUIPMENTS

Objective:Toelaboratetheprocedureforpurchasingequipment

Responsibility:
    Alltheteaching/non-teachingstaffmembers
    Labin-charges
    Expertteam
    PurchaseCommitteeincharge
    HeadsoftheDepartments

Procedure:

Sl.	Activities	Responsibility	Target days
1.	List of equipment required for individual labs aspernewrevisedcurriculumistobesubmittedbytheLabin-charges	Labincharges	1stweekofFeb
2.	Anexpertiseteam(setofFacultymembers)withintheDepartment willscrutinytherequirements. Justifications have to be given for therequirementsifnecessary.	Expert team andLabin-charges	4thweekofFeb
3.	Afterthefinalizationoftherequirements,theindividual lab-in charges have to identify thereputedsuppliers(minimumof3)andshouldinformthesametotheexpertiseteam.	Expert team andLabin-charges	1stweekof March
4.	With the approval of the expertise team regardingthesuppliers,quotationshavetobecollectedfromthosecompanies.	Expert team andLabin-charges	2ndweekof March
5.	Basedonthequotedprice,theapproximatecostfortheentire requirementsshouldbecalculatedandtheapprovalofthepurchasefortheapproximateamounthastobereceivedfromtheManagement.	PurchaseCommitteein-charge,HODand Principal	4thweekof March

6.	A demoshould bemadeavailabletotheset ofFacultymembersaboutthoseequipment'sfuncti onsandspecificationsfromallcompanies.	Non-teachingstaff,Facu ltymembers	1^{st}week ofApril
7.	Theexpertteamshouldclarifyallnecessaryqueri es including the functionalities, warranty,replacements,servicebackups,compa tibilitywhenchangesoccurinfutureandsoon.	Facultymembers	2^{nd}week of April
8.	A meeting should beorganized withPurchasecommitteeinchargeandtheexpertis etodiscussabout the outcome of the demonstrations madebythe companies.	Purchasecommitteein - chargeandFacultyme mbers	3^{rd}week of April
9.	Recommendations are collected by thepurchasecommitteein chargefromtheFacultymembersandtheexperti seteamand theprosand consaretobediscussed.	Purchasecommitteein - chargeandFacultyme mbers	3^{rd}week of April
10.	ThePurchasecommitteeinchargemayrequestallthec ompaniesto givethebestrevisedpriceagainafterthedemonstratio ns.	Purchasecom mittee in-charge	4^{th}weekof April
11.	With the new revised cost, a comparativestatementhastobeprepareda ndremarksshouldbe givensuitableundereach productandtheminimumcostofdifferentequipme ntfordifferentcompanies shouldbehighlighted.	Purchasecommi tteein-chargeandHOD	4^{th}weekof April
12.	ThePurchasecommitteein chargeshouldgiveafinal recommendation forthepurchaseoftheproduct based on the feedback given by expertiseteam.Different productscan befromdifferentsuppliers.	Purchasecommi tteein-chargeandHOD	4^{th}weekof April
13.	Thepurchaseapprovalalongwiththecomparativest atementissenttotheManagementfor thefinalapproval.	Purchasecommitt eein-charge,HODandP rincipal	1^{st}week ofMay

14.	ThePurchasecommitteeinchargehastogivethejustification to the Management regarding therecommendationsifrequired.	Purchasecommitteein-chargeandHOD	1st week ofMay
15.	Onceaftergettingthefinalapproval,thepurchaseorder should bemadereadyand senttothesupplierandthetermsandconditionsshouldbefollowedstrictly.	PurchaseCommitteein-chargeandHOD	3rd week of May
16.	Thedetailsoftheorderplacedwiththeonesupplier should not be known to the othersupplier andthereshouldnotbeanypersonalcommunication regarding the purchase, failing inwhichwillleadstoenquiryandmemo.	PurchaseCommitteein-chargeandFacultymembers	3rd week of May
17.	Followupshouldbemaderegardingthedelivery	PurchaseCommittee in-charge	3rd and 4th weekofMay
18.	Once after the delivery, all the equipment shouldbe thoroughly verified by the lab in charges intermsofquantity, functionalities, helpmanuals,warrantycardsandbills	LabinchargesandFacultymembers,Non-teaching staff	1st week ofJune.
19.	From the date of delivery, the bill has to be settledwith theofficewithintwoweeks	PurchaseCommittee in-charge	3rd week of June

16

SOPFORRECO RDMANAGEM ENTPOLICY

SOPFORRECORDMANAGEMENTPOLICY

I. PURPOSE

ThepurposeoftheRecordManagementPolicyistopromotepropermanagement,retention, preservation, and disposal of records of college operations, in order toensureefficientcurrentandfutureoperations,preserveahistoricalrecord,comply with legal obligations, and eliminate outdated and unnecessary records.The policy also provides guidance to individual departments regarding their legalobligationswithrespecttorecordretentionanddisposal.

II. APPLICATION

This policy applies to all official records generated in the course of collegeoperations."Officialrecord"meansany tangiblethingcontaining recordedinformation that is created, received, used, recorded, or filed in the course ofcollege educational and/or business operations, regardless of format, exceptforthefollowingcategoriesofdocuments.

- Records of immediate or transitory value only, such as routing slips, routineletters or memo, telephone messages, notices, or memoranda that give onlylogistical information such as a change of location for a meeting and "for yourinformation"notes
- Faculty researchrecordsandnotes
- Duplicatematerialsandblankforms
- Personalorprivatedocuments(includinge-mail)neithercreatednorreceivedinconnectionwithcollegeoperations
- MagazinesandnewspapersnotpublishedbyIIT wada
- Published reportsandotherdocumentsproduced byentitiesother thanIIT wada
- Notes,drafts,orworkingpapersonceaprojectiscompleted,unlesstheyprovidemorecompleteinformationthanthefinalreport.

III. ADMINISTRATION

A. ResponsibilitiesofPrincipal&Registrar

The Office of Principal & Registrar shall be responsible for reviewing andupdating this policy on a regular basis to conform to legal standards, andfor responding to questions about application of this policy in particularcircumstances.

B. ResponsibilitiesofCollege Archivist

IIT wada archives serves as a repository for non-current official records andotherrecords ofthecollegethathaveenduringvalue.Thearchivespreserve

and makes accessible these records for legal, administrative, and researchneeds. Some records may be closed for 20 years or longer, depending on thenature of the records, and may only be used by permission. Once officialrecords have met their retention schedule in a department on campus, theywilleitherbedisposedofortransferredtothearchivesforpermanentretention. Some permanent records may be held at locations other than thearchives,suchasinthedepartmentinwhichtheywerecreated.Thearchivistwillberesponsibleformanagingtheselectionandtransferofrecordstothearchivesaswellasaccesstoandpreservationoftherecords.

C. Responsibilities ofDepartment Heads.

Each department head, holds the following responsibilities under thispolicy:

- Develop and implement the department's record managementpracticestoconformtothispolicy;
- Educatestaffwithinthedepartmenttounderstandandimplement thispolicy;
- Establish the appropriate level of confidentiality and securityfor specific types of records and ensure that the departmentmaintainsthatlevel;
- Ensure the transfer to the archives of any records of historicvalueand/ordocumentsthataretobemaintainedpermanently;
- Ensure the destruction of inactive records that have no archival valueuponpassageoftheapplicableretentionperiod.

IV. OWNERSHIPOFRECORDS

Withtheexceptionofrecordsownedbyfacultymembers,employees,orstudents,officialcollegerecordsare,pursuanttothecollege'sIntellectualPropertyPolicy,thepropertyofthecollegeandnotoftheofficers,facultymembers, or employees who create them or to whom they are entrusted. Allmembers of the community are responsible for maintaining the integrity andsecurityofsuchrecords.

V. DISPOSALOFRECORDS

Certain official records must be retained for a specified time period as dictated inthispolicy.Onceofficialrecordshavemettheirretentionschedule,theyshouldbe disposed of, unless they are of value to the archives. If official records areretainedbeyondtheirretentionschedule,collegeresourcesmaybeunnecessarily usedinmanagingandstoringthem.

PermanentRecords.Permanentrecordsarerecordsthathavehistorical,administrative, or research value to the college and will be kept indefinitely. The collegearchivistassistsintheidentificationandclassificationofpermanentrecords,andens uresthattheyaretransferredtothearchivesoncetheybecomeinactive.Examplesof permanent records include meeting minutes, architectural drawings, organizationcharts,realestate records,endowmentagreements,student theses,selectedfacultypapers,collegepolicies,andphotographsofeventsandbuildings.

Duplicate Copies. Most records will eventually have multiple copies in several officesanddepartmentsatthecollege.Thereisonlyone"officialcopy"ofanyrecord,andth e individual in the office designated by the department chair or director to hold the"official copy"is theofficial custodianandis responsiblefor therecord's retentionand possible classification as an archival record. Copies may be kept as long as theyare useful. For example, the Principal's Office is the "official custodian" of academicsearch files. All other copies of materials related to a search may be destroyed whenno longer needed. Office of Principal is responsible for retaining the record for theperiod required by law or longer if appropriate, and for transferring the record to theArchives, if appropriate. Whenever an office or person is designated as the officialcustodian of a document (pursuant to the schedule below) all other offices shouldconsult with the official custodian before destroying copies of records that the officialcustodianismaintaining.

DestructionMethods:Destructionincludes:

- Recycling is generally appropriate for all non-confidential paper documents,including public documents of other organizations, magazines, annual reports,newsletters, announcements, and drafts of policies or other memos which arenotconfidential.

- Shredding,usingacross-cutorstripshredder,shouldbeusedforalldocuments that should not be read by others after they are no longer needed.Thisisessentialforanydocumentcontainingpersonalinformation.

- SuspensionofRecordDestruction.Intheeventofagovernmentalaudit,investigati on, or pending litigation, record disposal may be suspended at thedirection of the Principal. For this purpose, the Principal should be informed ofanysituationthatmightgiverisetolegalactionassoonasthesituationbecomesa pparent.

- Document Destruction Record. ADocument Destruction Record (DDR),in aform attached as Attachment B, must be completed whenever official recordsaredestroyedpursuanttothispolicy.TheDDRmayincludecategoriesofdo

cuments, rather than individual documents. DDRs shall be maintained in theofficewherethedestroyedrecordsweregenerated.

VI. ELECTRONICRECORDS.

Many official records are created and maintained in an electronic format. Theseinclude documents on a computer hard drive, email and its attachments, anddocuments that have been scanned and reside on CDs or on other removablestorage media. File maintenance of these records requires coordination amongthe places where they are stored – hard- drives on desk tops,   laptops,   on shareddrives(networksystems),andonremovablestoragemedia.

An electronic file that has permanent value to the college should be retained inthe appropriate Masterfolder on the college's server, rather than on a personaldesktop computer, which is not designed for the permanent retention of   records.Alldataonthecollege'sserverisbacked-upregularlyinordertoensurebusiness continuation in the event of a disaster or crisis. Therefore, individualoffices only need to retain their copies of electronic records if they are useful forday-to-day business. One notable exception involves special compilations of datathat offices or departments may create using data from Power Campus. Becauseof the way data is preserved or changed over time, it may not always be possibleto re-create a compilation of data in the future. Any report created from specialcompilations, as opposed to merely printing data from the system, should beretainedby theofficeordepartmentcreatingitastheofficialcopy.

Someoffices,academicdepartments,orunitshavecreatedelectronicdatasystems by purchasing software to help manage a specific database for researchor other purposes. If it is determined that the records created by that databaseshouldbemaintainedforaspecificperiodorshouldbepermanentlyretained,the maintenance of the software license and the availability of it can be veryimportant. Before purchasing or using specialized software for these purposes,the official custodian should discuss with Information Technology the purchaseandany agreementneededinordertobackupthedatasystem.

Allcollegefacultyandstaffentrustedwithelectronicdatamustadheretothesepractices:

- Appropriately secure data and keep it inaccessible to non-approved userswhennotinuse;
- Use, retain, and dispose of data consistent with this policy for paper copies ofrecords;
- Develop policies for the appropriate and frequent back-up of data systemsand their storage in locations that will keep them available in the event of adisasteraffectingtheoriginaldatasystem;

- Disposeofelectronicdocumentscontainingprivateorconfidentialdataproperly, which means erasing hard drives and disks so that the data are notretrievable.

- ConsultationwithInformationTechnologyServicesstaff&SystemAdministrationonhowtoproperlyeraseharddrivesisvitalbeforecomputersaretransferredtootherusersordiscarded;
- Treatelectronicmaillikeanyotherelectronicrecord.Mailthathasinformation that should be retained according to a retention schedule shouldeither be printed and filed as would any other paper record or saved to anarchivede-mailfile.

VII. PROTECTIONOFVITALRECORDS

One part of the college's records management program is the identification andprotectionofvitalrecords.Arecordisvitalwhen:

- The re-establishment of an authentic replacement of a lost or unavailablerecordwouldbeimpossibleorprohibitivelydifficult;and
- Permanent loss of the record would abridge, jeopardize, or otherwise havea major negative impact on a significant right of an individual, a significantright or asset of the college, or the performance of an essential function ofthecollege.

VIII. RETENTIONPERIODS

The Retention Schedule is the most common types of records at the college with arequired retention period. Almost every department or office in the college willhaverecordsthatarenoton theretentionschedulebutshould beretained.

ACT=whileactive,employed,orenrolledPERM=
permanent
SOL=StatuteofLimitations
V=vitalrecord

*(AnnexureC)Attached

VITALRECORDSMANAGEMENTPOLICY

I. INTRODUCTIONANDDEFINITIONOFVITALRECORDS

An important part of the college's records management program is the identification andprotectionofvitalrecords.Arecordisvitalwhen:

- Thereplacementofalostorunavailablerecordwouldbeimpossibleorprohibitivelydifficult;and
- Permanent loss of the record would abridge, jeopardize, or otherwise have a majornegative impact on a significant right of an individual, a significant right or asset of thecollege,ortheperformanceofanessentialfunctionofthecollege.

II. PURPOSE

The purpose of this policy is to establish the guidelines for the protection of vital recordsthrough:

A. Establishmentofcriteriaforidentificationofvitalrecords;and
B. Selectionofsecureandeconomicalmethodsofprotection.

Adherencetotheseguidelinesshouldensurethatvitalrecordsofthecollegearereasonably protected as far as is economically possible from such hazards as fire,flood,andvandalism.

III. CRITERIAFORIDENTIFICATIONOFVITALRECORDS

Threetypesofcollegerecordsmaybeclassifiedasvital:

A. Recordsessentialtotheprotectionoftherightsofindividuals;

Examples:
curerntpayrollrecordsnecessarytopayemployees;permanentstudenttranscriptsnecessarytoshowcompletionofcoursework;
employeeservicerecordsrequiredforprotectionoftenureandretirementstatus

B. Recordsessentialtotheprotectionofthecollege'srightsorassets;

Examples:drawingsandspecificationsrequiredtorepairandmaintainthecollege'sfacilities;recordsnecessarytoestablishcollegeownershipof
buildings,equipment,andland;promissorynotesandevidenceofotherreceivables

C.   Records necessary for the execution of the college's contractual obligations andotheressentialfunctions.

Examples:significantcontracts;accountspayablerecords;leaseagreements

Identification of a particular record as vital is a matter of discretionary judgment that ismosteffectivelyexercisedbythecreatorsorusersoftherecord,usingthecriteriainIII.A,BandC, above.

Many types of recordsare of great importance but not ofvital importance as defined inthis policy.Such records may require much effort and expense to reconstruct if lost, ormay have intrinsic historical value.The requirements of this policy do not apply to thoseimportantbutnotvitalrecords,althoughthe
standardsandmethodsofprotectionoutlinedinthispolicymaybeappliedbyanydepartmentt osuchrecordstothedegreethatthevalues,risks,andavailableresourcesforprotectionmakesu chprotectionappropriate.

IV.   PRE-IDENTIFIEDVITALRECORDS

Thefollowingcollegerecordshavealreadybeendeterminedtobevital.Foreaseofreference,th eserecordsarealsoannotatedintheRecordRetentionPolicybythesymbol (V)aftertherecordlisting.

- StudentRecords

- Studenttranscriptsandacademicrecords
- Studentdisciplinaryrecordsresultinginsuspensionordismissal
- Enrollmentagreements
- Patientmedicalrecords

- EmployeeRecords(DepartmentofHumanResources)

- Payrollrecords
- Individualemployeepersonnelfiles
- Health plan andlifeinsuranceenrollment,changeandcancellationforms

- FacultyRecords(Principal'sOffice)

- FacultypersonnelandR&Dfiles

- InstitutionalRecords(Principal'sOffice&Registrar'sOffice)

-       ManagingTrusteerecords(includingBoardofTrusteesminutes,corporateresolutions, bylawsandarticlesofincorporation)
- Deeds

-        Campus building records (including architectural drawings, floor plans, equipmentinventoryrecords,improvementrecords)

- Endowmentrecords, giftagreements,bequestfiles
- Financialrecords(includinggeneralledger,auditorsreports,currentaccountspayableandreceivablerecords)
- Ownershiprecordsofvehicles andother major assets
- AAGCmembershiprecords
- Promissorynotes
- Federalandstaterequiredstatisticsandreports

- LibraryandArchivesholdings

Departmentsholdingoriginalcopiesofpre-identifiedvitalrecordshavetheresponsibilitytoensuretheyare protectedin accordancewiththeguidelines outlinedin thispolicy.

Thislistofpre-identifiedvitalrecordsisnotintendedtobeall-encompassing.AdditionalvitalrecordsmaybeidentifiedbydepartmentsasprovidedinSectionIII.

V.   SELECTIONOFMETHODSOFPROTECTION

A.   Eachdepartmentisrequiredtodevelopawrittenplanthatidentifiesallvitalrecords maintained by the department and describes how the department protects suchrecords(hereinafter"protectionplan").ThisplanshouldbeprovidedtotheRecordsManagement Committee Chair according to a schedule to be determined by the RecordsManagement Committee.The following guidelines are provided to assist departments inthedevelopmentofprotectionplansforvitalrecords.

The two most important factors guiding the selection of a method of protection for vitalrecordsarethelevelofrisktotherecordandthecost oftheproposedprotectionmethod.Departmentsshouldtakethesefactorsintoconsideration by evaluating the ratio of the effectiveness of the protection method to thecostofthatprotectionmethod.Sinceitis possibleto attainno more thanrelativesecurity,the bestchoiceis the one for which the cost of security is most closely in line with the degree of risk, i.e., the greatertherisktoarecord,thegreaterthecostthatcanbejustifiedinprotectingit.
B.   Beyond the evaluation of actual risks of loss for vital records, three other factorshaveameasureofimportanceintheselectionofprotectionmethods:

1. Need for accessibility.Vital records that must be close at hand and available for use atalltimesmayrequiredifferentmethodsof protectionfromthoserecordsthatareinfrequentlyused.

2. Length of retention.The best methods for protecting vital records of a short-

termnaturemaybe different from thosemethods bestforlong-term orpermanentrecords.

3. Physical qualities of records.Susceptibility of records to destruction from heat, water,chemicals,andagingvarieswithboththerecordmediumandthedurationofretention.

Magnetictapeandfilmoftenrequireddifferentprotectionfromthatneededforpaperdocuments.
Paperitself variesgreatlyinitsabilitytowithstand aging.

C.   Six methods of records protection are reviewed below.More than one of thosemethods can be used to protect a given vital record.It is not uncommon to protect theactive portion of a series of records through the preservation of existing duplicates
whileprotectingtheinactiveportionthroughothermeans.Methods5and6shouldbeconsidered secondary methods of records protection.For instance, if it is not feasible toimplementmethods1,2,3,or4forreasonsofeconomics,methods5or6shouldbeusedtoprovideatleastaminimumlevelofprotection.

1.   Preservation of existing duplicate copies at another location.Many records alreadyhaveaformof"naturalprotection"becauseoftheregularpaperworkroutine.Forexample,legal counsel may retain the original copy of a contract, while another department mayretain a copy of the same contract for reference during the life of the contract. If duplicatesexistforavitalrecordseries,thepreservationofthoseduplicatesisveryeffectiveprotection. The likelihood of both copies being destroyed at any one time is extremely low.This methodis equally effective forlong-and short-term retention, durable or fragilerecords,andhigh-orlow-accessrequirements.

2.   Creationofduplicatecopiesforpreservationatanotherlocation.
Duplicate"security"copiesofmanyvitalrecordseriesmaybecreated.Forexample,copiesofmajorgiftagreementsmaybescannedsothattheycanbemaintainedelectronically,whiletheoriginalgift
agreement is moved to a safe location either on or off campus. Methods of creating copiesrange from direct reproduction on copying machines to scanning paper copies into anelectronicdatabase.This
kindofprotectionisaseffectiveasthefirstmethoddescribed.However,thecostofcreatingduplicatecopiesissometimesrelativelyhigh.

3.   Preservation of source records that would be used to reconstruct vital records.Inmany cases, documents that are sources for vital records are held by the college or avendor.For example, statistical reports prepared for the government may be based
oncollegerecordsthatarecurrentlyavailable.Ifsuchsourcescanbeidentifiedandagreements madeforholdingthemforthelengthoftimeprotectionisrequired,
this method of protection can be nearly as effective for all situations as the first two.Effectivenessis reduced only slightlybecause several source document series maybeinvolved, any one of which might be destroyed.The overall cost of this method may behigher than the first method, because larger volumes of source records must be retainedforlongerperiodsthanwouldordinarilybethecase.However,thenet
cost of this method will usually be much less than the cost of creating duplicate securitycopies.

4. Storage in special equipment such as fire resistant cabinets, safes, or vaults.Originaland unique copies of vital records can be protected from most hazards through the use ofspecialstorageequipment.Whiletheprotectionthusobtainedisnotabsolute,itsrelative

effectiveness is only slightly lower than the first three methods. However, of all protectionmethods, the use of special storage equipment is usually the most costly. This methodshouldbeconsideredonlywhentheothermethodsarephysicallynotfeasible.

5. Removal of hazardous conditions from area of storage.By removing unnecessaryhazardssuchascombustiblematerialsandsteamorwaterpipesandbyeliminatin gundesirable conditions such as air-borne chemicals and extremes of heat or humidity, arelative improvement can be achieved in protection of records.Since the effectiveness ofthismethodislow,itshouldbeconsideredonlywhenothermethods areeconomicallyunfeasible.

6. Relocation of records to a less hazardous area.Because of differences in construction,somecollegebuildingsarelesshazardousforrecordsstoragethanothers.Theeff ectiveness of relocation as a method of protection can be equal to or slightly better thanthat for removal of hazardous conditions.Cost will be equally low or lower. However,whenrequirementsexistforfrequentaccesstotherecords,thismethodmaynotbefe asible.Ifrelocationisconsidered,thecollegearchivist
and the director of Facilities Management Services should be consulted to determine therelativesafetyofvariousproposedstorageareas.

VI.   RESPONSIBILITIES

A.   DepartmentsandOffices

Theindividualdepartmentisresponsibleforreviewingitsrecordsinrelationtotheguidelines set forth in this policy, identifying by title those records that are vital, andconsultingwithlegalcounselandotherdepartments,asappropriate,regardingthelocatio n of each vital record and the type of protection given to it.Development of awritten protection plan, as identified in Section V, is mandatory.In cases where protectionisnotprovidedforanyvitalrecord,ashortexplanationshouldbeincludedinthedepa rtmentalprotectionplan.

