Mahatma Gandhi Vidyamandir's,

Maharaja Sayajirao Gaikwad, Arts, Science and Commerce College,

Malegaon Camp, Malegaon (Nasik).
Affiliated by Savitribai Phule Pune University
(NAAC Grade B++)

Standard Operating Procedures Manual

Principal
M.S.G. Arts, Science and Commerce College
Malegaon Camp, Malegaon (Nasik)

Chairman
College Development Committe
M.S.G. Arts, Science and Commerce College
Malegaon Camp, Malegaon (Nasik)

Our Source of Inspiration

Late.Vyankatrao Hiray

Karmaveer Bhausaheb Hiray

Hon. Smt. Pushpatai Hiray
Chairperson
Mahatma Gandhi Vidyamandir, Nashik

Hon. Dr. Prashant Hiray
General Secretary
Mahatma Gandhi Vidyamandir, Nashik

Hon. Dr. Smitatai Hiray
Treasurer
Mahatma Gandhi Vidyamandir, Nashik

Hon. Dr. Aapoorva Hiray
Co-ordinator
Mahatma Gandhi Vidyamandir, Nashik

Hon. Dr. Advay Hiray
Trustee
Mahatma Gandhi Vidyamandir, Nashik

Hon. Dr. Sampada Hiray
Trustee (Women's Welfare)
Mahatma Gandhi Vidyamandir, Nashik

Standard Operating Procedure (SOP) for Principal

Introduction:

The Standard Operating Procedures (SOPs), a set of step-by-step instructions, compiled for Maharaja Sayajirao Gaikwad Arts, Science and Commerce College, Malegaon Camp to help the staff to carry out complex and routine operations. These will ensure efficiency, quality output and uniformity of performance for seamless communication and compliance with relevant standards.

Planning of all academic tasks is a systematic process. When implemented correctly, it ensures the attainment of the letter and spirit of academic objectives within the overall goals of the institution. The present Standard Operating Procedure (SOP) identifies and lays down in exhaustive detail, all aspects of this holistic process with a view to establish a vibrant administrative and academic culture.

Purpose of the SOP

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

1. Administrative Measures
   Correspondence
   Formation of Committees
   Admission
   Coordination between the College, the University and the Government
   Coordination between the Management and the College Employees
   Examination
   Accounts
2. Academic Measures
   Teaching and Research Facilitator
   NAAC/IQAC Related Works
3. Mentoring

Roles and Responsibilities

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

➢ To look after the overall administration of the college.

➢ Correspondence relating to the curricular and administrative to be conveyed to the concerned employee and also to the University and Management authorities.

➢ Forming various committees for each academic year for the curricular, co-curricular, extra-curricular activities to be performed according to the instructions of the University, UGC, Government of Maharashtra through the inclusion of teachers and administrative staff in order to inculcate leadership qualities amongst them and to keep the academics intact and updated.

➢ Motivating students of the college not only for achieving the academic excellence but also for participating in various co-curricular activities, research oriented activities, extracurricular activities like debating, elocution, singing, dancing, acting, enacting and performing dramas in various College level, University level, State/ National / International level competitions and also provide them financial support through college.

➢ Admissions of the students and maintaining the discipline of the college.Observance of the Acts, Statutes, Ordinance, Rules and Regulations, Orders issued by the Government, UGC, University, and Joint Director.

➢ Along with this, any other work related to the college assigned by the Management in order to get the administration and academics of the college up to the mark.

➢ Maintenance of Assessment Reports of teachers and administrative staff as a part of the record to be mentioned in their Service Books timely for the smooth conduct of the administration and also for the benefit of the concerned employees.

➢ Academic growth of the college.

➢ Supervision of the examinations, paper setting, moderation and assessment of answer papers and some other examination work in coordination with the Exam CEO.

➢ Facilitating teaching, research, training programmes and other co-curricular activities to be

➢ performed throughout the academic year.

➢ Providing facilities demanded by any department of the college which comprises Teaching aids, laboratory tools, and other technical assistance time to time.

➢ Guiding in the planning and implementation of academic programmes such as Refresher / Orientation Courses, Seminars, Workshops, and other training programmes for the academic excellence and promotion of the teaching and non- teaching faculty organised by the University and the College.

➢ Working as a mentor of the teaching and non-teaching