B.   RecordsManagementCoordinators

EachRecordsManagementCoordinatorisresponsibleforcoordinatingthedevelopmentofdep artmentprotectionplansinhis/herareaof responsibilityandforreportingthestatusoftheplans'developmenttothe RecordsManagementCommittee.Coordinatorsshallbeappointedbythecollegepreside ntandshallserveasamemberoftheRecordsManagementCommittee.

Coordinatorsshallbeappointedforthefollowingareasofresponsibility:

-    StudentRecords(Registrar,FinancialAid,DeanofStudent'sOffice,CareerDevelopmen

tOffice,StudentActivities,ResidenceLife,Athletics)

- EmployeeRecords(DepartmentofHumanResources)
- Faculty Records (Principal'sOffice,Faculty Committees)
- InstitutionalRecords(HO,Principal'sOffice&Registrar'sOffice)
- LibraryandArchivesholdings

C.   RecordsManagementCommittee

TheRecordsManagementCommitteeisresponsiblefortheoverallmanagementandperiodicr
eviewofthispolicy.TheChairoftheCommitteeshallbeappointedbythePresident,   and   the
committee   shall   be   composed   of   the   records   management
coordinators,togetherwiththeCollegeArchivist,theVicePresidentforPlanningandInformati
onTechnology,andLegalCounsel.TheCommitteewillprescribethe
requiredfrequenciesofvitalrecordsprotectionplans,whichwillbenotlessthanonceeveryfivey
ears.

                    TheCommitteeshallmeetregularlytoevaluatethesufficiencyofprotectio
n plans,evaluate theneedfor resourcesto assist intheprotection of vitalrecordsat the
college and provide advice to departments in the implementation of this
policy.TheCommitteeshallalsoreportregularlytotheRiskManagementCommittee.

Annexure A

SpecialCollections&Archives

GuidetoTransferringMaterialstotheCollegeArchives

IIT wadaArchivesisthecollege'sofficialrepositoryforallhistoricallyvaluablenon-current records generated and received by college offices and employees during thecourseofofficialcollegebusiness.Permanentlyvaluablehistoricalrecordsdocumentth e growth and development of the college, including its physical plant and grounds,curriculum and research, relationship with the local community, and the activities of itsstudent body,faculty, and alumnae/i. Current or active records are documents thatmustbeconsultedfrequentlyoraccessedimmediatelyforlegal,operational,oradminis trative policy purposes. Some of these will eventually come to the archives;otherswillbedestroyed.

PleaseseeIIT wadaRecordsManagementPolicythatdeterminesthecollege'sofficialrecords retention schedule. Once records have met their retention schedule, they willeitherbedisposedofortransferredtothearchivesforpermanentretention.Somerecords may be closed for 20 years or longer, depending on the nature or the records andmayonlybeusedbypermission.

I. SELECTINGMATERIAL–forCollegeArchives,officialrecords

<u>The archivist is always available to work with faculty and staff to determine whatmaterialstotransfer.</u>

Typesofrecordstotransfertothearchives:
In general, significant records created in the conduct of college business are appropriatefor
transfer to the archives. Also, records that chronicle a department's activities are partof the institutional memory and would be helpful to future students and historians.Records that are valuable to understanding the organizational culture, differing pointsofview,andhowdecisionsweremadeshouldalsobepreserved.Manyoftheserecor dswillbeclosedfor25yearsandonlyaccessiblewithspecialpermission.Specificrecordsap propriateforthearchivesinclude:

- Constitutionsandby-laws,minutesandproceedings,transcripts,andlistsofofficersofthevariedofficialcoll egeofficesandgoverningbodies
- Select office files, including incoming and outgoing official correspondence andmemorandaandsubjectfilesrelatedtoprojects,activities,functions,andspeci alevents
- Annualbudgets

- Historical files related to policy and decision-making, committee and task forcereports,andsurveys
- Manuscripts,lectures,speeches
- Publications:twocopiesofallnewsletters,brochures,journals,handbooks,monographs,programs,postersandannouncementsissuedbythecollegeoritsdepartments.Thecollegearchivesshouldbeonallofficialmailinglists

- Reportsofexternalgroupsaboutthecollege,includingsurveys,audits,accredit ationreports,andplanningdocuments
- Academicprogrammaterials,includingcurricula,feasibilitystudies,classschedules, andcoursesyllabi
- Audiovisuals,includingphotographs,negatives,andtransparencies;maps,plans,f ilms,soundandvideorecordings,microformsand otherillustrativemedia. PLEASELABEL ANDIDENTIFY THESE MATERIALSASCOMPLETELYASPOSSIBLE.
- Recordsandminutesofcampusorganizationsfundedand/orsponsoredbythecollege
- Artifactsandmemorabiliaofpermanentsignificancetothecollege'shistory

Recordsthatgenerallyaredisposedofaftertheircurrentuse:
- Recordsofspecificfinancialtransactions
- Routinecorrespondenceoftransmittalandacknowledgement
- Correspondencenotspecificallyaddressed,suchascircularsandmemoranda,exce ptforonerecordcopymaintainedby thegeneratingoffice
- Generaladministrativeand management files
- Studentacademic and employmentrecords
- Recommendationsandotherpersonnelfilesthatweretobedestroyedafteruse;e.g.,se archcommitteefilesonindividualsnothiredbyIIT wada
- Repliesto questionnaireonce theresultsare recorded and published

II.   PERSONALFACULTYPAPERS–ForSpecialCollections,non-officialrecords

ThecollegecollectsthepapersoffacultyfortheSpecialCollections.Thesearematerials not produced while conducting official college business. The line betweeninstitutional and personal records may be difficult to determine, so please contactthearchivistwithquestions.

TheSpecialCollectionsconsistofnon-officialmaterialssuchasrarebooks,personal papers, manuscript collections, objects, artifacts,institutional/organizational records, and other materials that reflect the history ofthe college, curriculum, programs, current collection strengths, and the history ofBaltimoreandMaryland.

MaterialofparticularinterestforSpecialCollections:
- Biographicalmaterial,includingcurriculumvitae,resumes,publishedandunpubli shedbiographicalsketches,andmemoirs,reminiscences,andwills
- Correspondence:outgoingandincominglettersrelatingtoallfacetsofone'scareer,inc ludingcorrespondencewithcolleagues,publishers,organizations;personallettersto andfromfriends,relatives,andbusinessassociates
- Businessororganizationalrecords:agendas,minutes,reports,correspondence,annua lreports,charters,articlesofincorporation,constitutions,by-laws,handbooks,newslettersorotherpublications,organizationalcharts,brochures,a ndpressreleases

- Publishedarticlesandmonographs;draftsandmanuscriptsofarticles,papers,books,andspeeches,criticalworks
- Audiovisuals,includingphotographs,films,andsoundandvideorecordings
- Photographs:prints,negatives, slides
- Typescripts,drafts,andgalleysofpublications,whentheyreflectthecreativeprocess
- Books,researchpapers,articles,andreprintswrittenbyothersunlessofdirectsignificance
- Researchnotesanddata,ifasummaryisnotavailable
- Memorabilia, scrapbooks, diaries, notebooks,journals
- Maps,printeditems
- Researchfiles:outlines,researchdesigns,rawdata,notes,analyses,andreportsoffindings

RecordsthatshouldnotbetransferredtotheArchiveswithoutpriorconsultation:
- Detailedfinancialrecords,canceledchecks,andreceipts
- Humanresources,payroll,orotherwiseconfidentialmaterial
- Detailedfinancialrecords,canceledchecks,andbills/receipts
- Gradebooksandrosters
- Non-personally addressed mail and routine letters of transmittal andacknowledgement
- Junkmail,duplicates,mailinglists,anddatebooksandcalendars
- Routine correspondence, including memoranda and letters oftransmittalandacknowledgement
- Duplicatesandmultiple copiesof publications
- Artifacts andmemorabiliaunlessofparticularsignificancetothecollege.

III. PREPARINGMATERIAL

Thefollowingmeasuresarehelpfulpriortotransferringmaterials.Thearchivistisavailabletoassistinthisprocess.

Packrecordsinboxes.
- Donotoverfillboxes.Userecordsstorageboxesifpossible(approx15½"x12"x10½").

Putdocumentsinfoldersbeforepackingintoboxes.Pleasedonotputloosepapersinboxes.
- Labelfoldersifpossiblewithsubjectsanddates.
- Removehangingholders
- Ifmaterialsareinbinders,keepinbindersandplaceinbox.

Boxsimilarmaterialstogether--donotmixdifferentkindsoffiles.
- Separateboxesforworkdoneinseparateareas/projects.Forexample,keeprecords related to work on a faculty committee separate from papers related

toworkonacitycommission.

- Separateboxesfordifferentseriesortypesofmaterial.Forexample,keeppublicrelatio nsmaterialsseparatefromgeneralcorrespondence.
- Keepphysicaltypesseparate.Forexample,donotmixvideotapes,paperpressreleasesa ndphotographsalltogether.

Keepmaterialsinoriginalorder

- Whenremovingitemsfromfiledrawers,orfromshelves,placeinboxinorderasfound. Keepingmaterialsin the orderwhichtheywereusedis helpfulfor researchers.
-

Ifunorganized,putinlogicalorder.

- If the files should be organized alphabetically, chronologically, etc., and you findthat they are not when you start to pack them, take some time to organize themproperly.

Labelboxes.

- IncludeName/Author,Typeoffiles(e.g.correspondence),Subject(e.g.bri dgeconstruction),
- Daterange,andBoxnumber.Also,noteifthefilecontainsfragilematerials.Forexample:
- JohnGeorge
- Correspondence,Stadiumfundingbill
- 1990s–2002
- Box4

Createaninventory(boxand folderlist)fortheboxes.

- Listeachbox,andthetitlesofthefoldersinthebox.
- Placethe folder listforeachboxintothatboxwhere itcanbeeasilyfound.
- Send copies of list(s) to the archivist.

ANNEXURE B

DOCUMENT DESTRUCTION RECORD

Department_____

Date_____

Description of records:

_____

_____

_____

_____

Method of destruction:

☐ Confidential   ☐ Not confidential

☐ Document moved off-site to_____(location)

••

Destruction carried out by:

Name:	Signature:
Department:	Document:
Approved by:	
Name:	Signature:
Designation:	

Note:SampleDocumentationRetention filesisattached belowwhichis justforexplication.

Alumni

Alumnirecords(individualfiles)

Giftrecords
Originalgift letteragreements, signedbydonor PERM (V)
PlannedGifts(trusts,lifeincome,agreement, annuities) PERM (V) Correspondence,e-mail ACT+5
(somecorrespondencemaybeappropriatefortheArchives;consultArchivist)Gifttransmittalledgerorjournal PERM(V)Sponsoredresearchfiles
Includes correspondence with the funder (electronic, hard copy, and/or report of significantphone calls), pre-award submission, award notification, and post-award documents,includinginterimprogressreports.

3yearsfromdateoffinalexpenditurereport

ADMISSIONS

APPLICATIONMATERIALSFORSTUDENTSWHOENTER1

AcceptanceLetters	5years
Applications	ACT+5
Correspondence	ACT+5
EntranceExamsandPlacementScores	ACT + 5

5LettersofRecommendation Prior to matriculationAdvancedPlacementRecords

ACT+5

ASSOCIATEACADEMICDEAN

IndividualstudentfilesregardingviolationsofAcademicHonorCode

Violationsresultinginacademicsuspensionordismissal PERM (V)Allotherviolations ACT(thendestroy)

CAREERDEVELOPMENTOFFICE

COMMUNICATIOS
PERM(V)

INSTITUTIONAL PUBLICATIONS (These should be retained by individual departmentsas long as needed. Two copies of each should be sent by the Office of Communications tothearchivesforpermanent retention.)

AlumniNewsletters
AlumniDirectories
AnnualReport
BulletinsandCourseCatalog
sStudentNewspapers
InstitutionalNewspapers/Newslett
ersStudentDirectories
EmployeeDirectoriesColleg
ePressPublicationList

RECORDINGS/PRESSRELEASES
Two copies of records of significant events at the college should be sent to thearchivesforpermanentretention,including,butnotlimitedto,photos,recordings,andpress clippings.

WEBSITE
Becauseweb siteshavereplacedmanypublications,theyareasignificantarchival record ofthe college and its operation. Web masters and others creating web page content shouldcapture copiesoftheirwebsite'scontentase-filesonCDor DVD andsendthemtoCollege Archives for permanent retention. The college currently lacks space to retainarchived copies on its servers and web sites are not routinely backed-up. If a Web site ischanged without preserving the original content, it cannot be retrieved from the collegeservers.

DEANOFSTUDENTS

Individualstudentdisciplinaryfiles

Violationsresultinginexpulsion,suspension,orrevocationor
withholdingofdegree   PERM(V)
Allotherviolations   ACT(thendestroy)
Individualstudentmedicalissuefiles(e.g.,medicalwithdrawals,
accommodations)   ACT(thendestroy)

Note:duplicatesoftheaboverecordsmaintainedinotherofficesshouldbedestroye
dafterthestudent leaves thecollegeorgraduates

FACILITIES/RECORDS

BuildingPermits	ACT
Buildingpermits	ACT
BuildingPlansandSpecifications	PERM(V)
Buildinglayouts,evacuationroutes	PERM(V)
Operatingpermits	ACT
MaintenanceRecords	5years
MotorVehicleRecord	
sTitlesACT	
Maintenancerecords	ACT
Policies andtraining	5yearsAir
Emissions(annualandsemi-annual)	PERM
WasteWateremission(countyreports)	PERM
Hazardouswastemanifests	3years
(maintainedbyChemicalHygieneofficer)	
LaboratoryPractices	
(standardoperatingprocedures,labinspectionsmaintained by	
ChemicalHygieneofficer)-	3years
ContractsandAgreements	6years
Majorassets/buildings	PERM(V)
Fireprotectionsystemsrecords	3years
Elevatorinspections	3years
Fumehood testingrecords	3years
Portableextinguisherinspectionrecords	3years
Warrantyrecords	ACT
Abatementrecords(asbestos)	PERM(V)

FACULTY

Academicprogrammaterials,includingcurricula,coursesyllabi,	
studenttheses	ACT,thenarchives
Personalfacultypapers	
Seeattached*GuidetoTransferringMaterialstotheCollegeArchives*	

FINANCE/BUSINESS/COMPTROLLER'SOFFICE

FEDERALTAXRECORDS (V)	
Form990	PERM
Form990-T	3years
5500taxreports	PERM
Employeetaxwithholding	7years
Depreciationschedules	ACT +6
Excisetaxreturn	PERM
Fringebenefitreturns	PERM

Payrolltaxreturns	PERM
Pensiontaxreturns	PERM
Propertytaxreturns	PERM
Salestaxreturns	PERM

ACCOUNTSRECEIVABLERECORDS(V)

AccountsReceivableInvoices	4years
AccountsReceivableLedgers	4years
CashReceipts	4years
UncollectedAccounts(non-student)	4years
CollectionRecords	ACT
Cashdisbursementregister	4years
Perkinsrepaymentrecordsafter12/87	3years
PromissoryNotes (Perkins loan)before12/87	3yearsafterpaidinfull

ACCOUNTSPAYABLERECORDS(V)

PurchaseRequisitions/WorkOrders	4years
Invoices	4years
Checks	4years
AccountsPayable Ledgers	4years
Payment/DisbursementRecords	4years
ExpenseReports	4years
InsurancePayments	4years
RoyaltyPayments	4years
Checkregister	4years
Reversedcheck register	4years
Cancelledchecks	4years
Majorassets	PERM
Contracts	ACT+3*

*Certain contracts may need to be retained longer, such as construction agreements,warrantyagreementsand agreementsrelatingtomajorassetsandbuildings.Someofthesearenotedinothersection softhispolicy.Questionsshouldbereferredtolegal counsel.

CAPITALPROPERTYRECORDS(V)

Equipment Inventory	ACT
DepreciationSchedules	ACT +6
MortgageRecords	ACT +4
PropertyImprovementRecords	PERM
Deedsandclosingrecords	PERM

INSURANCE

Certificatesofinsurance	ACT +6
Insurancepolicies	PERM(V)
Incidentreports, accidentreports	6

FINANCIALRECORDS (V)

Account Ledgers	ACT +4
DescriptionofAccountingSystem	PERM
BalanceSheets	4years
GeneralLedgers	PERM
AccountLedgers	4years
Auditor'sReports	PERM
BankReconciliationReports	7years
Cashreceipts/deposits	7years
Endowmentreports	PERM
Journals(year-end)	PERM
Journals(monthly)	ACT+4
Trialbalance	PERM
Budgetcontrol	PERM
Sponsoredresearch awards	
Supportingrecords-	3yearsfromsubmissionoffinalexpenditurereport*
Auditdatacollectionformandreportingpackage-	3yearsfromdateofsubmission

*(forindirectcostrateproposalsorcostallocationsplans,contactlegal counsel)

FINANCIALAID

Individualstudentfinancialaidfiles,including(V)

ACT+3

Applications
Award
lettersRepaymen
t
historyCorrespon
dence
Familyfinancialinformation

Work studystudent files	3years afterfiscaloperationsreport
StaffordandPLUSMPNs	3yearsafterawarded
FISAP	3years afterreportsubmitted

HEALTH AND COUNSELLINGCENTER

StudenthealthfilesACT+	5years

HUMANRESOURCES

SupersededJob Description	5years
CollectiveBargainingAgreements	PERM
SupersededEmployee Handbooks	10years

PERSONNELFILES(includingstudentemployees)(V)Individual Applicants Who AreNot Hired

EmploymentApplications	ACT+2
Note:ACT=hiringdate ofsuccessfulapplicant	
Resumes	ACT+2
Referencechecks	ACT +2
BackgroundInvestigationSearch	ACT+2

IndividualApplicantsWhoAreHired(Staff)

Personnelfile,containing	ACT+7
Employment	
ApplicationsBackgroundInvesti	
gationResultsResumes	
Beneficiary	
DesignationPromotio	
ns	
Attendance	
RecordsEmployee	
EvaluationsTransfers	
PersonnelActions	
DisciplinaryWarningsandAction	
sLayoff or Termination	
NoticesLettersofRecommendati	
on	

MEDICALFILES(V)
(faculty and staff; medical records are maintained in separate general medical fileseparatefrompersonnelfilewhileemployeeisActive,thenaddedtopersonnelfileu ponemployee'sdeparture)

RECRUITMENTFILES
JobAnnouncementsandAdvertisements

	PERM
Searchcommitteerecords, includingemploymentapplications,	
resumes,andall applicantsearchmaterials	2 years after candidate
hiredApplicant trackingrecord	PERM
Resumeoffinalist	PERM

PAYROLLRECORDS (VaultinComptroller'sOffice)(V)

Wage orSalaryHistory	7years
Salaryor Current Rate ofPay	7years
PayrollDeductions	7years
TimeCardsorSheets	7years
W-2Form	7years
W-4Form	7years

Payrollregisters	7years
Payrollcancelledchecks	7years
Garnishments(maintainedinseparatefile)	ACT+1

PENSIONAND BENEFITSRECORDS(V)

IndividualEmployeeFile	
EducationAssistance	Act+7
DisabilityRecords	Act+7
PaymentstoStateUnemploymentCompensationFunds	4years

GeneralFiles	
Benefitplandocuments,disclosureofplandescription,annualreports and summaryof annual reports,summaryplandescriptions	6years

All recorded information used in compiling required reports(such as vouchers, worksheets, receipts, applicableresolutions,andparticipants'electionsanddef errals)should	
beretained	6yearsfromfiling6years

NOTE:forhistoricalreasons,plandocumentsshouldbemaintainedpermanently.

INSTITUTIONALANDLEGALRECORDS

ArticlesofIncorporation	PERM(V)
By-Laws PERM(V)	
MinutesofBoard ofTrusteesMeetings	PERM(V)
MinutesofBoardofTrusteesCommitteeMeetings	PERM
(V)Licenses	ACT+6
DeedsandTitles	PERM (V)
AttorneyOpinionLetters	ACT +4
Leases	
ACT+6Collegepolicies	
ACT+10	
Contracts	ACT+4
Contractsformajorassets,construction,etc.	PERM(V)
PatentandTrademarkRecords	ACT+6
Accreditationrecords	PERM(V)

LITIGATIONRECORDS	
Claims	ACTor SOL
LitigationFiles	ACT+2
OtherCourtDocumentsandRecords	ACT
Settlements	PERM (V)
Releases	SOL
(generally3years,butcheckwithlegalcounsel)	
Judgments	PERM

INSTITUTIONALRESEARCH

FactBooks	PERM
Supportingstatisticalreports	PERM
StateandFederalStatisticalReports(electronic)	PERM
Surveys(alumni,student,faculty)Datafiles	3years
WeeklyHeadcountreports	PERM

OFFICE OFINTERNATIONAL STUDIES

Individualstudentfiles	ACT+4years

PRINCIPAL'SOFFICE

FACULTYFILES

CourseEvaluationForms	3 yearsafter
endofsemesterRetiredand deceased faculty	1yearafterendofsemester

Fullandhalf-timefacultyfiles(V):

AnnualRecords	PERM
AppointmentLetters	PERM
CurriculumVitae	
..Most Recent	PERM
..Others	ACT
GrantsAndAwards From ExternalEntities	
	PERMGrantsAn
dAwardsfromIIT wada	ACT

LEAVEINFORMATION

Reports	PERM
Otherinformation	ACT
Miscellaneous	ACT orArchive
TenureReview(preliminary,tenureandpromotionfiles)*	
Letterfrompresident	PERM
Otherinformation	ACT

PART-TIMEFACULTY FOLDERS(V)

FacultyAppointment Authorization form	ACT +
5Appointmentletter	PERM
Payrollauthorizationforeachsemester	ACT+5
Curriculumvitae	PERM.

ACADEMICSEARCHFILES	ACT+2

Note:ACT=hiringdate ofsuccessfulapplicant

VISARECORDS

H1bfilesAct	+3years

PUBLICSAFETY

Incidentreports	years
Parkingregistration records	4years
Parkingcitations	4years
Lost/found propertyinformation	4years
Dailylogs	7years(V)
Annual securityreport	7years
Drug-FreeSchoolsbiennialreview	PERM
Evacuationdrillrecords	4years

REGISTRAR

INDIVIDUALSTUDENTRECORDS(V)

Academicactionauthorizations(dismissal,etc.)	ACT +
5Academicrecords(includingnarrativeevaluations,etc.)	
	PERMAdva
ncedPlacement	ACT plus5
ApplicationforGraduation	ACT plus1
Applicationforadmissionorreinstatement	ACT +
5Auditauthorizations	1year
Changeofgradeforms	PERM
Classlists	PERM
Correspondence(relevant,verifications,requestingrecords, e.g.)	ACT+5
CourseDrop/AddSlips	2years
ClassSchedules	ACTplus
1Creditbyexamreports/scores(e.g.,AP)	ACT +5
Credit/nocreditapprovals(audit,pass/fail,etc.)	2years
Curriculumchangeauthorizations	ACT +5
DateofGraduationandDegreeAward	PERM
DegreeAuditRecords	ACT+5
Disciplinary and Honor Code Violation Files resulting inexpulsion or suspension (maintained separately fromacademicfilesinDeanof Student'sandAssociateAcademic Dean'soffices)	PERM
FERPAdocuments(requests anddisclosures)	
	Lifeofunderlyingrecord
ForeignStudent(I-20) Forms	ACTplus 5
GradeReports	1year
Graduationauthorization	ACT+5
TransferCreditEvaluations	ACT plus5
Militarydocuments	ACT+5
NameChangeAuthorizations	ACT plus5
Pass/FailRequests	2years
PersonalDataForms	ACT +1
RegistrationForms	2years
Transcripts	PERM

TranscriptRequests	1year
withdrawalauthorizations	ACT +2

STUDENTACTIVITIES

Clubs,associations,	
Finalpublications,photos,artwork,memorabilia,policies	PERM
Administrativerecords	PERM
OtherrecordsACT	
StudentRadioandT.V.Stationsprogramming	PERM
(archive)	
Studentpublications	PERM
(archive)	

DEPARTMENT,andCOMMITTEEFILES(includingacademicdepartments,divisions,task-forces, and othercollegeworking groups)

Departmental and committee files are critical for documenting the history of the college andshould be kept, managed, and archived in a manner consistent with the guidelines provided inthis policy. Each department and committee should establish an ongoing process of recordsmanagement for the department/program to ensure that personnel transitions do not interruptongoing records management. If a current committee chair or department head maintainsrecords in his or her own office or on his or her own computer exclusively, that individual isresponsiblefortransferringallelectronicandpaperrecordstothedepartmentalassistantornextcommitteechairwhen hisorhertermends,sothat record-keepingandmanagement isnotinterrupted. In the case of confidential materials in the possession of the chair or departmenthead, those should be marked as such (and placed in a sealed envelope, if appropriate) andmaintained within the department/ committee files. Personnel records in the possession of thedepartment (including records relating to student employees) should be forwarded to theDepartmentof HumanResources whentheemployeeisnolongeremployedbythecollege.Thedepartmental assistant(s) are a key link in long term maintenance of departmental records. Theassistants should be entrusted with knowledge of all departmental records and assist in theirmaintenance,eveniftherecordsarephysicallykeptinthe departmentchairorhead'soffice.

These records may be transferred to the archives once they are inactive and/or have met theirretention schedule. Please see the Guide to Transferring Records to the College Archives foradditionalinformation.

Agendas,minutes,reports,surveys	PERM(V)
Correspondence,memorandaotherdocumentationrelatedtosignificant	
policyand decision-making	PERM(V)
Syllabi	PERM (V)

Photographsandother mediadocumentingthe college and/orevents

PERMHandbook

s,policies ACTthenarchives
Subjectfileson particularevents/subjects ACTthenarchives
Manuscripts ACTthenarchives
Speeches ACTthenarchives
Studentpapers, theses, exams ACTthenarchives
Contracts ACT+3years*

*Certain contracts may need to be retained longer, such as construction agreements, warrantyagreements and agreements relating to major assets and buildings. Some of these are noted inothersections ofthis policy.

17 SOPFORPOST INGONSOCIA LMEDIA

SOP FORPOSTINGONSOCIAL MEDIA

1. Purpose:

Social media has become a powerful tool for communication and propagation that have asignificant impact on an organization and professional reputation. As its uses obviate thediscrimination between personal voice and organizational voice, Ideal Institute of Technology(IIT wada) adopts the policy elucidated in the ensuing paragraphs to help protect personal andprofessionalreputationswhileparticipatinginsocialmedia.

ThemainaimsofthisSOPare:-

- Tostreamlineguidelinesforuseofsocialmediaforeducationalandconstructivepurposesandtopreventmisuseofsocialmedia.
- GuideemployeesandstudentstousesocialmediawhileeffectivelycomplyingwithonlineethicsandadherencetoIIT wadaorganizationalrulesandregulations.
- Tomaketheemployeesandstudentscautiousaboutethicalprinciplesandlegalcompliancewhentheyusesocialmedia.
- Tocautionthemaboutdiscriminationanddefamationonline,andhowtodemonstrateappropriatebehavioronsocialnetworks.

2. Scope

This standard operating procedure applies to employees and students of the IIT wada till theyhavetheprivilegeoflienwiththeinstitutionasemployeeorstudent.

3. Responsibilities

Allheadsofdepartmentsandadministrativedivisionswillensureadherencetotheseguidelines bytheirstudentsandsubordinatesasthecasemaybe.

4. Procedure/Guidelines

Both in professional and academic roles, the employees and students need to follow the samebehavioralstandardsonlineastheywouldinreallife.Thesamelaws,professionalexpectations, and guidelines for interacting with co-workers, teachers, students, supportingstaff and general public apply online as in the real world. Employees and students are liablefor anything they post on social media – those who violate the Institution's policy regardingsocialmediadosoattheriskofdisciplinaryaction.

PrecautionaryMeasuresforSocialMediaSites:

- Protect confidential and personal information – do not post confidential or personalinformation,andphotographsofotherswithouttheirpermission.
- The employees and students must follow the code of conduct of IIT wada while postingonsocialmedia.
- Socialnetworkingsitesarenotappropriateforumstoengageindifferencesofopinionwith respect to professional or organizational issues or discussing the performanceorcompetenceofemployees.
- All employees and students are prohibited from posting defamatory posts both inphotographic or writing form against anyone within or outside IIT wada; specifically,they should be very cautious in commenting on heads/employees of organizations.Politicalpostsarestrictlyprohibited,failingwhichdisciplinaryactionwillbeinitiatedagainsttheconcernedemployees/students.
- Respectcopyrightandfairusewhenposting,bemindfulofthecopyrightandintellectual propertyrightofothers.
- DonotuseIIT wadalogosforendorsementsorimagesonpersonalsocialmediasites.
- Do not use IIT wada name to promote any product, idea which does not pertain to theinstitution.
- IIT wadareservestherighttomonitorsocialnetworkingsites.

AppreciablePracticesSocialMediaSites:

Thinktwice before posting:
- Privacy does notexistintheworldof socialmedia.
- Considerwhatcouldhappenifapostbecomeswidelyknownandhowthatmayreflectbothon theinitiatorofthepostandtheInstitution.
- Beawarethatsearchenginescanturnuppostsyearsaftertheyarecreated,andcomment scanbecopiedandsaved.

Makeendeavorsforaccuracy:
- Getthefactsstraightbeforepostingthemonsocialmedia.
- Reviewcontentforgrammaticalandspellingerrors,especiallyifpostingonbehalfofIIT wada.

Berespectful:
- Understandthatcontentcontributedtoasocialmediasitecouldencouragecommentsordiscussionofopposingideas.
- Becarefulinwithrespecttoyourtoneandselectionofwords,forwordshavedifferentmeanings indifferenttones/contexts.

Bemindfulofyouraudience:
- Be aware that a presence in the social media world is or can easily be made availableto the public at large and this includes IIT wada's stakeholders such as prospectiveemployees/studentsandsociety.
- Consider this before publishing to ensure that your post will not alienate, harm, orprovokeanyofthesegroups.

Identifyyourviewsasyourown:
- IfyouidentifyyourselfasIIT wadastaffmember/studentonyourpersonalsite,itshouldbeclearthattheviewsexpress edarenotnecessarilythoseoftheInstitution

Photography:
- Consideraddingawatermarktoprotectyourintellectualproperty.
- Photographsofotherstaff/studentsmustnotbepublishedwithoutpriorconsentofthep ersonsappearinginsuchphotographs.

Organizationalposts:

- OnlytheauthorizedpersonsmaypostonbehalfofIdeal Ideal Foundation.
- BeforepostingitmaybeapprovedfromPrincipalortheconcernedauthority.
- Theaccuracyoftheinformationmustbeensuredwhilepostingonbehalfoftheorganizati on.
- ThedeputedSocialMediaCoordinatorshouldmonitortheofficialpagesforderogatory commentsandshouldremoveitinstantly.
- Checkandrecheckthesentencestoavoidsyntacticerrorsandsemanticambiguity.
- Whiledesigning anypost intheofficialtemplateofIIT wada,Brand ManualofIdeal Foundation tobefollowed.
- LogoofIIT wada&Ideal foundationmustbeaddedproperlyineachandeverypost.
- Allthestaffmembersmust"LIKE"eachandeverypostoftheinstitute.

5. Monitoring:

Social media coordinator along with departmental coordinator will monitor the activities oftheirstaff/students.

6. CorrectiveAction:

Anyemployee/studentfoundorestablishedtobeviolatingtherules,willbedealtwithunderthec ollegerules,forthetimebeinginforce.

18 SOPFORSTA TUTORYCO MPLIANCE

SOPFORSTATUTORYCOMPLIANCE

Purpose:
ThepurposeoftheStatutoryComplianceCellistoassistthePrincipal'sOfficeandhelptheAdministrative Authorities in planning future course of action, coordination of Instituteactivities,correspondingwithUGC,AICTE,University,HigherEducationandManagement and inmaking necessaryarrangementstoorganizeManagementMeetingsin ourInstitute.

Scope:
ScopeoftheStatutoryComplianceCellissowidebecauseitisnotlimitedtoaparticularextent.The followingimportant functionsconstitutethemajor scopeoftheCell:

- PreparationofAgendaandNotes,Minutes andActionTakenReportonAdvisoryCommittee,BoardofGovernanceMeetings
- Compliance-cum-Progress Report alongwithMandatoryDisclosure toAICTEforannualapprovalofexistingcourses
- CorrespondencewithAICTE,MU,UGC,HEI
- AnnualReporttoMU,Report forIIT wada AnnualGeneralBodyMeeting andpreparationofMonthlyandAnnualReportsofInstitute
- PreparationofAQARrelateddata
- PreparationofNBAApplicationtoAICTE
- PreparationofInstituteBrochure
- PreparationofApplicationforNewCourses
- PreparationofApplicationfortemporary/permanentAffiliationtoMU
- PreparationofNIRFrelateddata

Responsibility:
Principal/Registrar/Dean/AdministrativeOfficer

Structure:
It isheaded bya facultyin-chargewhoseresponsibilityistosupervisetheabovementioned works. He will be assisted by an Administrative Officer & AdministrativeAssistant.

Filesto bemaintained:
- AICTEFile
- MUFile
- UGCFile
- NBAFile
- NAACFile
- GoverningBodyFile
- AdvisoryCommitteeFile
- MinutesFile
- HeadOfficeFile

19 SOP FOR STOCKVERIFICATION

SOPFORSTOCKVERIFICATION

Objective:

To support the value of stock shown in the balance sheet through physical verification,verify the accuracy of stock records, to disclose the possibility of fraud, theft or loss, ordeteriorationandtoorevealtheweaknessofthesystem,ifany(i.e.,whetherthestockisinsafecustody).

Responsibility:

- AllTeachingfaculties
- Non-teaching andlab technicalsupport persons
- AllHODs

Procedure:

Sl.	Activities	Responsibilities	TargetDates
1	Endofyearstockverification can beplanned	RegistrarandHODs	1stweekof April
2	Depute faculty for physical verificationduringendofacademicyear	HODs	2nd Week ofApril
3	Stock verification at laboratories andlibrary	HODsandAllfacultymembers	2nd week ofApril
4	Registeredstock,availablestock,condemnedandotherdiscrepanciesarereported.	HODsandAllfacultymembers	2nd week ofApril

SOPFORTRAINING &PLACEMENTCELL

<center>**SOPFORTRAINING&PLACEMENTCELL**</center>

<u>Content</u>

1. CampusRecruitment:**ExplanatoryNote–1**

Textof-
- ❖ FormalInvitationLetter(ForcompanieswhohadconductedCa

  mpusrecruitmentduringthelast4years)

- ❖ FormalInvitationLetter(ForcompanieswhohavenotconductedCa
  mpusrecruitmentduringthelast4years)

- ❖ FurnishingofWebsiteLinks

- ❖ E-mailinvitingcompaniesto conductcampusrecruitment.

- ❖ E-
  mailremindingcompaniesforexpeditiousactiononourrequestforca
  mpusrecruitment

- ❖ E-mail invitingcompaniesto convey datesofcampusrecruitment.

- ❖ E-
  mailexpressinganoteofappreciationforconducting/acceptingtoconductCampu
  srecruitment.

- ❖ E-mailexpressinganoteofappreciationforrecruitingstudents ofourInstitutes.

- ❖ E-mailexpressinganoteofappreciation**even
  ifstudentsarenotrecruitedbythecompanyconcerned.**

2. StudentsProfile: **ExplanatoryNote-2**

- ❖ Formatof submissionof students'
  databaseforshortlistingofcandidates for campus recruitment
  (Subject to amendment based
  onselectioncriteriabydifferentcompanies)

- ❖ Formatforreportingattendanceofcandidatesandabsenteecandidates.

- ❖ Formatforreportingtheresultofrecruitmentdrive.

3. Visit toCompanies (Palghar& adjoiningareas):   **ExplanatoryNote-3**

- ❖ Submissionofconveyanceclaim.

4. Visit to   Companies (Cities   / Locations   *other   than*   Palghar   and   adjoining   areas.):
   ExplanatoryNote–4   ForOfficialUseOnly

- ❖ Submissionofconveyanceclaim.

5. Progressreporttobesubmittedonamonthlybasis: **ExplanatoryNote–5**

❖ Itisessentialtosubmitprogressreporthighlightingsuccess&failureofeffortstoseniormanagemen tintheformatgivenbelow.(Includingreasonsforfailuretoachievetarget)

6. PAS–PersonalAppraisalSystem:

ExplanatoryNote–6

Personal Appraisal System is an integral part of the performance record of all placementofficer/officialsrenderinghelptostudentsenteringthejobmarket.PAScycleisbroadlyconcurrent with the academic sessions and begins on 1st July of a given year to 30th June of thefollowing year. The comments of the reporting officer and reviewing officer should form the basisofcareerenhancementprospectsandpromotions.Theselfassessmentofofficerreportedupon,is intended to give an opportunity to placement officers to record their achievements, constraintstoreachthetargetasalsotoexplainthereasonsforfailure,ifany.

The accepting officer can take a holistic view before deciding on the performance rating of theindividuals concerned and take decision on promotion, training needs, reallocation of work etc.basedonrecommendations/observationsofreportingandreviewingofficersasalsothestatements recordedbytheofficerreporteduponasincorporatedinselfassessment.

ExplanatoryNote–1

- At the commencement of each academic session, a circular letter needs to be issued tovarious companies inviting CEO/ CMD /HR Officers to conduct campus recruitment atIdeal FoundationGroupofColleges.Onelettershouldbeaddressedtocompanieswhichhaveconducted campus recruitment during the last four years and the second letter should beissued to companies which did <u>not conduct</u> campus recruitment at Ideal Institute of Technology during thelastfouryears.

- The samelettercould be used byPlacement Officers whilemeeting HR Officers on a onetoonebasisduringtheacademicsession.

- Most of the companies requestfor website details. Unfortunately, the HR officersarereluctanttosearchthespecificinformationtheyrequireand, therefore, theyrequestwebsite links tovarious courses of study as incorporated in the placement brochure.Consequently, it becomes essential to provide links for engineering, computer applicationetc

- As a follow up action to issuance of circular letter and / or direct contact with variouscompanies,itisessentialtosendanEmailinvitingcompaniestoconductcampusrecruitmentandseekingappointment.

- Format for E mail reminding companies for expeditious action on our request for campusrecruitment

- It is imperative to finalize the dates of campus recruitment as also to ascertain the detailsofthevenueandtheschedulefortheinterviewprocess.

- On completion of the interview process, a note of appreciation for conducting campusrecruitmentshouldbesent.

- Formatforexpressinganoteofappreciationforrecruitingstudentsofour Institutes

- EMailexpressinganoteofappreciationevenifstudentsarenotrecruitedbythecompanyconcerned.

Date:DD/MM/YYYY

DearSir/Madam,

You are aware that the Educational Initiative of Ideal Foundation., considered as one of the largesteducationalestablishmentintheStateofMaharashtra,offers==40 different ongoing programs in 09==educational institutions with an enrolment of 37,000students. Enclosed you will find a pamphletincorporating a synopsis of our institutions, locations in Palghar and its suburbs and

coursesofferedatourcolleges.AllthecoursesareapprovedbyAICTEandaffiliatedtoMU.Ourcolleges are also NIRF, NAAC and NAB accredited. Detailed information in this regarding may beviewedat:http://idealwada.com/about_ideal.php.

2. Our faculty nurtures enthusiasm of students to learn, help facilitate exchanging ideas andprepare them intellectually with diverse skill sets to face a vibrant work force on completion oftheirchosen curriculum and field of specialization. Achievement of academic excellence, highlevel of personal conduct and integrity are our main focus which you will find attractive. Ourpassionate learning environments not only strengthen existing talents but also challenge studentstodevelopapleasantandmeaningfulpersonality.

3. **Asinthepast,wetakethisopportunitytoinvite you again to visit ourcampus,initiateaphone call or write to us and consider sending a team ofOfficersfromyourHumanResources Department to conduct campus recruitmentforstudentscompletingtheircoursein the current academic year 2020-21** Wewould be glad to provide you and your team all the requisite logistic facilities and supportservices for conducting campus recruitment process and look forward to hosting your team atyour convenience. Kindly let us know your selection criteria to enable us to prepare and meet yourrequirements.

4. Our Placement Officers will send you relevant "Placement brochures" and / or contact /meetinpersonofficersofyourHRDepartmenttoapprisethemfurtheraboutcampusrecruitment. Should yourHR officials requireanyclarification, pleasefeelfreetocontact us orany of the placement officers listed below. It would be greatly appreciated if an acknowledgementofthiscommunicationissenttousbyemailandourinvitationforcampusrecruitment isforwardedtorecruitingofficers/HRofficialsconcerned.

Inclosing,pleaseacceptourbestwishes.

Sincerely,
(NameofPlacementOfficer &Signature)

Name&DesignationCo
mpany
Address

{FormalLetterand/orEmailexclusivelyforcompanies**whohadconductedcampusrecruitmentduringt
helast4years}**
Date:DD/MM/YYYY

DearSir/Madam,

    We are pleased to inform you that the Educational Initiative of Ideal Foundation,
considered asone of the largest educational establishment in the State of Maharashtra, offers40
differentongoing programs in 09 educational institutions with an enrolment of 5,000students.
Enclosedyou will find a pamphlet incorporating a synopsis of our institutions, locations in Palghar
and itssuburbs and courses offered at our colleges. All the courses are approved by AICTE and
affiliatedto MU. Our colleges are also NIRF,NAAC and NAB accredited. Detailed information in
thisregardingmaybeviewedat:http://idealwada.com/about_ideal.php.

2.   Our faculty nurtures enthusiasm of students to learn, help facilitate exchanging ideas
andprepare them intellectually with diverse skill sets to face a vibrant work force on completion
oftheirchosencurriculumandfieldof specialization. Achievementof academic excellence, highlevel
of personal conduct and integrity are our main focus which you will find attractive. Ourpassionate
learning   environments   not   only   strengthen   existing   talents   but   also   challenge
studentstodevelopapleasantandmeaningfulpersonality.

3.   **Wetakethisopportunityto invite   you   to visit our   campus, initiate   a
phonecallorwritetousandconsidersendingateamofOfficersfrom   your
HumanResourcesDepartmentto   conduct   campus   recruitment   for   students
completingtheir course in the current academic year 2020-21.** We would be glad to
provide you andyour team all the requisite logistic facilities and support services for
conducting campusrecruitment process and look forward to hosting your team at your
convenience.   Kindly   let
usknowyourselectioncriteriatoenableustoprepareandmeetyourrequirements.

4.   Our Placement Officers will send you relevant "Placement brochures" and / or contact
/meetinpersonofficersofyourHRDepartmenttoapprisethemfurtheraboutcampusrecruitment.
Should yourHR officials requireanyclarification, pleasefeelfreetocontact usorany of the placement
officers   listed   below.   It   would   be   greatly   appreciated   if   an
acknowledgmentofthiscommunicationissenttousbyemailandourinvitationforcampusrecruitmenti
sforwardedtorecruitingofficers/HRofficialsconcerned.

        Inclosing,pleaseacceptourbestwishes.

Sincerely,
(NameofPlacementOfficer &Signature)

Name&DesignationCo
mpany
Address

{FormalLetterand/orE
mailexclusivelyforcompanieswhohavenotconductedcampusrecruitmentduringthelast4years}

To,   Date:dd/mm/yyyy
The   Palghar
HRManager,Name
of
CompanyAddress

Dear Sir/Madam,

SUB:CampusRecruitmentforthestudentsinthecurrentacademicyear20XX-XX

Withreferencetotheabovementionedsubject;wearepleasedtoforwardyouanInvitationLetterto visit
our Institutes to conduct Campus Recruitment. In addition you may wish to check more detailsfrom our
website   http://idealwada.com/about_ideal.phpwhich   incorporates   the   course
contents,names&professionalqualificationsof
facultymembersandinfrastructureavailableinallourInstitutes.

2.   You are aware that Ideal Foundation runs 09 Institutions with an enrolment of over 5000
studentscovering diversecourses including B.tech, MBBS,BAMS, Nursing,M.Pharm, B.Pharm& other PG
&UnderGraduateprogrammes.

3.   Should you require any specific information including students database, field of
specialization,number of students graduating in courses which may be relevant to your need, we would
be glad toprovidethesame.

4.   **Youmayclickthegivenlinks:http://..tohavecompleteaccessofour
PlacementBrochurerelatingtoalldisciplinesofManagementPrograms & Engineering Programs
respectively.***[Check the links for Engineering, Computerapplicationetc.asapplicable]*

5.   We look forward towards an enduring & rewarding relationship with your esteemed
organizationas we strongly believe that students from our institutions are competent to take up
assignment offered,withahighdegreeofpersonalconductandintegrity.

Lookingforwardtoyourappointmenttodiscussfurtheraboutheproposal

Thankingyou.

Warmregards&bestwishes,N
ame:
Designation of Placement
OfficerTraining&PlacementCell,
Ideal Institute of
Technology.MobileNumber
EmailID:

{E-mail inviting companies to conduct campus recruitment and seekingappointment}.

To,   Date:dd/mm/yyyy
The   Palghar
HRManager,Name
of
CompanyAddress

SUB:

Dear Sir/Madam,

PleaserefertoourdiscussionregardingenlistingIdeal   Institute   of
Technologyforconsiderationofcampusinterview by your esteemed organization. We understand that you
would be finalizing your list shortly.Wearehopefulthatyouwouldfavourablyconsiderourrequest.

2.   The credentials of our colleges are known to you and, as such, we can assure you that we
accordhigh priority for our students' welfare. In addition to various skill development programs, we lay
specialemphasisoncoresubjectstofacilitatestudentsachievinghigheststandardofacademicexcellence.

3.   Weareconfidentthatourstudentswouldmeetyourexpectations.

Thankingyou.

Warmregards&bestwishes,

Name:
Designation of Placement
OfficerTraining&PlacementCell,
Ideal Institute of Technology.

Mobile
NumberEmailI
D:

{E-mailremindingcompaniesforexpeditiousactiononourrequestforcampusrecruitment}

To,   Date:dd/mm/yyyy
The   Palghar
HRManager,Name
of
CompanyAddress

SUB:

Dear Sir/Madam,

ThisisincontinuationofourearlierEmaildateddd/mm/yyyyandsubsequenttelephonicconversationwith youondd/mm/yyyyregardingCampusRecruitmentat Ideal Institute of Technology.

2.   Asnotifiedearlier,wearepreparingadatabaseof[Number]studentspursuingstudiesindifferent streams of **Engineering/ Management/ComputerApplication**[*use as applicable*], andwewould beabletofurnishthedetailsassoonaswehearfromyouaboutyourrequirements.

3.   We are drawing up schedule for Campus Recruitment for various companies for the months ofJanuary,FebruaryandMarch,20XX.Therefore,itwouldbeusefultoreceiveindicationsofyourrequirementsas alsofeasibledatesforCampusRecruitmenttobeconductedinthecomingmonths.

4.   Inviewofthefactthatweaccordhighprioritytoyourreputedorganization,wehavenohesitationtoalloca te'PrioritySlot'toenableyoutohavewiderchoiceofmeritoriousstudents.Weareconfidentthatourstudentswo uldprovetobeassettoyouresteemedorganization.

Awaitingyourresponse

Thankingyou.

Warmregards&bestwishes,N
ame:
Designation of Placement
OfficerTraining&PlacementCell,
Ideal Institute of Technology,
MobileNumber
EmailID:

{E-mailinvitingcompaniestoconveydatesofcampusrecruitment.}

To,   Date:dd/mm/yyyy
The   Palghar
HRManager,Name
of
CompanyAddress

SUB:

Dear Sir/Madam,

        Iwouldliketoextendanoteofappreciationforgivingourstudentsanopportunitytobeconsideredforpla cement inyouresteemedorganisation.

2.   Our students will be advised to visit the venue for the interview. It is requested that a short Jobdescription be provided to us so that we can put up the same on our Notice Board as also brief thestudentsappearingfortheinterview.

3.   Whilewehavenotedthatthestudentsarerequiredtobepresentatthevenueondd/mm/yyyy,weare awaiting the details of the venue and schedule for the Interview process, Names of your recruitmentteamanddetailsthereof. InformationbyreturnEmailwouldbegreatlyappreciated.

4.   We take this opportunity to thank you once again and, at the same time, assure you that we wouldcontinueourinteractionwithyourorganisationintheyearstocome.

Thankingyou.

Warmregards&bestwishes,N
ame:
Designation of Placement
OfficerTraining&PlacementCell,
Ideal Institute of Technology,
MobileNumber
EmailID:

{E-mailexpressinganoteofappreciationforconducting/acceptingtoconductcampusrecruitment.}

To,   Date:dd/mm/yyyy
The   Palghar
HRManager,Name
of
CompanyAddress

SUB:

Dear Sir/Madam,

       Wewouldliketoextendanoteofappreciationforgivingourstudentsopportunitytoappearintheinterviewheldondd/mm/yyyy.

2.   We understand that our students met the members of the interview board at your premises. Wewould be grateful if you could send us a short report about the performance of our students brieflytouching upon shortcomings too. This willenable us to conduct improved preparations for studentsappearingforfutureinterviews.

3.   Lookingforwardtoyourdecision.

Thankingyou.

Warmregards&bestwishes,N
ame:
Designation of Placement
OfficerTraining&PlacementCell,
Ideal Institute of
Technology,MobileNumber
EmailID:

{E-mailexpressinganote ofappreciationfor recruitingstudentsofourInstitutes}

To,   Date:dd/mm/yyyy
The   Palghar
HRManager,Name
of
CompanyAddress

SUB:LetterofAppreciationforrecruitingstudentsofourInstitutesDearSir/

Madam,

        OnbehalfofIdeal Institute of Technology,wewishtorecordanoteofappreciationforoffering placement(no.tobequoted)tostudentsof(nameoftheinstitution).

2.   Weareconfidentthatourstudentswouldjointhevibrantworkforceinyouresteemedorganisation and you would find their performance to be of highest order. We hope that the recruitedstudentswouldcontributesuccessfullytoachievethedesiredgoalof yourorganisation.

3.   In closing, we hope to continue cordial relationship with you and your colleagues and build up alasting relationship in the coming years. We look forward to participate in your further recruitment drivethisacademicsessionasalsointhecomingyears.

Thankingyou.

Warmregards&bestwishes,N
ame:
Designation of Placement
OfficerTraining&PlacementCell,
Ideal Institute of Technology,
MobileNumber
EmailID:

To,   Date:dd/mm/yyyy

The   Palghar

HRManager,Name

of

CompanyAddress

SUB:LetterofAppreciationforinterviewingourstudentsofourInstitutesDearSir/

Madam,

OnbehalfofIdeal Institute of

Technology,wewishtorecordanoteofappreciationforconductinginterviewtorecruitourstudents.

2.   We have noted that none of our students met successfully your expectations. Therefore, we wouldrequest you to consider sending us a report broadly outlining the deficiencies of our students you havenoticed while conducting recruitment drive. This would facilitate us to take corrective action at our endand address the shortcomings of students. Besides, it would help us improve preparation for students forfutureinterviews.

3.   In closing, we hope to continue cordial relationship with you and your colleagues and build up alasting relationship in the coming years. We look forward to participate in your future recruitment drivethis academic session as also in the coming years. In addition, we would like to request you to give usopportunity to interview students who are completing their curriculum in the forthcoming academicsession.

Thankingyou.

Warmregards&bestwishes,N

ame:

Designation of Placement

OfficerTraining&PlacementCell,

Ideal Institute of

Technology.MobileNumber

EmailID:

ExplanatoryNote–2-Students' Profile

❖ Formatofsubmissionofstudents'databaseforshortlistingofcandidatesforcampusrecruitment(*Subjecttoamendmentbasedonselectioncriteriabydifferentcompanies*)maybepreparedin ExcelSpreadSheetfollowing thedataentriesasgivenbelow.*Apart from sending the list to the companies concerned, the list should be sharedwithVPCorporateRelationsandPlacementofficers/Officialsondutyfororganizingcampusrecruitment.*

Sl.No.	Name	Present	Aptitude Test	PI	Selected	CT Number	Gender	DOB
1.								

10thClass	YOP	12thClass	YOP	Diploma	YOP

FirstSemester	SecondSemester	ThirdSemester	FourthSemester	FifthSemester	SixthSemester	Semester Average.	No.ofYear Gap	E-mail ID

❖ Formatforreportingattendanceofcandidatesandreportingaboutabsenteecandidatesisreproduced below.
ThisinformationmustbecollatedandsenttoMD/VPCorporateRelationsandDirectors/DyDirectors/PrincipalsofCollegesconcerned.

Sl. No.	Name of theCompany	Date of Interview	No of Students Shortlisted	No.ofStudentsappearedfor Exam	No.ofStudentsabsent	No of studentselectedfor final Interview /Exams	Remarks, ifany

❖ Format for reporting the result of recruitment driveis reproduced below. *This informationmustbecollatedandsenttoMD/VPCorporateRelationsandDirectors/DyDirectors/Principalsofcollegesconcerned.*

NameoftheCollege:

Stream	TotalEligible	Applied forName of the Company	No. of successfulcandidates	Remarks

3.   VisittoCompanies(Palghar&adjoiningareas)

ExplanatoryNote-3

❖ Formatforsubmissionofconveyanceclaimisreproducedbelow.Theclaimshouldbesubmittedona **monthlybasis**specifyingthenamesofthecompaniesvisited,modeoftravel (Taxi, Auto, Bus, Metro, Private car, shuttle service etc.) and the expenditure statementdulyapprovedbyControllingOfficerforwardedtotheaccountsdepartment.

Date	From	To	Name of the Company/Institution	Mode of Conveyance	Fare(Rupees)	Purpose
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						

Signatureof theclaimant
NameofPlacementOfficer&DesignationDa

te

Approvedby:

Name&Designation

4. VisittoCompanies(Cities/Locations*otherthan* **Palghar** andadjoiningareas)

ExplanatoryNote-4

❖ Format for submission of conveyance claim is reproduced below. The claim should besubmitted immediately after returning from tour, specifying the names of the companiesvisited, **(journey details, lodging expenses, local conveyance, dailyallowances/refreshment,miscellaneousexpensesetc.)**andtheexpenditurestatement duly approved by Controlling Officer forwarded to the accounts departmentalongwithrelevantvouchers.

TourBill

NameoftheEmployee   :

Designation   :

Department   :   Training &

Placement**Durationofthetour**   :

                                        dd/mm/yyyytodd/mm/yyyy**Placesvi**

sited   :

Journeydetails:

Date	ModeofJourney	From	To	Amount (Rs.)
dd/mm/yy				
Total(A)				

LodgingExpenses:

Place	From	To	Amount (Rs.)	Remarks
	dd/mm/yy	dd/mm/yy		
Total(B)				

LocalConveyance:

Date	Place	Mode of Transport	From	To	Amount (Rs.)
dd/mm/yy					
Total(C)					

DailyAllowances/Refreshment:

Date	Particulars	Amount(Rs.)	Bills attachedY/N
dd/mm/yy			
Total(D)			

MiscellaneousExpenses:

Date	Particulars	Amount(Rs.)	Remarks
dd/mm/yy			
Total(E)			

Sl.No.	TotalExpenditure	Amount(Rs.)
1	Journeydetails(A)	
2	LodgingExpenses(B)	
3	LocalConveyance(C)	
4	DailyAllowances/Refreshment(D)	
5	MiscellaneousExpenses(E)	
6	**GrandTotal(F)**	

TotalExpenditure :

AdvanceReceived :

AmountRefunded :

SignatureDat

e:Approvedb

y:

Name&Designation

5. Progressreporttobesubmittedonamonthlybasis.

ExplanatoryNote–5

❖ Itisessentialtosubmitprogressreporthighlightingsuccess&failureofeffortstoseniormanage mentintheformatgivenbelow.(Includingreasonsforfailuretoachievetarget)

- NameofCompany
- Dateof visit
- Name ofpersonvisited
- Person'sdesignation
- Person'scontactno(mobileno.&landlineno.)
- Person'semailid
- Agendaofvisit
- Outcome
- Nextfollowupaction
- Approachedforthebatch
- Approachedforthedepartment
- Dateofnextfollowupaction

Name:

Designation of Placement

OfficerTraining&PlacementCell,

Ideal Institute of

Technology.MobileNumber

EmailID:

6. PAS–PersonalAppraisalSystem: **ExplanatoryNote-**

6PERSONNELAPPRAISALSYSTEM(PAS)

PERFORMANCERECORD

PASCycle:20XX-20XX
PerformancePeriod:01/07/20XX-30/06/20XX

Name   :

Gender   :   Male/Female

Email   :

Designation   :

Address   :

CollegePhone No   :

<u>SignaturesCompletedPASforPeriodandCycleindicatedabove.</u>

FirstReportingOfficer

Name   :
Designation   :

        Signature……………………….   Date……………………….

SecondReportingOfficer(ReviewingOfficer)

NameDesig   :
nation   :

        Signature……………………….   Date……………………….

StaffMember

NameDesig   :
nation   :

        Signature……………………….   Date……………………….

WorkPlanofUnit
Ihave the receivedacopy ofthe workplanfor my unit.   Yes☐No☐

OBJECTIVE
ToachieveXX%placementthroughCampusinterviewaswasdonein20XX.

GOALS /PERFORMANCE EXPECTATIONS
Runanefficientplacementcell

- ➤ ConsultationwithDirectors /Principals ofCollegesand Placement Officers
- ➤ Identifynewcompaniesforinclusionintheroster
- ➤ Providestatisticsofkeyactionstaken
- ➤ Projecttargetsofachievement

PLANOFACTION   **[JulytoOctober;NovembertoFebruary;MarchtoJune]**

	November	March	July	Annual
Inclusionofnewcompanies	☐	☐	☐	☐
Number of standardized letterssenttovariouscompanies	☐	☐	☐	☐
Numberofnames senior officers tobeinvitedforlectures/seminarsTa	☐	☐	☐	☐
rget forPlacementofstudents	☐	☐	☐	☐
SummerTraining(WithoutFinancialinvolvement)	☐	☐	☐	☐

ACCOUNTABILITY

ActualPlacementof Students	☐	☐	☐	☐

SELF ASSESSMENT

Abriefwrite-upnotexceeding150wordsmaybesubmittedhighlightingtheachievementsandconstraints,ifany, intheperformanceof theassignedtask.

(NAME)
FIRSTREPORTINGOFFICER

EvaluationandCommentsontheWorkPlanandAccomplishments

CoreValues andCore Competencies:[Please tick(√)the appropriate box]

	Unsatisfactory	Developing	FullyCompetent	Outstanding
Integrity	☐	☐	☐	☐
Professionalism	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐
Planning &Organization	☐	☐	☐	☐
AccountabilityJudgment/ Decision-Making	☐	☐	☐	☐

OverallRating

- Consistentlyexceedsperformanceexpectations ☐
- Frequently exceedsperformanceexpectations ☐
- Fullysuccessfulperformance ☐
- Partiallymeets performanceexpectations ☐
- Doesnotmeetexpectations ☐

Recommendation

a) Increment	Accelerated	Normal	Noteligible
b) Promotion	Accelerated	NormalCourse	Noteligible

Briefcomments/suggestionsincludingtrainingneedstoenhanceskillsetsandprofessionalexpertisemayberecorded.[Notexceeding100words]

FirstReportingOfficer   SignoffDate

SECOND REPORTING OFFICER'S (REVIEWING OFFICER'S) COMMENTS

The assessment of first reporting officer has been shared with the officer reported upon –   Yes☐ No☐

Adverse comments, if any, communicated to the officer reported upon-   Yes☐ No☐

The observations of the reporting officer is – | Unduly Critical | | Too Lenient | | Balanced |

Taking into account the representation, if any, of the officer reported upon –

❖   Agree with the assessment of Reporting Officer.   ☐

❖   Partially agree with the assessment of Reporting Officer.   ☐
    [Comments may be recorded]

❖   Do not agree with the assessment of Reporting Officer.   ☐
    [Comments may be recorded]

Second Reporting Officer (Reviewing Officer)   Signoff Date

AcceptingAuthority

21 SOPFORW EBSITEUP DATION &MAINTAINANC E

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SOPFORWEBSITEUPDATIONANDMAINTENANCE

Introduction
Ideal Institute of Technologywebsite showcases and communicates our vision and missiontostudents, faculty and staff, and thestakeholders.For many students, thewebsiteisthe first glimpse they see of the College; therefore, in its simplest form, Ideal Institute of Technologywebsite is a marketing tool.It is integral that Ideal Institute of Technologywebsite projects an image that is consistent with the quality programs and events thatmaketheCollegedynamic.

Objective:
The objective of Ideal Institute of Technologywebsite is to provide access to up-to-date andwell-organized information to students and the stakeholders about registration, classes,programs, events and services.While the website serves as a tool for current students, itis also a vehicle to promote our programs and services to prospective students, theirparents,andthesocietyatlarge.

Responsibilities:
- WebsiteIn-charge
- Faculty In-charge from eachdepartment
- HoD

Procedure:

Sl.	Activities	Responsibility	TargetDates/Days
1	Assigninchargefor ourcollegewebsite.	Registrar andPrincipal	-
2	Websiteinchargeoughttoexhibitalltheinformationeffectively.	Websiteincharge	Everyworkingday
3	Websiteshouldbemonitored	Websitein charge,facultyincharges, HOD'SandPrincipal	Everyworkingday
4	Depute one faculty from each departmenttocoordinatewith websiteupdation	Facultyinchargesfromeachdepartment	-
5	Sharing of Google sheet by Website In-Charge with the assigned faculty of eachdepartmentforthecollectionofdata.	Facultyinchargesfromeachdepartment	15thDayofeverymonth
6	Thestatus ofeachdepartmentwebpageshouldbemonitored.	Facultyinchargesa ndHOD'Sfromeac hdepartment	EveryWednesday.

7	Academicscheduleupdation	Facultyinchargesand HOD'S from eachdepartment	Before the Commencement of eachsemester.
8	Toposttheevents/workshop/conference/ symposium/studentscontest/etc..,theeventin chargesshould	All the faculties andHOD's	1monthbeforethecommencementoftheevents
9	NewsandeventsPhotogalleryupdate	Allthefacultiesa ndHOD's	Twodaysaftertheevents
10	Webpagedetails,verificationandapproval	Principal	Asanwhenrequired
11	Removalofolddatafromwebsite	Websiteincharge	Asanwhenrequired
12	Archivingofthefileincloud/drive.	Websiteincharge	Archivingthedatajustbeforetheremoval.

22 SOPFORW HATSAPPG ROUP

SOPFORWHATSAPPGROUP

Ideal Institute of Technologyhas created WhatsApp Group. WhatsApp group will provide aplatform to connect and scope of networking among stakeholders. People in the group willstayupdatedaboutcollegehappenings.

Each Ideal Institute of TechnologyWhatsApp Group is created for the followingpurpose:

o Knowledgesharingandcollaboration withothermembers.
o Handholding,mentorship,advisoryandguidancethroughquickcommunicationtothemembers.
o Connectingthemembersofthegrouptocreatecohesivenessamongthem.

Following protocolthatallmemberneedtofollow:

- Respectthepurposeandobjectiveofeachgroup.
- Don't use groups just to send memes, videos, pictures and news, without reading andreactingtothecontentsharedbyothers.ThepurposeofWhatsAppgroupsistoestablishcollectiveconversationswithothers.
- Neversendcontent,informationor"news"thatHASN'Tbeenverified.
- If you feel uncomfortable in a group for any reason, feel free to leave or "mute" thenotifications.It'sbettertobecriticized forleavingthanforalwayscomplaining.
- Before sending a complaint to a group, identify the "administrator" and share yourthoughtswithhim/her.
- Don't get angry if someone doesn't respond to your messages in a group. No one is obligedtodoso.Bettersendhim/heradirectmessage.
- Beforesendingavideo,picture,memeoranycontent,analyzeifsuchmaterialwillbeintheinterestofthemajorityofthemembers ofthegroup.
- When forwarding a message, picture or video and you're choosing multiple recipients,avoid sending it to all your groups, since hardly the same content will be suitable or ofinteresttoall.
- Avoidsendinganycontentthatisviolent.
- Avoidunnecessary debates.
- When replying to a specific comment from a person, use the "reply" function to makesenseofyourcommentandavoidconfusion.
- Whennoticingthatyou'rehavingadialoguewithasinglememberofthegroup,considerchanging the conversation to direct message, because the rest of the group may not beinterestedinreadingyourconversationwith anotherperson.
- Keep in mind that your words can be interpreted in multiple ways, so use short sentencesthatcan'tbemisinterpreted.
- Don't abuse emojis. There are some that don't require explanation, but others can beinterpretedindifferentwaysandgenerateconfusion.

- Avoidsendingvideosorfilesthatareverylarge,sincenobodylikestosaturatethememoryof theirsmartphoneorwaste theirdata/internetplanonnonsense.
- WhatsAppmessagesthatrequirearesponsemustendwith"PleaseRespond"
- WhatsAppcommunicationmayonlytakeplacebetweenMondaytoSundayfrom8:30AMto10:30 PM.

Agreementtoterms,rules&guidelines:

Your continued presence in the group will mean you agree and abide to the terms of thegroup.

Important:Removalfrom theGroup

Anydeviation fromthegroup guidelineswill betaken seriouslyand offenderswillberemoved from the group permanently without notice. Also Admins reserve the right toremovetheoffendersfromalltheassociatedgroupsofIIT Wada.

23   SOPFORWORK FROMHOME

SOPFORWORKFROMHOME

Overview

IIT wadaiscommittedtoprovidingahealthy,safeandflexibleworkingenvironmentforitsstaff.

Thepurposeof IIT wada Work from HomePolicy is to optimize for thebenefitswhile limiting therisks,ultimatelysettingupouremployeestobeassuccessfuloutsidetheofficeastheyareinit.

DuringmandatoryWorkfromHomesituations(suchasahealthorsafetycrisislikeCOVID-19),ithelps ensure that our employees are set up for success and that they can continue to remainhealthyandproductive.

Responsibilities:
AllTeaching&Non–
TeachingStaffMembersHeadoftheDepartment
DeanReg
istrarPri
ncipal

RequirementsforhomebasedworkStaffre

sponsibilities

Staffapprovedtoworkfromhomemust:

adhere to all thepoliciesand proceduresofIIT
wadabecontactableduringthenormal spanofhours
ensure fitness for work requirements are met. If staffmembers are unwell or unable to work due
tootherreasons,thenleaveentitlementsaretobeaccessed
ensure home worksite complies with healthandsafety requirements atall
timesreportanyhealth,safetyandwellbeinghazards,nearmissesandincidents
maintain accurate and up to daterecords of hours worked athome within normal span of

hoursHeadresponsibilities

TheHoDmust:

ensure thestaff member is workinginaccordancewiththeirWorking
fromHomeassignmentandadheringtoIIT wadapoliciesandprocedures,
reviewandsignoffonrecordsofdailytaskperformedasrequired
monitor and review theWFH agreement on a regular basis as recorded in the WFH
agreementschedule communication meetings including methods of disseminatinginformationto
staff whoareworkingfromhome
wherepracticable,provideequipmentandtoolsrequiredtoperformthetasksrequired(doesnotincludew
orkstation furniture,additionalservicesorcosts)
accuratelydocumenttheownershipandusagearrangementsoftheequipmentandassets.

Indemnity

The staffmember indemnifies Ideal Institute of Technologyagainst all loss or damage to the staffmember'spropertyandallclaimsby thirdpartiesinrespectofpersonalinjuryandpropertydamageexcepttotheextentcausedbythenegligent act,erroror omissionoftheinstitution.

Services

Not all on-campusservices are available or supportable when used from home. The staff memberaccepts thisandagreesnottoimposeanyoverheadsontheUniversityforadditionalservices.

WorkfromHomeIncludes:

- Definingeligibilitytoworkfromhome.
- Establishinganapprovalprocess.
- Settingregularworkinghours.
- Creatingattendanceandavailabilitystandards.
- Streamlinecommunicationschannels.
- ITsupport.
- Maintainingsecuritystandards.
- Continuinginternalcommunicationprograms,includingall-handsmeetings.
- MaintainingadresscodeforBusinessMeetings.
- Recordingacknowledgementofreceipt.
- Gatheringfeedbackanditerate.

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SOPFORACADE MICPERFORMA NCEMONITORI NG

SOPFORACADEMICPERFORMANCEMONITORING

Objective:ToelaboratetheprocedureforAcademicperformancemonitoringoffaculty.

Responsibility:
- Alltheteachingstaffmembers
- HeadsoftherespectiveDepartments
- Dean

Procedure:

Sl.	Activities	Responsibility	Targetdates/days
1.	Preparationofcourseinformationforacademicyear	Concernedsubjectteacher	1stweek ofApril
2.	Verificationandapprovalofcourseinformation	HoDs	2ndweekofApril
3.	Preparationofcoursecontentfor60%of syllabus	Concernedsubjectteacher	Realtime
4.	Sharingthecourseplanandcourseinformation withstudentsthroughgoogleclassroom	Concernedsubjectteacher	4th weekofJune
5.	Implementationofclassroomlecturedelivery	Concernedsubjectteacher	1stweekof July
6.	Monitoring classroomlecturesofeachfacultybyrespectivementors	Dean	Continuous
7.	Preparation of question paper for continuousinternalassessmentbasedonrevisedbloomstaxonomy	Concernedsubjectteacher	4th weekofJuly
8.	Evaluationanddistributionofanswersheetsonstipulatedtime.	Concernedsubjectteacher	Within3daysfromcommencementofexam
9.	Capstonecomponentsshould beassignedandevaluated throughappropriatetools	Concernedsubjectteacher	Asscheduledincourseplan
10.	Preparationofquestionbank	Concernedsubjectteacher	2ndweekofOctober
11.	Receivingfeedbackfrom students	HoDs	4thweekofOctober
12.	Mapping of end semester examination resultwithCIAto figure outthe attainmentlevel	Concernedsubjectteacher	Afterannouncementof endsemesterresult

25 SOPFORACADE MICPERFORMA NCEINDEX

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SOP 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:

Sl.	Activities	Responsibility	Target days
1.	Faculty appraisal form circulated by Principal to all the faculties.	Principal	1st week of April
2.	Faculties to fill in the appraisal form as per the given guidelines	Individual faculty	2nd week of April
3.	HODs to review the filled in appraisal form	HoDs	3rd week of April
4.	HOD's shall submit the appraisal forms to the principal	HoDs	4th week of April
5.	Principal shall evaluate the forms and shall submit the same to the MD with remarks.	Principal	1st week of May

26   SOPFORACADE MICREVIEWME ETING

SOPFORACADEMICREVIEWMEETING

Objective:Toelaboratetheproceduretoconductacademicreviewmeeting.

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- HeadsoftherespectiveDepartments&Deans
- Mentors
- Principal,Registrar

Procedure:

Sl.	Activities	Responsibility	Targetdays
1.	Planningofacademicreview meeting	Principal,Registr ar,Dean&HODs	After theendofInternalt estI&II(Twice inasemester)
2.	Intimationthroughcircularfromtheh ead of the institution with regardstoconductof academicreviewme eting	Principal	LastdayofInternal testI&II
3.	Mentors have to intimate theparents inregardstomeetingthroughphone	Mentors	Seven days priortothemeeti ng
4.	Mentorshavetopreparetheconsolid ated marks(Internal test &endsemesterexam), individualacademicperformancean dattendance percentage of students	Mentors&HOD	Threedaysaftertheco mpletionofInternaltest I&II
5.	Discussabout theperformanceofthestudents	Parents,Mentorand Facultymembersha ndlingtheclasses,HO D	DayofAcademi creviewmeeting
6.	Gettingfeedbackfromparents	Mentors	DayofAcademi c
7.	VenuePreparation	Dean&AO	Thedaybeforethe meeting
8.	Arrangementofrefreshmentsandf ood	Dean&AO	DayofAcademi c

27 SOPFORATTENDINGFDP,SEMINAR,WORKSHOP INOTHERINSTITUTIONS

SOPFORATTENDINGFDP,SEMINAR,WORKSHOPINOTHERINSTITUT IONS

Objective:ToelaboratetheprocedureforattendingFDP, seminar, workshop etcinotherinstitutions.

Responsibility:
- AlltheFacultymembers
- HeadsoftherespectiveDepartments

Procedure:

Sl.	Activities	Responsibility	TargetDates/Day
1.	Visitwebsitesfrequentlytoidentifythein teresting andusefulprogramstoparticipate	Facultymembe r	NotApplicable
2.	Gather information about the identifiedprogramssuchasnumberofdays, dates,topics,conductinginstitution,registr ationfeesand	Facultymembe r	Notapplicable
3.	DiscusswithHoDabouttheprogramandget tingapprovalby HoDandprincipal	Facultymembe r	Before the registrationcl osingdate
4.	Registerfortheprogramwithallnecessarydo cuments mentioned by the organizinginstitution	Facultymembe r	Before the registrationcl osingdate
5.	Makenecessaryalterationsfortheacademic workswithotherfacultymembersandgetapp rovedbytheHoDandPrincipal	Facultymembe r	Oneweekbeforet heprogram
6.	Submitwriteupabouttheprogramandsu bmitittotheHoD	Facultymembe r	Within threedays after theprogram
7	GetClaim Formfrom officetogettheregistrationfees	Facultymembe r	Within 10 daysaftertheprog ram

SOPFORCOND UCTIONOFBOA RDOFSTUDIES MEETING

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SOPFORCONDUCTIONOFBOARDOFSTUDIESMEETING

Objective:ToelaboratetheprocedurefortheconductionofBoardofStudiesmeeting.

Responsibility:
- DepartmentBoardofstudiesmembers
- HeadsoftherespectiveDepartments (BOS Chairman)
- Expertmembers

Procedure:

Sl.	Activities	Responsibility	Targetdates/days
1.	Identify the members for Board of Studies :Educationalist, Stakeholders, senior facultymembersofdepartment	BOSChairman	3rdweekof December
2.	Communicatingwiththeidentifiedpersonsfortheirconsent	BOSChairman	3rdweekof December
3.	Date finalized for conduction of BOS meetingforvalidatingcurriculum	BOSChairmanandCDCmembers	4th week ofDecember
4.	IntimationofthemeetingdatesenttoBOSmembers	BOSChairman	4th week ofDecember
5.	CurriculumreceivedfromCDCandsenttoBOSmembers	BOSChairman	1st weekofJanuary
6.	CommentsreceivedfromBOSmembersconveyedtoCDCmembers	BOSChairman	2nd week ofJanuary
7.	BOS meeting convened and suggestionsarenoted	BOSIn-charge	2nd week ofJanuary
8.	Suggestions and corrections noted are handedovertoDepartmentCDCIn-charge	BOSChairman	2nd week ofJanuary
9.	FinaldraftreceivedfromDepartmentCDCIn-charge	DepartmentCDCIn-charge	2nd week ofJanuary
10.	The corrected final curriculum is submitted tostandingcommittee	BOSChairman	2nd week ofJanuary

11.	Date finalised for conduction of BOS meetingforvalidatingsyllabus	BOSChairmanandCDCmembers	1stweekof February
12.	IntimationofthemeetingdatesenttoBOSmembers	BOSChairman	1stweekof February
13.	SyllabusreceivedfromCDCandsenttoBOSmembers	BOSChairman	2nd week ofFebruary
14.	CommentsreceivedfromBOSmembersconveyedtoCDCmembers	BOSChairman	3rdweekof February
15.	BOS meeting convened and suggestionsarenoted	BOSIn-charge	4th week ofFebruary
16.	Suggestions and corrections noted are handedovertoDepartmentCDCIn-charge	BOSChairman	4th week ofFebruary
17.	Final draft of the syllabus received fromDepartmentCDCIn-charge	DepartmentCDCIn-charge	2nd week ofMarch
18.	Thecorrected finalcurriculumand syllabisubmittedtostandingcommittee	BOSChairman	2nd week ofMarch

*CDC=CurriculumDevelopmentCommittee

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SOPFORPREPA RATIONOFCLAS S&INDIVIDUAL TIMETABLE

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SOPFORPREPARATIONOFCLASS&INDIVIDUALTIMETABLE

Objective:ToelaboratetheprocedureforpreparingMaster,Classandindividualteachingtimetable.

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- DepartmentTimeTablecoordinators
- InstitutionTimeTablecoordinator
- HeadsoftherespectiveDepartments

Procedure:

Sl.	Activities	Responsibility	Targetdates/ days
1.	Preparation of academic calendar fortheyear.	Principal/Dean/HoDs	1^{st}week ofApril
2.	Releasingtheacademiccalendartoallteaching/non-teaching staffmembers	Principal/Dean/HoDs	2^{nd}week ofApril
3.	Registeringstudentsresponsesonelectivecoursesforthecomingsemester	HoDs	3^{rd}week ofApril/Oct
4.	Sharingthecourseoptionsheetwithallfacultymembers	HoDs	4^{th}weekof April/Oct.
5.	Conductingdepartmentmeetingoncourseallocationbasedonresponses&competency	HoDs&facultymembers	1^{st}week ofMay/Nov
6.	Course allocation meeting details tobeusedforclasstimetablepreparation	Department Timetablecoordinator	1^{st}week ofMay/Nov
7.	Callfor1^{st}commonmeetingofalldepartmenttimetable coordinators for sharing theinformationonservicecourses	Dean	2^{nd}week ofMay/Nov

8.	Detailed Time table preparation(bothclass-wise&individual)andcirculationto allteaching&non-teachingmembers	Department Timetablecoordinator	3rdweekof May/Nov
9.	Callfor2ndCommonmeetingofalldepartmenttimetablecoordinatorsfor finalization	Departmental timetable coordinator,HoDs, DeanandPrincipal	3rdweek ofMay/Nov.
10.	PreparationofdepartmentMasterTimetable	Department Timetablecoordinator	4thweek ofMay/Nov.
11.	PreparationofInstitutionMasterTimetable	Dean	4thweek ofMay/Nov.
12.	ApprovalbyPrincipalforClass,IndividualandMasterTimeTable	Principal	4thweek ofMay/Nov.

30 SOPFORCLA SSROOMALL OTMENT

SOPFORCLASSROOMALLOTMENT

Objective:Toelaboratetheprocedureforclassroomallotmenttosupporttheinstructionalprogramoftheinstitution.

Responsibility:
- DepartmentCoordinator
- HeadsoftherespectiveDepartments
- AdministrativeOfficer

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Classifythelecturehalls Basedonthefloorspace,lecturehallscanbecategorizedas i. Large Lecture Halls: Seatingcapacityof70orhigher ii. Mediumlecture Halls:Seatingcapacityof55-69 ii.SmalllectureHalls:Seatingcapacityless than55	AO	1^{st}weekof April /November
2.	LectureHallStatistics Listthetotalno:oflecturehallsavailablealongwiththeirseatingcapacity	AO	2^{nd}weekof April /November
3.	DepartmentownedLecturehallsListthetotalno:oflecture halls exclusive to each department with theirseatingcapacity	AO	2^{nd}weekof April /November
4.	StudentStatistics No: of Students admitted to each engineeringbranchhastobeobtainedyearwise(First YeartoFinalYear)	Department Coordinator	2^{nd}weekof April /November
5.	A common meeting shall be convened among thedepartment coordinators, HODs and AO to sharethe statisticaldatacollected.	DepartmentCoordinators&AO	3^{rd}weekof April /November

6.	Basedonthestudentstrengthandlecturehallsize,each department can segregate their students intosections.	Department Coordinators	3rd week of April /November
7.	Classroomallocation inMainBuilding/ CMS i. Each floor of the block can be allotted to aparticulardepartment. ii. Ifsufficientno:oflecturehallsarenotavailable,allot mentcanbe doneinthenextfloor.	Departmentco ordinators &AO	4th weekofAp ril /November
8.	A common meeting of all department coordinators& AO can be convened to prepare the finalclassroomallocationchart	Departmentco ordinators &AO	4th weekofA pril

31 SOPFORCOND UCTINGREMED IALCLASS

SOPFORCONDUCTINGREMEDIALCLASS

Objective:Toelaboratetheprocedureforconductingcoachingclass.

Responsibility:
- Alltheteachingstaffmembers
- Mentors
- DepartmentRemedialclassCoordinator
- HeadsoftherespectiveDepartments
- Dean

Procedure:

Sl.	Activities	Responsibility	Targetdays
1.	Aftereachmonthlytestidentifytheslowlearners	SubjectTeacher	6thdayofeach monthlytest
2.	Preparestudentsnamelistbothclasswiseandsubjectwise	RemedialClasscoordinator	7thdayofeach monthlytest
3.	Call for common meeting of alldepartmentremedialclasscoordinators for sharing theinformation	Dean	7th dayofeachmonthlytest
4.	PreparescheduleandgetapprovalfromHoD.	Coordinator	7thdayofeach monthlytest
5.	Circulationofthescheduletotherespective subject teacher along withsubjectwisestudentnamelist.	RemedialClasscoordinator	7th dayofeachmonthlytest
6.	Circulatetheremedialclassschedule&classwisenamelisttostudentsthroughMentors	Mentors	7thdayofeach monthlytest
7.	Remedialclassattendancemustbemonitoredin dailybasisandabsenteesdetails may be intimated to respectiveMentors.	SubjectTeacher	Dailybasis
8.	Incaseofabsenteesmentorsmusttakecorrectiveaction.	Mentors	Dailybasis
9.	Attheendofeachsemesterthesubjectteachersareaskedtosubmittheattendance and evaluation sheet to thecoordinatorformaintainingrecord.	SubjectTeacherandDepartment RemedialclassCoordinator	Afterlastworking day ofeachsemester.

32 SOPFORCOURSECONTENTDEVELOPMENT

SOPFORCOURSECONTENTDEVELOPMENT

Objective:Toelaboratetheprocedureforcoursecontent development

Responsibility:
- FacultyMembers
- AcademicCoordinator

TimeandDuration:
Coursecontenttobepreparedbeforethecommencementofnewsemester.

Procedure:

Sl.	Activities	Responsibilities
1.	ConcernedFacultyMemberstopreparethecoursecontentsaspertheprescribedSyllabus.	FacultyMembers
2.	ContentintheformofPDF,PowerPointpresentation,Audio orVideoformatsorablendofallthese	FacultyMembers
3.	EachunitshouldconcludewithQuestionnaireforeasy revision	FacultyMembers
4.	Anyvideo/Webreferencecanalsobeaddedtothecoursecontents	FacultyMembers
5.	AcademicCoordinatortoverifythecoursecontentsofeachfacultymember	AcademicCoordinator

33 SOPFORCOURS EOUTCOMES

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SOPFORCOURSEOUTCOMES

Objective:Todetailtheprocedureforframingcourseoutcomesforallthetheoryandlabcourses

Responsibility:
- Alltheteachingfacultymembers
- DepartmentCDCmembers
- HeadsoftherespectiveDepartments
- BOSmembers

Procedure:

Sl.	Activities	Responsibility	TargetDays
1.	Framingofcourseoutcomesbasedonthesyllabuscontents[4to8outcomes]	CDCmembers	2ndweekofMay
2.	Validationofcourseoutcomes	HoDs& CDCmembers	3rdweekofMay
3.	Finalapprovalofsyllabusalongwithoutcomes	AcademicCouncil &BOG	FinaMay
4.	Attainmentcalculation		At the end of eachinternaltests and
5.	Attainmentvalueverification[70%-75%-- core subjects, >60% - othersubjects]	HoDs& CDCmembers	-
6.	If attainment value below 60%, reframethesyllabus/outcomesinnextregulation	HoDs&Allfacultymembers	-

*CDC=CourseCurriculumDevelopmentCell

34 SOPFORCURRICULUMDEVELOPMENT

SOPFORCURRICULUMDEVELOPMENT

Objective:ToelaboratetheprocedureforpreparingCurriculumforrespectiveprogramme.

Responsibility:
- SubjectExpertsofrespectiveDepartments
- HeadsoftherespectiveDepartments
- Principal
- CDCmembers

Procedure:

Sl.	Activities	Responsibility	TargetDate
1.	Analyzingthe needforcurriculumrevision	HODsinconsultation withstakeholders	November1st week
2.	Constitution of CurriculumDevelopment/RevisionC ommittee	Principal	November2nd week
3.	CallforMeeting1: Assessment/ Analysisof theexistingCurriculum	Principal, CDCMembers	November2nd week
4.	Callformeeting2:Submitting new courseproposals,courserevisions,changesincoursecred it,changesinelectivedesignations,courseremoval,speci alcreditcourses,changesinprerequisites,changesincour setitle.	InstitutionCDCCoord inator	November3rdw eek
5.	Submission and Appraisal of the Preliminary Draft tomanagement,corecompanies&Educationalists	DepartmentCDC incharges/HOD s	December 1stweek
6.	Arranging meeting with core companies andeducationaliststodiscussaboutthechangei nCurriculum&syllabi	DepartmentCD Cincharges	December3rd week
7.	Making modifications against suggestions from corecompaniesandeducationalists	DepartmentCDC incharges/HOD s	December 4thWeek

8.	Preparing finalreportwhichincludesnewcourses,courserevisions, electivedesignationsoncourses,specialelectives, open electives, specialcredit coursesandcredithours.	DepartmentCDC incharges/HODs	December 4thweek
9.	SubmittingthedevelopedcurriculumtoBOSchairmanfor suggestions,corrections&updating	DepartmentCDCincharge	January1st week
10.	BOSchairmantosubmitthecorrectedfinalcurriculumtostandingcommittee	BOSChairman	January 2ndweek
11.	Call for meeting : to inspect the final developedcurriculum	StandingCommitteechairman	January 2ndweek
12.	Prepareproceedingsofcurriculumaccompanyingthesuggestionsfromstandingcommittee	BOSChairman	January 3rdweek
13.	ForwardtheproceedingstoAcademic council for final validation&approval	StandingCommitteechairman	January 3rdweek
14.	Callformeeting:tovalidatetheproceedingsofthecurriculum	Academic convener	January 4thweek
15.	Compiletheproceedingswithallamendmentsfromacademiccouncil	BOSChairman	January 4thweek
16.	Submission of all departments curriculum forappreciationandapproval	InstitutionCDCCoordinator	February 1stweek
17.	Forwardtocorecompaniesandeducationalists	BOSChairman	February 1stweek
18.	Gettingapprovalfrommanagement	Principal/BOS Chairman	February2ndweek
19.	DistributionofauthenticatedcurriculumtoconcerneddepartmentsandCoE	BOSChairman	February2ndweek
20.	Implementation&Monitoring	Principal,BOSChairman	Juneonwards

35 SOPFORENROL MENTOFSTUDE NTFOREXAMIN ATION

SOPFORENROLMENTOFSTUDENTFOREXAMINATION

Objective:toelaboratethestepsleadinguptotheenrolmentofthestudentforsemesterexamination

Responsibility:
- AllFaculty
- HODs
- ControllerofExaminations
- Asst.ControllerofExaminations
- Students

Sl.	Activity	Responsibility	Remarks
1.	NotificationofExaminationincollegewebsiteand noticeboard with detailsoffees payment	ControllerofExamination	One month beforethecommencementof theexam
2.	Notifyingstudentsfromthedepartment	Faculty,HODsofrespectivedepartments	One month beforethecommencementof theexam
3.	SubmittingFeeswithinduedate	Student	Threeweeksbeforethecommencementof theexam
4.	FillingofExaminationForm	Student	Threeweeksbeforethe commencement oftheexam
5.	CollectingProvisionalAdmit Card a. After collecting the examinationformandfeereceipt, thestudentdetailsareentered ontheUniversityPortalbydeputedpersonfromtheAdmin. Office.b. Afterenteringthedetails,theAdmitCardsofthestudentsareprinted (who have completedtheSTEP3). c. Noticeisdisplayedon thecollegeNoticeboardand d	Student, office ofthe controller ofexamination	Twoweeksbeforetheexam

	website to inform the studentstocollecttheirprovision aladmitcardandcheckifanycorre ctionshastobemade.		
6.	ReturningBackProvisional AdmitCard a. After collecting the provisionaladmitcardstudentsh avetocheckifanycorrection(s)is /arerequiredornot. b. In case, correction is requiredthe student has to intimate thesametotheAdminOffice. Admin.Officegivesthenewpro visional admit card to thestudentwithspecifiedcorr ection(s)(samedayoronnext workingday). c. Allthestudentshavetoreturnba ck Theirprovisionaladmitcardtoa dminofficeafter (i) pastingtheirrecentpassportsi zephotographand (ii) signatureinthespecifiedd uration mentionedinthenotification	Student, office ofthe controller ofexamination	Oneweekbeforet heexam
7.	Collecting Final Admit Carda. Afterreceivingtheprovisionala dmit card with signature andphotograph, admitcards aresentforapprovalfromthePr incipal. b. Once,alltheadmitcardsaresign edbythePrincipal, thenoticeisdisplayedonthecoll egeNoticeboardandwebsitetoi nformthestudents tocollecttheirfinaladmitcard.	Student, office ofthe controller ofexamination	Three days beforethecommen cement oftheexam

SOPFORFEEDBACKABOUTFACULTY

SOPFORFEEDBACKABOUTFACULTY

Objective:ToelaboratetheprocedureforCollectingfeedbackaboutfaculty

Responsibility:
- Allteachingstaff
- Allthestudents
- HeadsoftherespectiveDepartments
- Peerevaluators

Procedure:

Sl.	Activities	Responsibility	Targetdates/days

1.	Preparationofformatforfeedback
	    Tobecollectedfromstudents(Online)
	    TobecollectedfromPeerEvaluators
		HoDs	Beginning ofeverysemester

2.	Sharingoffeedbackformswithstudentsthrough Googleforms	HoD	Midofthesemester
	SharingoffeedbackformswithEvaluators		1st weekof Reopeningofclasses
3.	CollectionofFeedbackfromstudents	Students	Within one week(Aftertheformisshared)
	FacultyEvaluation	Peer Evaluatorsassignedby HoD	Twice or Thrice in aSemester
4.	Consolidate the collectedfeedbackfromstudents	HoD	Within one week(Aftertheformisfilled)
	Consolidatethecollectedfeedbackfrom Evaluators	Peer Evaluatorsassignedby HoD	Within two days (Afterthefacultyisevaluated)
5.	Necessaryactionswillbetakenbasedonfeedbacksforfacultyperformanceimprovement	HoDandPrincipal	Immediate

37   SOPFORPREPAR ATIONOFLABMA NUAL

SOPFORPREPARATIONOFLABMANUAL

Objective:ToelaboratetheprocedureforpreparingLabManualforthebenefitofstudents.

Responsibility:
- Alltheteachingstaffmembers
- AcademicCoordinators of therespectiveDepartments
- HeadsoftherespectiveDepartments

Procedure:

Sl.	Activities	Responsibility	TargetDays
1.	Preparationofroughdraftofthe lab manual containing objectives of the lab courseand course contents (list of experiments) for thatcorrespondinglab.	LabIn-charges.	1stweekofJune (odd),December(even).
2.	SubmissionofHardware/Softwarerequirementsforthe correspondinglab.	LabIn-charges,HoDs.	
3.	ApprovalofRoughdraftofLabManual	LabIn-charges, AcademicCoordinators.	
4.	PreparationoffairdraftofLabManualwhichincludesthefollowing: ListofExperiments. Listof additionalExperiments. Aim, Objectives, Procedures/ Algorithm,Backgroundtheory,Sampleoutput/readings, Conclusion/Inference.	LabIn-charges.	
5.	ApprovalofFairdraftofLabManual	LabIn-charges, HoDs,AcademicCoordinators	
6.	PreparationofPre-Lab,Post-LabquestionsforOnlinepostingforeachlabsession.	LabIn-charges.	2ndweekofJune(odd), December (even).
7.	PreparationofFinalBindingofFairdraftoflabmanualandverification.	LabIn-charges,HoDAcademicCoordinators.	

38 SOP FORLIBRARY

SOPFORLIBRARY

The library provides access to an extensive range of informative resources like books, e-books,journals,e-journals,newspapersandaccesstowiderangeofresourcestoenhanceknowledgeforresearch and developmentactivitiesofthefacultyand thestudents.

Objective: Tolaydownproceduresfortheprocurementoftheresourcesneededforthelibrary,theircirculationaccountinganddisposal.

Procedure:

- All the HODs of the departments are communicated to raise their requisitions forbooksbasedonthecurriculum.
- Dependingon therequisitionsraised,vendorsareselected.
- Quotationsareaskedfrom3differentvendorswhicharecomparedandevaluatedforbestprice.
- Comparative statement is prepared and sent for the approval of principal. Oncetheprincipalapprovesthelist,itwillbesubmittedtotheaccountsdepartmenttocheckthesanctionedlibrarybudgetfortheyear.
- After the budgetis sanctioned, booksare procured andentry isdone in theaccessionregister.
- After the stock entry the books are placed in the respective departmental racksandthencirculatedthroughcirculationdesks.

MembershipofLibrary

- For becoming the members of the library the faculty and students have to fill in thelibrary form with the details and get it signed by the Librarian. Allthe studentsofthecollegebecomemembersin thelibrary aftertheir enrolment into the courseofferedbythecollege.
- Afterthesigningof thelibraryformlibrarycardsare issuedtothestudents.

RolesandResponsibilitiesoftheLibrarian

- Itis mandatoryto maintainsilenceinthelibrary.
- Facultyandstudentsshouldnotbeallowedtotaketheirpersonalbelongingsintothelibrary
- Topromotethee-resourcesofthelibrarytothetargetaudience.
- Toassiststhestaffandstudentsinproperusageoftheresources.
- Tomaintainaregisterforoutgoingbooks.
- Tocollect theissuedbooksin time.
- Tocollectfinefromthestudentsiftheyarenotreturningaftertheduedate.

- Toseetothattheissuedbookswillbereturnedinproperconditionotherwiseactionwillbe taken

ProcessingoftheBooks/CDs/DVDs

- Thebooksarestampedwithlibrarystampforidentificationaslibraryprop erty.
- ThebooksareplacedintheappropriatedepartmentalshelvesintheLibr ary andtheCDs/DVDsareplaced inthetechnicalsection.
- Thee-resourcesreceivedfromthesupplierareuploadedontheWebsiteandensure dthattheyareaccessibletotheuser.

SOPFORONLINE CERTIFICATION COURSE

SOPFORONLINECERTIFICATION COURSE

Responsibility:

- AllFaculty
- Mentor
- DepartmentCoordinators
- HeadsoftherespectiveDepartments

Procedure:

Sl.	Activities	Responsibility
1.	Providing information about availablecoursesandsites.	HoDs, Coordinator, Mentors
2.	Motivatingstaffandstudentstojoin	Coordinator,Mentors
3.	Maintainingaregisterofthe no.ofcandidatesineachcourse	Mentors&Coordinator
4.	Detailed instructions given about thecourseassignmentsandthetimeframes	Coordinator
5.	Arranging suitablelab for effectiveLearning	Coordinator
6.	EnsuringthattheregisteredCandidatesattendtheexams.	HoDs, Coordinator, Mentors
7.	AnnouncementofResult	HoDs&Coordinator
8.	Ensuringthatcreditsaregivento thecandidates	HoDsandMentors

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SOPFORONLINE CLASSROOMCR EATIONANDMAI NTENANCE

SOP FORONLINECLASSROOMCREATIONANDMAINTENANCE

Objective: Tooutlinetheschedule,conductionandmaintenanceofonlineclasses

Responsibility:
- Alltheteachingstaffmembers
- Departmentcoordinators
- HeadsoftherespectiveDepartments

Procedure:

Sl.	Activities	Responsibility	TargetDays
1.	CreatingOnlineClassroomforeach Courseoffered(BothTheoryandPracticalCourses)	Coursefaculty	5weeksbeforethec ommencement ofsemesterclasses
2.	Uploading Course Information-Unit-wise,LessonMaterials(LectureNotes)/LabExperiments for allUnits/ AllExperiments,PPTs,eBooks,etc.	CourseFaculty	To be completed 2weeks beforetheCommencementofSemester Classes
3	SendingClassroomcodeandadding studentstoOnlineClassroom	CourseFaculty	1 week before thecommencement ofSemesterClasses
4.	Confirmation of Installation ofOnlineClassroomonaCellPhone/ Laptop of students andcompletingCourseRegistration.	StudentClassRepresentative toCourseFaculty	Threedaysbeforethec ommencement ofSemesterClasses
5.	SharingaClassroomcalendaranda GoogleCalendarwithstudentsfor(i)viewingclassworkduedates(ii)giving autoreminders, (iii) view class eventsand (iv) sharing event links toopeninClassroom	CourseFaculty	Onedaybeforethec ommencement ofSemesterClasses

6.	PostingQuestionPaperswithd efinedRubricsandMarks(grad es)	CourseFaculty	FiveMinutes beforethecommence mentoftest
7	PostingAnswerKeysoftest	Coursefaculty	Immediatelyafterthe Testisover
8.	PostingWeeklyQuizfollowingGATEP attern.	Coursefaculty	EveryFriday
9.	PostingoneAssignmentevery2w eeks	CourseFaculty	AspertheAssignment Schedulepublished
10.	GradingAssignments/Tests	CourseFaculty	Withinthreedays aftertheduedate
11.	Reviewing and Reporting non-attendanceand/orpoorGrades corerstothePrincipal	Coursefacultyto HoD	Withinoneweekafter Duedatesoftheactiviti es
12.	PostingDepartmentandInstituti onevents,circulars,etc	CourseFaculty	Immediatelyonreceipt oforal/writtenorders.

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SOP FORPRO JECTGUI DES

SOPFORPROJECTGUIDES

Objective:ToelaboratetheprocedureforGuidingStudentprojects

Responsibility:
- AlltheProjectSupervisors.
- ProjectCoordinators.
- FinalyearB.Techstudents
- HeadsoftherespectiveDepartments

Procedure:

Sl.	Activities	Responsibility	TargetDates/Days
1.	UGstudentsaretodecideontheirteammembers fortheirfinalsemesterprojectwiththeirproposedprojectdomainandtitle.	Final B.Tech year Project students,Coordinators.	2^{nd}weekof July
2.	HODs shall allocate the Project Supervisorsbasedontheirareaof expertise.(notmorethan3batchestoasupervisor)	HoDs	3^{rd}weekof July
3.	Ensuringdi that havet regular scussiongu students heir Project ides. meetings with	ProjectSupervisors,Project Coordinators,HoDs	Every week startingfromJulytillApril
4.	VerificationofStudentprojectlogbook.	ProjectSupervisors.	On Every projectdiscussionmeet.
5.	ApprovalofPPT: Abstract,Existing,Proposedsystem.30% ofproposedwork. 80%ofproposedwork.100%ofproposedwork.	ProjectSupervisors.	Before0^{th}Bef review ore1stBefore review 2^{nd}Before review final viva-voce
6.	Preparationoffacultypanellist,timingandvenueforreview.	ProjectCoordinators,HoDs	2dayspriortoe very

7.	Organizingprojectreviews: 0th review,1streview,2nd review	ProjectSupervisors,Project Coordinators,	Fromstartofsemester,Within3 weeks Within6weeks Within11weeks
8.	Displayingapprovedreviewmarkstothestudents.	Project Coordinators,HoDs	Within2daysfromeachreview
9.	Preparing schedule for Redostudents(Insufficientcontent,Plagiarism,poorpresentationGenuineAbsentees)	ProjectCoordinators,HoDs	Nextdayofreview
10.	Organizingfinalprojectviva-voce.	ProjectCoordinators, HoDs	Within16Weeksfromthestartofsemester
11.	EvaluationofProjectreportsubmittedineachofthePhase–I&Phase–II.	ProjectSupervisors,HoDs	1weekbeforetheviva-voce
12.	Ensuring that If a candidate fails to submitthe project report on or before the specifieddeadline, he/she is deemed to have failed inthe Project Work and shall re-enroll for thesameinasubsequentsemester.	ProjectCoordinators, HoDs	Onthesamedayofviva-voce
13.	EnsuringthatIfacandidatefailsintheviva-voceexaminationsofPhase–Ihe/shehas to redo the Phase–I in the subsequentsemester. Ifhe/ shefailintheviva-voceexaminationofPhase–IIhe/sheshallresubmittheProjectreportwithin 60daysfromthedateofviva-voce. Theresubmitted project willbe evaluateddduringthesubsequentacademicsession.	ProjectCoordinators, HoDs	Onthesamedayofviva-voce.
14.	Collectingcopiesoftheapprovedprojectreport after the successful completion of vivaexaminations.	ProjectSupervisors,ProjectCoordinators.	Onthesamedayofviva-voce

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SOPFORRESEA RCHPROPOSAL

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SOPFOR RESEARCH PROPOSAL

Objective:ToelaboratetheprocedureforpreparingResearchProposal.

Responsibility:
- Allthe Facultymembers
- Researchers
- HeadsoftherespectiveDepartments
- DeanR&D

Procedure:

Sl.	Activities	Responsibility
1.	Individualresearcherswillundertakeperiodic reviews oftheresearchcallsofrelevancetotheirresearch	Researchers/Faculty members
2.	Researchers contacted by an organization / individual to join aconsortiumalreadycreatedortoinvestigatethepossibilitytocollaboratewithIIT wadainanycapacityaretoinformtheHeadofthedepartment by e-mail of theirintention tocontributetotheapplicationprocess	Researchers/Faculty members
3.	Researchers will upload any relevant documentation to ResearchFundingagencies	Researchers/ Facultymembers
4.	Researchertologtheapplicationthroughfundingagencyportal	Researchers/ Facultymembers
5.	Researchertoprovidecontactdetailsof allpotentialpartnersinvolved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers/ Facultymembers
6.	Researcher to meet with Research coordinators to prepare thebudgetproposalfortheproject	Researchers/ Facultymembers
7.	Researchertomeetwith Headofthedepartmenttoidentifypotentialresourcesneededtocompletetheproject	Researchers/ Facultymembers&HoD
8.	Thedecisiontofurtherdeveloptheproposalwillbetakenjointlyamong theResearcherandcocoordinatorsabout Timelines for proposalSubmissionOtherupcomingcallsandproposals	PrincipalInvestigator, CoInvestigator
9.	Researchersarerequiredto - Uploadthedraftproposal Providesupportingdocumentation(budgetPlanofactivitiesetc.)	Researchers/Facultymembers

10.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers/Faculty members
11.	Second stage Approvers to review final proposal	Researchers/Faculty members
12.	Researcher to submit proposal	Researchers/Faculty Members
13.	Researcher is to ensure that all finalized document versions are uploaded • Description of work (final version to be submitted) • Detailed projected Project budget breakdown - full proposal	Researchers/Faculty members
14.	Researcher is required to requested to provide copies of the following documents • Evaluation report with scoring (for successful and non-successful projects) • Details of Grant Preparation (when proposal has been successful)	Researchers/Faculty members
15.	Researchers are requested to upload copies of the following documents from the implementation of the project • Deliverables for which IIT wada is responsible • Milestones for which IIT wada is responsible • Dissemination and Communication Plans • All budgetary and financial communications • Interim Project Activity Reports • Final reports	Researchers/Faculty members
16.	Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference paper set c.	Researchers/Faculty members
17.	Details of all the published research work to be submitted at the Office of Dean R&D for records.	Researchers/Faculty members
18.	Dean R&D to keep a record and prepare a consolidated report of R&D activities and to submit it to Principal at the end of academic year.	Dean R&D

43 SOPFORSPONSORINGFACULTYFORHIGHERSTUDIES&PROGRAM

SOPFORSPONSORINGFACULTYFORHIGHERSTUDIES& PROGRAM

Objective:ToelaboratetheprocedureforSponsoringourfacultymembersforhigherstudies.

Responsibility:
- Alltheteachingstaffmembers
- HeadsoftherespectiveDepartments
- Principaloftheinstitution

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Releasingtheacademicscheduletoall teachingstaff	Principal&HoDs	Start of the AcademicYear
2.	Groupingthe faculty membersbased ontheirspecialization	HoDs	StartoftheAcademicYear
3.	Conductingdepartmentmeetingtoconfirmtheneedofhigherstudiestothefaculty	HoDs	StartoftheAcademicYear
4.	Finalizationofnumberoffacultiesneedto pursuetohigher studies	HoDs	StartoftheAcademicYear
5.	Selectionontheareaofresearchtopic,Guideanddurationoftheresearch	Facultymembers	StartoftheAcademicYear
6.	Collection of all necessary documentsneedforhigherstudies	Facultymembers	StartoftheAcademicYear
7.	Completion of the entire registrationprocessoftheconcerneduniversity	Facultymembers	StartoftheAcademicYear
8.	Outcomefromtheresearchworkto the Institution	Facultymembers	StartoftheAcademicYear
9.	Verificationofbillsandresearchwork of the Faculty member	HoD,Principal	StartoftheAcademicYear
10.	Submission of the entire report copy containing all particulars for theremunerationtothework	Facultymembers	StartoftheAcademicYear
11.	Approvalforremunerationtothefaculty consideringthe norms	Principal	StartoftheAcademicYear

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SOPFORSUBJE CTALLOTMENT

SOP FOR SUBJECT ALLOTMENT

Objective: To elaborate the procedure for allocating Theory Subjects and Practical labs to staff members.

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

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Preparation of academic schedule for academic year	Dean & HoDs	1st week of April
2.	Releasing the academic schedule to all teaching/non-teaching staff members	Principal	2nd week of April
3.	Receiving students choices on elective courses	HoDs and Faculty	3rd week of April
4.	Receiving service courses from the relevant departments	HoDs	3rd week of April
5.	Sharing the course option sheet with all faculty members	HoDs	4th week of April
6.	Analyzing the competency of staffs in subject chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	HoDs	4th week of April
7.	Allocating the subjects to the faculty based on the number of times the subject handled, result analysis and earlier student's feedback	HoDs	4th week of April
8.	Assigning the Practical labs corresponding to the theory allotted to the faculty.	HoDs	4th week of April
9.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1st week of May
10.	Approval by Principal for Subject allotment	HoDs	1st week of May

45 SOPFORPREPA RATIONOFSYLL ABUS

SOPFORPREPARATIONOFSYLLABUS

Objective:Toelaboratetheprocedureforpreparingthesyllabus.

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- CurriculumDevelopmentCell–Coordinators
- HeadsoftherespectiveDepartments
- Syllabusvalidationcommittee

Procedure:

Sl.	Activities	Responsibility	Targetdays
1.	Aftereverysemestercollectthesuggestionfromconcernedstaffandstudentregardingsyllabus	Syllabus validation committee usingfeedbackmechanism	Attheendofeachsemester.
2	Discuss theoutcomesand objectiveforeachsubject in thedomain bybrainstorming.	HODs,facultymembers	2^{nd}week ofApril
3	ReleasethecommentsreceivedfromIndustry experts and other stake holderslike senior batch students, staff who havehandledthesubjectrecently.	RespectiveHoDs	3^{rd}weekof April
4	List out the most important concepts to belearnedbyanundergraduatestudentinthatsubject	Staffmembersineachdomain	3^{th}week ofApril
5	Frameadraftsyllabususingsomebenchmarksyllabusandfeedbackfromstakeholders.	Assigned Faculty withsubjectexpertise	4^{th}weekofApril

6	Discussion on prerequisite, reference books,otherfinetuning	Staffmembersineachdomain	1stweekof May
7.	Preparingthesecond draftbased onthediscussiondone	assignedfaculty	2ndweek ofMay
8.	Discussionregardingtheassessmentcomponent suitable for each subject fromthelistofassessmentmethods	Staffmembersineachdomain	2ndweek ofMay
9.	Preparingthefinaldraftwithalltypeofmapping done.	Assignedfaculty	3rdweekof May
10	Evaluatethesyllabususingarubrics	Syllabusvalidation committee	4thweek ofMay
11.	Validation of syllabus using anExternalexpert	Syllabusvalidation committee	4thweek ofMay
12.	Afterincorporatingthechangesmakethefinaldraftto be submittedforBOSmeeting	Assignedfaculty	Final working dayof May

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SOPFORORGANIZING&CONDUCTINGFIRSTYEAR'SORIENTATION PROGRAM

SOPFORORGANIZING&CONDUCTINGFIRSTY EAR'SORIENTATIONPROGRAM

Objective:Toelaboratetheprocedurefororganizingfirstyear'sorientation program

Responsibility:
- Principaloftheinstitution.
- AlltheHeadsoftheDepartments.
- Headsofthevariousorganizingcommittees
- MentorofFirstyearclasses.
- Alltheteaching/non-teachingstaffmembers.

Procedure:

Sl.	Activities	Responsibility	TargetDays
1.	Orientationprogrammedatetobefinalized	Principal	1stweek ofJuly
2.	ChiefGuesttobefinalized	Coordinator andPrincipal	3rdweekofJuly
3.	Formation of Committees-Seating,Stage,Reception,Transport, Foodand InformationCommittee	Principal	3rdweekofJuly
4.	Roadmappamphlets(departmentwise)	Heads ofrespectiveDepart ment	3rdweekofJuly
5.	Toinformnewlyadmittedstudents and their parents aboutorientation Programme	CommunicationCo mmittee,FacultyAd visors and	3rdweekofJuly
6.	InvitationandAgendaF inalization	Principal&OrganizingC ommitteehead.	15 days beforeorient ation
7.	Meeting of committee members withtheOrganizingCommitteeheadtod iscussabouttheirroles&responsibilitie s.	Principal,Organizing CommitteeheadandC ommitteeMembers	15 days beforeorient ation
8.	Meetingwiththetransportcommitteeto finalizethebusroutesand timings.	Committee Head andTransportCommi tteeMembers	15 days beforeorient ation

9	Meeting with the seating committee tofinalize the seating arrangements forstudents, parents, guests and for thepress.	Committee Head andseatingcommitte eMembers	15 days beforeorient ation
10.	MeetingwiththeReceptionC ommittee	Committee Head andReception Committeemembers	15 days beforeorient ation
11.	MeetingwiththeFoodC ommitteetofinalize • Themenuforlunchandtheli stofvolunteers. • Number of participants	Committee Head andFood Committee members	15 days beforeorient ation
12.	Meetingwiththestagecommitte etofinalize • theflowofeventsonstage • stagedecoration, • arrangementofDesignofstag ebackdropandtheintroductionvid eos.	Committee Head andstageCommittee members	15 days beforeorient ation
13.	Finalizationofacademicscheduleforac ademicyear	Principal&HoDs	1 week beforeorien tation
14.	Tocheckthereadinessofallcommittee workswithcommitteeHeadsandMemb ers	Principal and OrganizingCommittee Head	4 days beforeorienta tion
15.	WelcomeMessagefromprincipalandH oDstoallthestudentsandparents	Principal&HoDs	4 days beforeorienta tion
16.	SendingTimetable,Academicschedule ,syllabusandcourseinformationtostu dents.	HoD	2 days beforeorienta tion
17.	Final meeting with all theorganizingcommittees.	Principal,Organizing Committeeheadand HoDs	1daybefore Orientation

GuidelinesofInductionProgramasdirectedbyAICTE

Background- Induction Program was discussed and approved for all colleges by AICTEin March 2017. It was discussed and accepted by the Council of IITs for all NITs inAugust 2016. It was originally proposed by a Committee of IIT Directors and accepted atthemeetingofallIITDirectorsinMarch2016.

Need-
Whennewstudentsenteraninstitution,theycomewithdiversethoughts,backgroundsandpreparations.Itisimportanttohelpthemadjusttothenewenvironment and inculcate in them the ethos of the institution with a sense of largerpurpose. The incoming undergraduate students are driven by their parents and societyto join engineering without understanding their own interests and talents. As a result,moststudentsfailtolinkupwiththegoalsoftheirowninstitution.

Objective- The term induction is generally used to describe the whole process wherebythe incumbents adjust to or acclimatize to their new roles and environment. In otherwords, it is a well planned event to educate the new entrants about the environment in aparticularinstitution,andconnectthemwiththepeopleinit.
InductionProgrammeistomakethestudentsfeelcomfortableintheirnewenvironment,
open them up, set a healthy daily routine, create bonding in the batch aswell as between faculty and students, develop awareness, sensitivity and understandingoftheself,peoplearoundthem,societyatlarge,andnature.

Outcome- Engineering institutions were set up to generate well trained manpower inengineering with a feeling of responsibility towards oneself, one's family, and society.The graduating student must have values as a human being, and knowledge and meta-skillsrelatedtohis/herprofessionasanengineerandasacitizen.

Duration-3Weeks

ModulestobecoveredduringtheInductionProgramme:
- *PhysicalActivity*
- *CreativeArts*
- *UniversalHumanValue*
- *Literary*
- *ProficiencyModules*
- *LecturesbyEminentPeople*
- *VisitstoLocalArea*
- *FamiliarizationtoDept./Branch&Innovations*

LinktoAICTEGuide*:*
https://www.aicte-india.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf

*Note: Amendments to be made as per the guidelines of AICTE and to beexecutedbyIIT wadaaccordinglyfromtimetotime.

SOPFORORGANIZINGFDP,SEMINAR,WORKSHOP

<div align="center">**SOPFORORGANIZINGFDP,SEMINAR,WORKSHOP**</div>

Objective:ToelaboratetheprocedurefororganizingFDP,Seminar,Workshopetc.

Responsibility:
- Allthe Faculty membersof respective departments
- EventCoordinator
- HeadsoftherespectiveDepartments
- Deans

Procedure:

Sl.	Activities	Responsibility	Targetdays
1.	IdentifytheProgramdatesbasedonthedepartmenteventcalendar	Eventcoordinator	NotApplicable
2.	Conductdepartmentmeetingtoidentifytheareaoftrainingrequired	Faculties,HoDs	45Daysbeforetheevent
3.	Preparetheproposaldocumentandgettingconfirmationandapproval	Event Coordinator,HoDs, Dean	40Daysbeforetheevent.
4.	Formthecommitteetocoordinatetheactivities.	Event Coordinator,HoDs	40Daysbeforetheevent
5.	Identify,contactandinvitetheresourcepersons	EventCoordinator	35Daysbefore
6.	Prepare the brochure for the event, identifyingvariousinstitutionstoparticipateintheeventandsendinginvitation.	Committeemembers, EventCoordinator,HoDs	30Daysbeforetheevent
7.	Setupthehardwareandsoftwareneededfortheevent	Committeemembers	1weekbeforetheevent
8.	Designthecertificatesfortheparticipants	Committeemembers	1weekbeforetheevent
9.	Makeallthenecessaryarrangementssuchasaccommodation,refreshmentsfortheresourcepersonsandparticipants	Committeemembers, EventCoordinator	3 Days before theevent,thedayofevent
10.	Getfeedbackfromtheparticipants	EventCoordinator	Onthedayofevent
11.	PostPublicationoftheeventonsocialmedia	EventCoordinator	OnetoTwodaysafter theevent.
12.	Preparefinalreportabouttheevent	EventCoordinator	Twodaysaftertheevent
13.	SubmitalltheexpensedetailstotheHoDand Accounts	EventCoordinator	Five days aftertheevent

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SOPFORDEGREE AWARDINGCERE MONY

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SOPFOR LEADINGUPTO DEGREEAWARDINGCEREMONY

Objective:Toelaboratetheprocedureforgraduationdayceremony.

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- ControllerofExamination
- HeadsoftherespectiveDepartments
- Dean

Procedure:

Sl	Activities	Responsibility	Remarks
1.	ConfirmationwithControllerOfExaminationsregardingthearrivalofdegreecertificate.	Principal& HoDs	AfterConvocation oftheaffiliatedUniversitygets over
2.	Checkwithconcernedteacherwhether degree certificates are inlinewithProvisionallist.	HoD andCoE	AfterconsultationwithExamcell
3.	Selectingandfinalizingmembersforexecutingdifferentroles / responsibilities	Dean	20daysbeforetheceremony.
4.	Selectachiefguestanddate.	Principal	AnyConvenientdaybasedonavailabilityofChiefGuest.
5.	Intimationtograduatesthroughmail,WhatsApp,Facebooketc.	HoDs& Mentors	Oncethedayisconfirmed,intimationshouldbemade.
6.	Registration should bedonethroughonlineformhostedintheCollegewebsite,Mentorsshould keep a track on the number ofregistration.	HoDs&facultymembers	Inadailybasisregistrationmadeshouldbemonitored.
7.	Invitationshouldbedesignedandsent tograduatesandDignitaries.	Principal,HoDs&allfacultymembers	10daysbeforetheceremony.
8.	Backdropbannershouldbedesigned.	Principal& HoDs	3daysbeforetheceremony.

9.	Processofphysicalregistration	Registration Committee	On thedayofCeremony.
10.	Seatingarrangement,Halla rrangement,StageArrange ment.	VenueCom mittee	A daybeforetheceremonyallarran gementshouldbemadeattheven ue.
11.	ArrangementsofCertificates	CertificateCommi ttee	Adaybeforetheceremonyandon thedayofceremony.
12.	AgendaoftheCeremonyto bedecided,Pledge,Rulestobefollo wed by Graduates inside thehalltobefinalized.	Dean	10 daysbeforethecomme ncementoftheceremo ny.
13.	InvitationtoPress,PressReleaseCirc ulationofthesametomediahousean dposting onsocialmedia.	PublicityCommitt ee	Adaybeforetheceremonyandon thedayofceremony.

SampleProgramSchedule

Ideal Institute of Technology

CONGREGATION

*for*the Conferment of

DegreesMonthDay,20XXatXX:

XXAMORDEROFPROCEEDING

S

XX:XX	TheCongregationwilltakeseats.
XX:XX	The Academic Procession willentertheHall
XX:XX	
	FelicitationofGuestsontheDias&LightingUpoftheCeremonialLamp
XX:XX	TheVice– ChancellorwilldeclaretheCongregationopen.
XX:XX	Welcome AddressbythePrincipal
XX:XX	ReviewofEventsbytheRegistrar
XX:XX	TheVice-ChancellorwillconfertheDegrees
XX:XX	TheChiefGuestwilladdresstheCongregation
XX:XX	TheVice-Chancellor willdeclaretheCongregation closed
XX:XX	NationalAnthem
XX:XX	TheAcademicProcession,headedbythePrincipalandtheVice–Chancellor,willleavetheHall

TheCongregationisrequestedtostandduringtheentry&exitoftheProcession

Note:Theformatofprogramscheduleisindicativeonly.Appropriateamendmentsmaybeincorporated

SampleLetter to be senttoVCMUforconferringdegree

DegreeAwardingCeremony20XX

DearSir,

GreetingsfromIdeal Institute of Technology!

Youhavebeenkindenoughtograntus
yourprecioustimeandconsentforholdingDegreeAwardceremonyforthepast_years.

WeshallbemuchobligedforyourkindconsentandpresenceforourproposedDegreeAward
Ceremonyinthe_____weekof_____20XX.

Hence,wewouldappreciateif
youcouldkindlygrantboththepermissionandthedatethatisconvenienttoyoutopresideover
theceremony.

Kindregards

_____
Registrar
Ideal Institute of Technology

Note:Thesampleformatisindicativeonly.Appropriateamendmentsmaybeincorporated

SamplePressInvitation

PressInvitation

DearSir/Madam,

GreetingsfromIdeal Institute of Technology…!!!

Ideal Institute of Technologyis a premier institution under Ideal Foundation which is going toorganize __ **Degree Award Distribution Ceremony on dd/mm/yyyy**at Dr. B.C.RoyAuditorium,IIT wadafrom___onwards.

XXXstudentsofIdeal Institute of TechnologywillbeawardedtheDegreeCertificateby _____-HonorableViceChancellor -MU.

It is a matter of great pleasure inviting you along with your media personnel to attendandcovertheeventasperaforementionedschedulefollowedbylunch.

Looking forwardtoyourgracefulpresenceandinvolvementtomaketheeventsuccessful.

ThankingYou.

SincerelyYours,

_____
Principal
Ideal Institute of Technology

RSVP– NameofPublicitycommitteein chargewithcontactdetails

Note:Thesampleformatisindicativeonly.Appropriateamendmentsmaybeincorporated

InvitationLetterforDelegates

To
NameoftheDelegateDesi
gnation &
AffiliationAddress

Sub:DegreeAwardingCeremony20XX

Itisamatterofgreatpleasuretoinviteyou
tograceourDegreeAwardingCeremonyondd/mm/yyatB.C.RoyAuditoriuminourcampus.

Whileyourpresencewillcertainlycheerournewgraduates,pleasebeseatedby_____
amastheproceedingsbeginat_____sharp.

Lookingforwardtogreetingyouontheday.

Principal

RSVP:
_____

Note:Thesampleformatisindicativeonly.Appropriateamendmentsmaybeincorporated

InvitationemailtobesenttoGraduates

Sub:InvitationtoDegreeAwardDistributionCeremony20XX-forGraduate20XX

DearStudents,

GreetingsfromIdeal Institute of Technology!

Hopeyou are excited aboutthe celebrationof yourGraduationDayi.e._____Degree AwardCeremony 20XX, which is going to be held on dd/mm/yy in the auditorium of Ideal Institute of Technology.It'sa daywhich comesonlyoncein aLifetimeforeverygraduateandcherishedfortheentirelifetime.

TheRegistrationLinkisnowavailableatIIT wadawebsiteCentralTopPanel.

MessageDisplay:__**DegreeAwardDistributionCeremony_____**

It is hereby requested to you to do online Registration Process immediately or copypastethefollowinglinkintheaddressbartoregisterhttp://--andmaketheeventagrandsuccess!!

Mybest wishesfor your progressiveand happycareer ahead.

From
Ideal Institute of Technology

Note:Theformatofallletters/E-mailsisindicativeonly.Appropriateamendmentsmaybeincorporated

WorkingCommitteeforexecutingDegreeAwardCeremony

CoreCommittee:
Controller ofExamination, IIT
wadaAsst.CoE,IIT wada
OIC–Exam,IIT wada

Committee	AssignedResponsibilities
Anchoring & Front Stage ManagementCommittee	Anchoringtheentireprogrampreparingtheprogramschedule Frontstagemanagement
Back Stage ManagementCommittee:	1. Preparingcertificate(withallsorts ofnecessaryfeatures,signature, hologrametc.)infinalform. 2. Finalarrangementofthedepartmentwisecertificates oftheawardeesafterphysicalregistration as per the final list and hand it over totheteamofBackStagemanagementatleast15min.b eforethecommencementoftheprogramme. 3. Guiding each of the present awardees for properdressupbeforeenteringthehall. 4. Certificatesdistributionprocess.
Logistics-Stage Preparation andDecorationCommittee:	Logistics-StagePreparation and Decoration including soundsystem&Robe(ForAwardee).
Invitation,Reception&Refresh mentofexternalexperts:	1. Allsortsofinvitationofthedelegatesfortheprogramm e. 2. Reception&Refreshmentofalldelegatesfortheprogr amme. 3. Robefordelegates.
Hallmanagement Committee:	1. Pastingnamesonchairs&maintainingpropersittinga rrangement. 2. Ensuringallaudienceiskeepingtheirphoneinsilentm ode. 3. Guidingawardeesfromseattostageandthenstagetos eatduringcertificatesdistributionprocess. 4. Maintaintheoveralldecorumofthehall.
RegistrationCommittee:	1. Completion of department wise online registrationof the awardees willing to be present on that dayandpreparationthedepartmentwiselist(alphabe tically) at least one day before the date ofceremony. 2. Completionofdepartmentwisephysicalregistration of the present awardees and preparingthe department wise final list alphabetically (strikethroughtheabsentees)atleasthalfanhourbefo re thecommencementoftheprogramme.
PublicityCommittee:	OverallPublicity of the programmeincludingwebsite, electronic&printmedia.

RefreshmentCommittee	Arrangement &aw distribution of refreshment for the ardees.
PhotographyCommittee	1. Still photography inside the hall (Ensure one photoofeachawardeeatthetimeofreceiptofcertificate). 2. Full video coverage of the programme inside thehall. 3. Stillphotographyinstudiowhichhastobearranged in Auditorium of CMS building (Ensureonephotoofeachawardeeaftercompletionof the programmeinsidetheB.C.RoyAuditorium).
TransportCommittee:	Arrangementofallsortsoftransportsrequiredfortheprogramme(includingcarsfordelegates).

49 SOPFORAWARDS ANDAPPRECIATION

SOPFORAWARDSANDAPPRECIATION

Objective:Torecognizeandfelicitatetheoutstandingperformersindifferentcategories.

Responsibility:
AwardandAppreciationCommittee

Sl.	Activities	Responsibilities	Tentative Days
1.	FormationofAwardandAppreciationCommittee	Dean	30daysbefore
2.	Identifyingdifferent categoryofawards	AwardAppre and ciationCommittee	Immediatelyaftertheformation
3.	Evaluatingthebudgetandsubmissionwith detailed proposal to Principal/Registrarforapproval	AwardAppre and ciationCommittee	25daysbefore
4.	SelectingtheChiefGuest	Principal	AsApplicable
5.	Preparingthelistofawardwinner	AwardAppre and ciation Committee	20daysbefore
6.	Arrangements for award / cash/memento proceeded by finalizing ofvendorandhandingoverworkorderforexecution.	AwardAppre and ciationCommittee	18daysbefore
7.	Design/PreparetheCertificatefortheawardee	AwardAppre and ciation Committee	15daysbefore
8.	Intimatingawardeesandsendinginvitation	AwardAppre and ciation Committee	10daysbefore
9.	VenuePreparation	LogisticsCommittee	7daysbefore
10.	Arrangementofrefreshmentfortheguest&participants	RefreshmentComittee	7daysbefore
11.	Publicity	PublicityCommittee	Pre&Post event

12.	Presentingtheawardtothewinnerbych iefGuest	Chief Guest/Principal	Ontheday
13.	Sendingcongratulationsnotealong withthephotographoftheceremonyw iththeparticipants	Awardand Appreciation Committee	One day aftertheprog ram
14.	PreparationofReport	Award andApprecia tion Committee	Twodaysaftert he program
15.	Submission of bill and statement ofexpensetoaccounts	Award andApprecia tionCommitt ee	Five days afterthe program

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SOPFORCOND UCTIONOFTEC HNICALSYMP OSIUM

SOPFORCONDUCTIONOF TECHNICALSYMPOSIUM

Objective:ToelaboratetheprocedureforconductingTechnicalSymposium.

Responsibility:
- Alltheteaching/non-teachingstaffmembers
- Eventcoordinators
- Institution(overall)coordinator
- HeadsoftherespectiveDepartments
- Dean
- Registrar
- Principal

Procedure:

PreparationandsubmissionofaTechnicalsymposiumproposal totheManagement.

The followingdetails has tobedoneaspreparatory work:
- Selectionof name and theme for thesymposium
- Selection ofmonth anddatetoconducttheevent
- Selectionoforganizingcommitteemembersfromeachdepartmentandeventcoordinators(staffandstudents)
- Discussionandfinalizationofeventstobeconducted byeachdepartment
- Selectionofvenueandtimingscheduleto conductevents
- Designofwebsite,postersandinvitationfortheevent

Thefollowingdetails has tobepreparedforconductingevents
- Preparingthecallforp r o j e c t /papersand poster presentation with topics andthemes
- Publicizethecallforproject/papers(viaawebsite,email,regularmail)withdeadlinefor propersubmission
- Findreviewersandestablishtheirareaofexpertise
- Acceptproject/papersubmissions(viawebsitesubmission,email)
- Sendoutconfirmationsofreceiptofp r o j e c t /papersubmission
- Assignreviewerstoeachproject/paperandCirculatethepaperstoeachreviewer
- FollowupwithreviewerstoensuretheyareontrackandCollectreviewercomments
- Make the final project / paper selections. Notifyparticipantsforacceptanceorrejection
- Prepare acceptedlistofproject/papersforpresentationonthedayoftheevent

RegistrationProcess

- Determineearly-birdandfinalregistration dates
- Decideonaregistrationprocedure
- Determine theprice forthesymposium
- Determine which payment options you will accept (e.g. cheque, visa,MasterCard)
- Decideonacancellationpolicy
- Create the registrationform,includingadditionalitemssuchas:Mealsanddietary requirements,Accommodation,Transportation,Sessionsand workshops
- Publishyour registrationform(onlineand/oronpaper)
- Send confirmation of registration

  toparticipantsuponreceiptofpayment**Arranging student and staff**

coordinators for various committee Establishingvariouscommittee.

GuestofHonorandJudgesfortheevents
- Researchandselectjudgesfortheevents
- Arrangeforspeakeraccommodatio nandtransportationandconfirmarrivaltimes
- Arrangeforspeakercompensation

BudgetPreparationfortheevent

Prepareadetailedbudgetfortheeventwiththefollowingdetails
- Stationaryforconductingevents
- Certificates,posterandinvitation
- PurchaseofRegistrationkit(File,notepadandpen)
- Registrationfeedetails(foreacheventoracommonfee)
- Decideonregistrationfeeamountforinternalandexternalparticipants
- Teaandrefreshments
- Lunch
- Giftsand honorariumforchiefguest
- Prizeamountforeventwinners

SubmissionofeventproposaltoManagingDirectoralongwiththeabovedetails.

51 SOPFOR HOSTEL

SOPFORHOSTEL

1. HostelRules&Regulation:

- Studentshouldreadthe rulesbefore signingtheapplicationform.
- Rulestobedisplayedinthehostelalso.
- No Boarder shall remain absent from the Hostel without permission from the Warden.They should simultaneously inform the Hostel Warden in writing the absence. StudentshallnotleavethestationwithoutpriorpermissionoftheWarden.
- Food cannot be served to boarders in their rooms except for valid reason of illness.AnysuchserviceshallrequirepriorpermissionfromtheWarden.
- No extra person is permitted to stay in the room of any boarder whatsoever may betheirrelation.
- Any student, whose name is removed from the rolls of the Institution, shall by thatvery fact, cease to have any right to occupy a room in the hostel and must vacate it.Accordingly,he/sheshallnotbeallowedtotakefoodfromhostel.
- Students are not allowed to put up any notice or convene any meeting of any sortwithin the hostel premises except the meetings of Hostel Management CommitteewithoutthepermissionoftheCollegeAuthority.
- The room of any boarder can be inspected any time by warden/assistant warden orbyanymemberoftheCollegestaffauthorized bythePrincipal./Registrar.

- Cleanliness: Students shall keep their room, Corrridor and surrounding areas tidy,neat and clean at all times and shall not throw anything including rubbish, in suchplaces or any premises in the hostel except in the dustbin or the place specificallyprovidedforthesaidpurpose.Nostudents shallstoreany cookedfoodintheroom.

- Visitors/parents are allowed to visit a student only in the visitor's lobby on the servicefloor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days andbetween 11.00 am to 5.00 pm on Sundays and public holidays.No student shall takeanyvisitorincludingher/hisparentstotheroom.Theparentsshouldgiveanundertak ingtocooperatewiththeauthorityand shouldbeavailableoncall.

- Studentsareadvisednottowastefood.Outsidersarenotallowedinthecanteenarea.Hoste l warden will be present at Canteen area during Breakfast/Lunch/Dinner time.TimingsforCanteen.

> Breakfast-
> 8.30amto9.30amLunch -
> 12.30 am to 1.30 pmDinner-
> 8.30pmto10.00pm

Thesetimingsshallbestrictlyfollowedbythehostellers.

2. AdmissionProcedureofHostel

- Studentshould applyatleast 7daysbeforefor accommodation.
- ApplicationformwithattachedonepassportsizephotographwillbesubmittedtotheHostelWardenforhostelaccommodation.
- Admission form for hostel accommodation has to be endorsed by theRegistrar/AdministrativeOfficer.
- AdmissioninthehostelwillbeprovisionalsubjecttoAllowedtoKeepTermRule.
- RoomInventoryformwillbefilleddduringcheck-in&Checkoutbythestudentsinthehostel.

3. IssuedRelatedtoParents/Relatives/Visitors

- Parents/Guardiansshouldgiveanundertakingtoco-operatewiththeHostelWardens and should be available on call as and whenrequiredand disclose allcontactdetails.
- Parents/Visitors are advised not to insist on entry beyond the designated area orvisitingroomasitshalldisturbotherstudents.

4. Use OfElectronic/ElectricItem

- Each student shall use only electric connection already fitted to their rooms. Uses ofallun-authorizedelectricappliancessuchasheatersreSTRICTLYPROHIBITED.

- StudentsshallNOTbring anyextra furnitureor other fixturesin theroom. Allfurniture and fixtures in the rooms allotted to students shall be cared for property.Students shall be penalised financially for any item found missing from their room.Students shall also be penalisedif theywill fully damage or have been damaged onaccountofmisuseorunfairwearandtear.

- Students shall not interchange any furniture/ fixture from one point/location in thehostel to another. Besides a penal recovery, students involved in such activities shallbeexpelledfromthehostel.

- Theft/damages to hostel assets in common areas/corridors shall be recovered fromallstudentsoftheflank/winginvolved.Incaseoftheft/damagetoitemsthatpertainto usage by the complete hostel, the recoveries shall be made from all the studentsinvolved.

5. InductionProgramme:
TherewillbeacommonInductionprogrammeforthe
Hostelstudentswherest
udentswouldget an opportunitytointeractwiththestudentsofHostel.

6. CelebrationofBirthdays

- Itshallbewithpriorwrittenpermissionofthe HostelAuthorities.
- Itshallbeheldinacommonplaceforonetotwohoursbetween8.00pmto10.00pm.Theresh allnotbeanykindofphysicaldiscomfort.
- Nooutsideguestwillbeallowed.
- Violationoftheruleshallbe penalized.

7. AttendanceofStudentsinHostel

- Undertakingformwillbetakenfromstudentsforattendance.
- Nostudentwillbeallowedafter8.00pmintheHostelPremiseswithoutpriorpermissionof theHostelAuthorities.
- Attendanceofthestudentsinthehostelwillbetakenstrictlybetween10.00pmto 10.30pm.
- Studentsarenotallowedtoremainabsentfromtheirhostelduringthenighthourswithout permissionoftheWarden.
- Anylatecomerwillhavetosignin aseparateregister.
- StrictDisciplinaryactionwillbetakentothelatecomerswhichmayleaduptosuspensionf romtheHostel.
-

8. Rules for Hostel Leave :- Noboarder will be allowed to leavethe hostel in the mid ofthe semester, In that case student must have to submitHostel leaving application to theWarden One month before. Before leaving the hostel, they must have to clear all dues of thehostel&theyhavetotakeclearancecertificateissuedbyA/Csection,failingwhichtheirduewill becontinued.

DisciplinaryactionasperIIT wadaCodeofConductshallbetakenagainststudentsviolatingHostelRulesandRe gulations.

1. Itshouldbeclearlyunderstoodbyallresidentsthatno tenancyshallbecreatedbytheiroccupation or use of hostel premises and property and that each of them is merelypermitted by Management, under the rules and regulations framed by the Managementwhich can be changed, altered, modified, varied wholly or partly and can be replaced byManagement at their discretion and without assigning any reason for same. Upon suchrevocationtheresidentshallnotbeentitledtostayand/orentertheHostel/Instituteora nypartorportionthereof.Ifshe/hedoesnotleave,she/heshallbeliabletobeforciblyremoved .
2. Anymisleadingorfalsestatementorinformationintheapplicationformshallrendertheadmi ssionforterminationandonsuchtermination,studentsshallnotbeentitledtostay

and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostelshe/heshallbeliabletobeforciblyremovedfromthehostel.

3. The management reserves the right to terminate the occupancy of the student for anywilful disobedience or defiance of authority, non-observance or frequent violation ofhostel rules, causing damage to person or property or indulging in anti-national orundesirable activities. In such cases the deposit shall be forfeited and fees will NOT berefunded.

4. Everystudentshallstayintheaccommodationallowedtohim/herbytheauthority.Anychange accommodation without the permission will not be allowed and may invitedisciplinaryaction.

5. The hostel warden shall provide students, keys of the allotted room. Students shall NOTuseother lockandkeyforlockingtheirrooms.Studentsareresponsible fortheirpossessions of all valuables and they should be kept in the cupboard. Students shall notleave mobile, ornaments and other valuables unguarded. Students cannot change lockandkeywithoutthepermissionoftheHostelwarden.

6. Strictsilenceshallbeobservedinhostelfrom12.00amto6.00am.Careshouldbetakenat all times to ensure that music/loud talking is NOT audible outside the room. Anymanner of festivities and noise making/celebrations will not be entertained, which maycausedisturbancetootherinmatesinthehostelpremises.

7. No gamblingof anykindshallbe allowedonthepremisesof thehostel .

8. No student shall bring or store any firearm, ammunition, explosive and inflammablegoodsonthepremisesofthehostel.

9. Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug orsubstance of any kind what so ever and/or smoke inthe room and/or any part ofpremises. The same shall apply to visitors also. An occurrence of such behaviour shallinvitestrictdisciplinaryactionleadingtorusticationfromtheHostel.

10. Students shall not drive any pegs or nails into walls or stick posters on walls, windowsanddoors.

11. Hostel authorities will not be responsible for any loss of money, jewellery or personalbelongings of any student. Students are advised not to keep any cash/jewellery or anycostlyitemsintheroom.

12. RagginginanyforminBANNED.Itisacognizableoffenceandviolationwillinviteactionas per law of the land in addition to rustication from the Institute. Being a silent spectatorand not reporting/stopping others indulging in ragging is also an offence and will invitesimilar disciplinary action. Accepting/undergoing ragging and not reporting to this isalsoanoffence.PleasereportanyincidentimmediatelytotheWarden/CollegeAuthority.

13. . Electricity Restrictions: No electric appliances shall be permitted in the room, failingwhichtheHostelAdministratorwillhavetherighttoconfiscatethegadget.Thelightsin thebathroomshouldbeusedonlyasandwhennecessaryandshallnotbekeptonwhenthebath roomisnotused.Whileleavingtheroomstudentsshouldtakecaretoputoffthelights and fans without fail. In case of default, a fine will be charged on every suchoccasion.

UNDERTAKINGBYTHESTUDENT

I...D/O-S/O,Mr./Mrs.…………………………...…
staying inRoom No.………………… in……………………………………………Hostelhasreadthe
aboveRulesandRegulationsandIundertakethatIwillsignontheattendanceregisterbefore
10.30pm(unlessexempted)failingwhichshallbeliableforcensure/fine/disciplinaryaction.

Name of the Student: ……………………………………………………………………

 Programme:……………………………………… Year:……………………………………..

Signature oftheStudent………………………………Date ……………………………

UNDERTAKINGBYTHEPARENT

I _____ F/O - /M/O Ms. /Mr.
_____ who   is   studying   in
_____andresidingin

_____HostelinRoomNo._____,hasreadand

understoodtheaboveRulesandRegulationsandIundertaken that I will cooperate with the

Hostel Authorities and I will also provide all

themedicalinformation,ifany,ofmywardtotheHostelAuthoritiesandwillbeavailableoncalland

promisetovisitandtakecareofmyward,asandwhenrequired.

MyContactDetailsare:

_____

_____

_____
Iherebyundertakethatmywardandmearerponsibleforincidents,whatsoever,and
ensure

thatmywardshallfollowthenormsofSymbiosisInternationalUniversitycodeofconductwhilehe

/sheisinsideoroutsidethehostel.

NameoftheParent:_____

Signature_____Date:_____

UNDERTAKINGBYTHESTUDENT-NIGHTOUT

NameoftheStudent:

_____

Stream:_____ Year_____

RoomNo:

_____

Purpose:

_____

NightOut:

_____

ContactNumber:

_____

Iherebyundertaketoreturnonexpiryofthepermittedduration.Iwillbebackat
_____(time)_____(date).

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that
Ishallreturnontheexpiryofthesaidduration.

SignatureoftheStudent_____Date:_____

52 SOPFORHOSTE LQUALITYCOM MITTEEMEETI NG

ForOfficial UseOnly

SOPFORHOSTELQUALITYCOMMITTEEMEETING

Objective:Toelaboratetheprocedureforhostelqualitycommitteemeeting

Responsibility:
- AdministrativeOfficer(AO)
- HostelWarden
- HostelStudent CouncilMembers(Each year)

Procedure:

Sl.	Activities	Responsibility	TargetDates/Days
1.	Meetingtobeconductedinthehostelpremises	AO&HostelWarden	15thofEverymonth
2.	Discussionwillbeonthefollowing: • HostelFacilities • StudentSicknessMonitoring • MenuDiscussion • RoomFacilities • WaterFacilities • InternetConnection • StudyHour'sDiscussion • AttendanceMonitoring • Housekeepingfacilities • MedicalEmergencies • OtherGrievances	AO&HostelWarden	NotApplicable
3.	Necessarystepstobetakenincaseofanycomplaints	Principal,Registrar,AO&HostelWarden.	One or two daysafterthe meeting
4.	ActionTakenReportshould bepreparedandpresentedinthenextmeeting.	AO&HostelWarden.	SetDate

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SOPFORCANTE EN

SOP FORCANTEEN

A. CanteenQualityandHygieneControl

Objective:Tomaintainstandardandqualityoffoodservedandtoregulatecleanliness&hygienewithinthecanteenpremises.

Responsibility: Ca
nteenManagerCant
eenSupervisorAllCa
nteenStaff

Sl.	Activities	Responsibility
1.	**DressingStandards:** • AllCanteenworkersmustwearcleanclothespreferablyuniform. • Also, Canteen workers must wear gloves, apronandhair net or capeither disposableor tobewasheddaily.	CanteenSupervisorand AllCanteenStaff
2.	**Maintenanceof Hygiene:** • PlacingofhandwashinKitchen&Diningarea. • Cleaningofhandsbeforepreparingfood. • Mopping and dusting is done in morning andafternoon.Thefrequencymayincreasebasedontherequirement. • Immediate cleaning after the spillage of thefood. • Maintenanceofcovereddustbininsidethekitchenandoutsidethediningarea. • InsectRepellanttobeplacedincanteenpremises. • Eating/Drinkingisnotallowedinthecookingarea. • ChewingtobaccoandSmokingisstrictlyprohibited insidethecanteen premises.	CanteenSupervisorand AllCanteenStaff
3.	**MaintainingQuality:** • Certifiedfoodcommodities(Agmark/FSSAI)areallowedfor cooking.Nolooseitemslikeoil,spices,etc.mustbeallowed. • Foodgradedisposableispreferred. • Regularinspectionto becarriedout. • Asuggestion/complaintboxmustbeinstalledinthecanteenwhichshouldbecheckedregularbasisandactionshouldbetaken. • Prices of all available food item for sale to bedisplayed (including packagedfood).	CanteenManagerCa nteenSupervisor

B. CanteenCommittee

Purpose:
ThepurposeofthisStandardOperatingProcedure(SOP)istoensureproperfunctioningof the Institute Canteen in serving the Students, Staff and Guests of the Institute and togiveguidelinestotheCanteenCommitteeforsmooth runningoftheCanteen.

Scope:
Applicableforall theeventsintheinstitute

Responsibility:
Thecanteencommitteemembers

Structure:
TheCanteenCommitteeisheadedbyaProfessoroftheInstituteandComprisesmembersfromt hefaculty,AdministrativeOfficerandstudentsoftheInstitute.TheCommitteeshallmonitorth eaffairs of theInstitute Canteenunderthedirections ofthe Management.

DetailsofActivities:

- TheCommitteeshallmeetatleastonceinamonthtoreviewthefunctioningoftheCanteen.
- Thesuggestionsgivenbythemembersandtheresolutionsmadeinthemeetingsmustberecordedintheminutesofthemeeting.
- Themenuforbreakfast,mealsandsnacksarefixedbytheCommitteeandasub-committeewilllookintomonitoringoftheimplementationofthemenusuggested.

Thefollowingsub-committeesareformed:
  - forfixingandmonitoringthemenu.
  - forverifyingthequalityofprovisionsandvegetablesetc.andalsoforverifyingthequantityandqualityofvariousfooditems.
  - forcheckingandensuringcleanliness.
  - forcheckingdisciplineinthecanteen.

- ThenamesofthemembersoftheCanteenCommitteewillbedisplayedintheCanteen.

- OrderingofSnacks,Lunchetc.:Snacks&lunchcanbeorderedbytheproperauthority.

- Thestandardformatwillconsistofthe detailsasgivenbelow:
  - Dateandtimeofsupply.
  - Placewheretheitemsaretobesupplied.
  - DetailsofsnacksorMenuforlunchetc.
  - No.ofpersons for whicharrangementistobemade.
  - Therate on which boththe Officer arrangingandtheCanteen In-chargehadagreed.

PassingonAdvanceInformationtoCanteen:

- Sufficient advance information is to be given to the Canteen regarding expectedcongregation of students or staff or public or VIPs etc., so that arrangements canbemadefortiffinorlunchorsnacks.
- The information regarding closure of the Institute for a holiday or cancellation ofclassworkshouldbepassedontothecanteentominimizelosstotheCanteen.

Recordstobemaintained:
- MinutesoftheCommitteemeeting
- Complaint file
- Actionfile
- Circularfile

54 SOPFORCAMP USCLEANLINES S

SOPFORCAMPUSCLEANLINESS

Objective:
Tokeepthecampuscleanandmaintainthehygiene.

Responsibilities: Sup
ervisorAdministrative
OfficerHousekeepingS
taff

1. ClassRoomCleaning

Priority	Task	Frequency
1	Dustmoptile floors	Daily
2	Disinfectdoorhandles(insideandout)	Daily
3	Emptytrashreceptacle	Daily
4	Straightenand cleanfurniture	Daily
5	Cleanchalkboardsandchalktrays	Daily
6	Spotmopfloor	Daily
7	Dustmonitor/overheadprojector	Daily
8	Check for burnedoutlights	Daily
9	Dampmopfloorofclassroom	Weekly
10	Wipeall horizontal surfaces, includingstudentdesks	Weekly
11	Washtrashreceptacles	Monthly
12	Dustlightfixturesandclock	Monthly

2. LaboratoryCleaning:

Priorit	Task	Frequenc
1	Dustmoptile floors	Daily
2	Wetmoponfloors	Daily
3	Emptytrash/wastepot(Physical,chemicalandbiologicaltrashes)	Daily
4	Straightenand cleanfurniture	Daily
5	Disinfectandcleanallsinksandfixtures	Daily
6	Cleanallworkingsurfaces	Daily
7	Dustingofmachine/equipment	Daily
8	Spotcleanwalls, doors, jamsandwindows	Weekly
9	Washtrashreceptaclesandsanitaryboxes	Weekly
10	Cleaningofstudentslockers	Monthly
11	Dustceilingandlightfixtures	Monthly

3. Corridor, Elevator & Staircase Cleaning:

Priority	Task	Frequency
1	CleanStaircase	Daily
2	Cleananddisinfectdrinkingfountain(s)	Daily
3	Emptytrashreceptacle	Weekly
4	Spotmopfloor	Weekly
5	Grills	Weekly
6	Spotcleandoors,windowsandwalls	Weekly
7	Cleanallhorizontalsurfaces,windowsanddoorwalls	Weekly
8	Cleanmatsandgridsunder mats(ifany)	Quarterly
9	Vacuum all supplyandreturn airvents	Quarterly
10	Dustceilingareaandlightfixtures	Quarterly

4. OfficeCleaning:

Priority	Task	Frequency
1	Emptytrashreceptacle	Daily
2	Spotmopfloor& dustmop	Daily
3	Dustmopandwetmopentirefloor	Monthly
4	Wipedownwindowledges	Monthly
5	Wetmoptilefloors	Monthly
6	Dustceilingareaandlightfixtures	Monthly

5. Restroom/StaffroomCleaning:

Priority	Task	Frequency
1	Disinfectallsinksandfixtures	Daily
2	Disinfectalltoilets,urinalsandfixtures	Daily
3	Disinfectall doorandpartitionhandles	Daily
4	Emptytrashandsanitaryreceptacles	Daily
5	Replacetrashlinersandfilldispensers	Daily
6	Cleanallhorizontalsurfaces	Daily
7	Sweepandwetmop(disinfect)floors	Daily
8	Cleanmirrors	Daily
9	Spotcleanpartitions/graffiti	Daily
10	Spotcleanwalls, doors, jamsandwindows	Weekly
11	Washtrashreceptaclesandsanitaryboxes	Weekly
12	CleanGrills	Weekly
13	Dustceilingandlightfixtures	Monthly

6. EntranceandLobbyCleaning:

Priority	Task	Frequency
1	Emptytrashreceptacle	Daily
2	Dust mopfloorsand mats	Daily
3	Dustallhorizontalsurfaces	Daily
4	Spotmopfloors(wet)	Daily
5	Disinfectdoorhandles(insideandout)	Daily
6	Dustmopandwetmopentirearea	Weekly
7	Cleanfloorgrills	Monthly
8	Dustceilingareaandlightfixtures	Monthly
9	Washtrashreceptacle	Yearly

7. Garden/Loancleaning:

Priority	Task	Frequency
1	Sweepallsurfacesincludingfootpath	Daily
2	Collectionofstruckoffleaves,stemsetc.	Daily
3	mptytrashreceptacle	Daily
4	Cuttingofgrass,shrubs,herbsetc.	Weekly
5	Pumpingofplantwaste	Weekly

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SOP FORCLASSROOMMAINTENANCE

SOP FOR CLASSROOM MAINTENANCE

Objective: To elaborate the procedure for Maintaining the classroom.

Responsibility:
- Supervisor
- System Admin
- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Dean

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Allotment department wise of classrooms.	Dean	1st week of June
2.	Allotment of individual classrooms for respective Class students	HoDs	1st week of June
3.	Projector screens in classrooms, ICT board with stylus	System Admin	1st week of June
4.	Arrangement/Repair of student's Desks and teacher's desks/tables.	Supervisor	2nd week of June
5.	Repair of existing electrical outlets-Light bulb replacement	Electrician	3rd week of June
6.	Ventilation/Window Treatments	Supervisor	3rd week of June
7.	Routine services or maintenance	Housekeepers	Every working day
8.	Keeping the classroom clean and tidy	Students and Teaching staff	Every working day
9.	Classroom security with lock system.	Teaching and non-teaching staff members.	Every working day

56 SOPFORLABOR ATORYMAINTE NANCE

SOPFORLABORATORYMAINTENANCE

Objective:
The procedure is to establish a controlled method for Inspection/ calibration,MaintainingandUpgradingTeaching,AnalysisandResearchequipment.

Responsibility:
- HeadofDepartment
- Labcoordinator.
- TeachingAssistant(s).
- Labtechnician(s).

Procedure:

Sl.	Activities	Responsibility	Target days
1	Maintaintheteachingequipmentinventorylista ndcalibrationscheduleandtoverifycalibrations /performancechecksineachlaboratory.	TeachingAs sistant(s)	1st weekofAp ril
2	MaintaintheAnalyticalequipmentinventorylista ndcalibrationscheduleandtoverifycalibrations/ performancechecks in each laboratory.	Labtechnician(s)	2nd week ofApril
3	Teaching equipment that have a local sponsorshould have an Annual Maintenance Contract(AMC) from the authorized local sponsor. TheAMCshallberevisedandrenewedyearly.	Teachingassistants andLab Co-coordinators.	3rdweekof April
4	The "Equipment Calibration/Maintenance log"hastobefilledand signedand kept in filein HoDoffice andacopyinthe labcoordinator'soffice.	Lab coordinators.&H oDs	4th week ofApril
5	Acopyoftheteachingequipmentmanualshallbeke ptinsoft and/orhard copyinthelab.	Lab- Coordinator,Tea chingassistant(s)	1st weekofMa y.
6	Astickerwith"Calibratedondd/mm/yy"shallbe pastedontheequipment.	Labtechnician(s)	2nd week ofMay

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

57 SOPFORMENT ORSHIP

SOPFORMENTORSHIP

Objective:Toelaboratetheprocedurefor Mentorship.

Responsibility:
- AlltheMentees
- HeadsoftherespectiveDepartments.
- Mentors

Procedure:

Sl.	Activities	Responsibility	Targetdays
1.	AllocationofmenteestotheMentors	HoDsandMentors	1stweekofAugust
2.	Categorizing thementeesbasedon theSWOT analysis and motivating thembasedontheirlevels.	Mentors	1stweekofAugust
3.	Monitoringthe Mentees discipline.	Mentors	DailyBasis
4.	ConductingMentorswardmeetingtoc ounselandtomotivatethementees.	Mentors	DailyBasis
5.	ConductingtheMentorswardmeetingtok nowtheworkprogressand theirinvolvement withtheiracademics.	Mentors	DailyBasis
6.	RecordingoftheMinutesofMentorshipm eeting intheMentorLogbook.	Mentors,HOD	WeeklyBasis
7.	Motivating the mentees to attend theonlineCodingContestandothereventst oimprovetheirprogrammingskills.	Mentors	DailyBasis
8.	Motivatingthementeestodoonlinec oursesandmonitoringthestatus.	Mentors	WeeklyBasis
9.	Motivatingthementeestoparticipateinco -curricularandextra-curricularactivities conducted in other reputedcolleges.	Mentors	DailyBasis
10.	Maintainingthementeerecordandm enteedatabase.	Mentors	Dailybasis

11.	Maintaining the master attendance andlogbook	Mentors	Dailybasis
12.	Maintaining thedailyand monthlyattendanceofmenteesandsending reportstoparents.Making thementeeswhoarehavingattendancebelow80%tomeetHoD.	Mentors,HoDs	1st Friday ofeverymonth
13.	Collectingmentee leaveforms, ODformandextra-curricular&Co-curricularparticipationcertificates	Mentors	DailyBasis
14.	Monitoring the Speakers Corner activity ofthewards.Basedontheirperformancethey should betrainedand motivated.	Mentors,Speakers CornerInCharge	DailyBasis
15.	Analyzingthementee'sinterestinvari ousdomains,sothattheycanbeallowe d to participate in the eventsthatcontributetotheirinterest.	Mentors	DailyBasis
16.	ProvidingOnDutytoparticipateinthew orkshops, Symposiumsandotheractivitiesafter proper verification.	Mentors	DailyBasis
17.	Preparing thescheduletotakeseminaronwhattheyh avelearntfromtheeventsparticipated.	Mentors	Withintwodaysaft ertheevent
18.	Ifthementeeshaveanygrievancesregardingt heirsubjects,itshallbediscussedwiththeresp ectivefaculties.	Mentors,HoD	TimelyBasis
19.	IntimatingalltheparentsregardingtheAc ademic ReviewMeeting (ARM).	Mentors	One weekbefo re themeeti ng.
20.	ConductingAcademicReviewMeetingt o inform about the progress of thementees, placementrelatedtraining,importance ofmandatorycourses,academicandco-curricularactivityperformance.	Mentors, HoD	MonthlyBasis

21.	PreparingresultanalysisforInternalTestand EndSemesterexams.	Mentors,HoDs	After4daysfrom the test/Examcompl etiondate.
22.	SendinginternaltestmarksandEndSe mesterexaminationmarkstoparents	Mentors	Afterfivedaysfro mthetestcomple tiondate.
23.	SendingAppreciationletterstotheparent softhosewhohavesecuredtop5ranksinth eendsemesterexamination.	Mentors,HoDs	Aftertwodaysofr esultannouncem ent
24.	Forming the group for the placementrelated activitiestotrainthemselves.	Mentors	Asandwhenneeded
25.	PreparingscheduleandteamforMini– projects	Mentors,HoD	Oneweekaftercom mencement ofClasses
26.	Arrangingonedaytripforthementeestostr engthentheMentormenteerelationshipan dbuildarapport.	Mentors	Once/Twiceinas emester

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SOPFORCOMMUNI CATIONSKILLENH ANCEMENT

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SOPFOR COMMUNICATION SKILLENHAMCEMENT

Objective:

Toelaboratetheprocedureforenhancingtheoral,writtenandpresentationskillsofstudents

Responsibility:
- Mentors
- HeadsoftherespectiveDepartments
- CommunicationExpert

Procedure:

Sl.	Activities	Responsibility	Targetdates/days
1.	Grouping of students based on theirwritten,oral&presentationskills	Mentors &HoDs	Endof1stweekafterOrientationProgrammeintheFirstYear/SecondYear(Lateral EntryStudents)
2.	Grouping of students with average /poorwritten,oral&presentationskills: • English Mediumstudentsnotreadytoshowcasetheirwritten,oral&presentationskills • English medium students notabletoenhancetheirwritten,oral&presentationskills • Bengalimediumstudents	Mentors&HoDs	End of 2ndweek afterOrientationProgrammeintheFirstYear/SecondYear(LateralEntryStudents)
3.	Continuous& exclusivetraining forallthethreedifferent needbasedgroups	Communication Expert/Mentors	3hours/week/Saturday

4.	MonthlyAssessment&SubmissionofReporttoHODs	FromCommunicationExpert throughMentorstoHoDs.	4^{th}Fridayofthemonth
5.	SemesterAssessment&SubmissionofReporttoHODs	Communication Expert/Mentors	Finalworkingdayofthesemester.
6.	Segregation of students based ontheirperformanceinFinalAssessment	Mentor&HoDs	1^{st}week after thecommencementofthe 5^{th}semester
7.	Continuoustraining forthestudents, who are still not able togivetheir best in written,oral&presentationskills	Communication Expert	Tilltheendof6^{th}Semester
8.	Encouraging students with goodwritten,oral&presentationskillstoparticipateinnational&international level programmes /competitions	Mentor/HoDs	Continuouslyinthe3^{rd} &4^{th}yearsofstudy

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SOPFORMONI TORINGDUTY

SOPFORMONITORINGDUTY

Objective:Tomaintainthediscipline in thecampusandregularityofallstudentsduringclasshoursonallworkingdays.

Responsibility:
- Mentors
- HeadsoftherespectiveDepartments
- DeanStudentAffairs

Procedure:

Sl.	Activities	Responsibilities
1	Depute faculty members for each day to monitorthedisciplinaryandregularityofstudentsin variousvenues.	AllHODs&Dean
2	Studentsshallbestrictlymonitoredfortheirproperdresscodeandidentity cardwithinstitutionlanyard.	Allmemb Faculty ers
3	AttendancewillbenotedfromeachclassandsubmittedtorespectiveHODsbeforebreak.	Deputedfacultyfortheday
4	Duringobservationifanystudentisfoundlate,he/shewill bewarned.	MentorsandDeputedfacultyfortheday
5	Faculty may also exercise their own discretion forpermittinganylatecomertoentertheclassbygiving /withholdingattendance.	HODs, Mentors and Deputedd faculty for the ay
6	Strict action will be taken on continuousirregularitiesonanalyzingthereasonbehindit.	HODs,Mentors
7	MentorsandHoDsshallcontinuouslykeeptrackofthestudent'sprogress.	HODs,Mentors

60   SOPFORCLUB ACTIVITIES

SOPFORCLUBACTIVITIES

Objectives: Tocoordinatetheclubactivities.

Responsibility:
- Clubincharge
- Clubcoordinators

Procedure:

Sl.	Activities	Responsibility
1.	IntroductionabouttheclubduringInductionProgram	ClubCoordinator
2.	SharingthememberRegistrationformwithallstudents	ClubCoordinator
3.	Registeringstudentsresponses	ClubCoordinator
4.	Selecting clubcoordinators	ClubInCharge
5.	Schedulingclubactivities	ClubCoordinator
6.	Detailedinstructionsgivenabouttheactivity	ClubCoordinator
7.	Discussionwiththestudentsaboutactivity	ClubCoordinator
8.	Organizingandexecutingprograms throughclubs	ClubIncharge&ClubCoordinator
9.	Preparationofreportandrecordingtheactivities.	ClubIncharge&ClubCoordinator
10.	AnnouncementofResultandHonoring	ClubIncharge&Dean

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SOPFORSTUD ENTSFEEDBAC K

FORSTUDENTSFEEDBACK

Objective:Tooutlinetheprocedureforstudent'sfeedbackregardingdifferentareas oftheinterest.

Responsibility:
- Mentor
- Allthestudents
- HeadsoftherespectiveDepartments

Procedure:

Sl.	Activities	Responsibility	Targetdates/days
1.	Preparation offormatforfeedbackandsendingt ostudents.	HoD	As anwhenrequired
2.	Mentorshallmonitorandcollectthefe edbacksfromstudents.	Mentors &students	
3.	Consolidatethecollectedf eedbackfromstudents	HoD	
4.	Necessaryactionswillbetakenba sedonfeedbacks	HoD andPrincip al	

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AMENDMENTT OSOPs

AMENDMENTTOSOPs:

TheseSOPswillbestrictlyfollowedbyallconcernedandanychanges,modifications,andimprovemen thereinwillberecorded/updatedintherevisionhistorygivenbelow: -

File. No	SuggestedRevisionin brief	Revising Authority	Effective Date	Remarks (attach therevisiondo cument)

AmendmentsApprovedBy:

Principal

Date:

AmendmentsApprovedBy:

Registrar

Date:

AboutIIT wada

Ideal Institute of Technology istheflagshipinstituteunderIdeal FoundationEducationalInitiativespearheading professionaleducationforoveradecade(Establishedin2013)withaspectrumof20distinctverticalsof professional programs at 8 educational institutions with a staggering enrolment of more than 3500students.

Ideal Institute of Technology is located at the academic and industrial hinterland of Mumbai suburban. The instituteofferscourseswhich areapprovedbyAICTEandaffiliatedtoMU.

TheinstitutionhasbeenawardedAutonomousstatusbyUGCintheacademicyear2011,whichmakesitthefirstofitskindinMaharashtra.
Theinstitutenurturesengineering&managementacumenofglobalstandards,innovationandprofessionalism entwined with free and passionate environment of idea exchange, skill enhancementwith a focus on integrity, ethics and human values. The institute takes pride of transforming talentsandlifeofthousandsofitspresentandpaststudentswithanimpeccableprofessionaltrackrecord.

Mission

- Our mission is to provide excellent educational infrastructure and academic ambiance conduciveto higher learning by setting up centers of excellence and instill a sense of ethics and value systemamongthestudents.
- We are committed to provide opportunities to the students to develop their full potential andprofessionalgrowthandtospreadthelightofhighereducation.

Vision

OurVisionistogenerateastimulatingacademicenvironmentforhigherlearningandtobringaboutaharmoniousdevelopmentofpersonalityamongthestudentsbyfosteringleadershipvaluesandimportinghighdegreeofprofessionalskills

Objective
To nurture research and knowledge initiative, to empower students with education and employmentopportunities, to establish worldwide network with industry and to entrust our enterprise as well aschangeourstudentswithsocialresponsibilities.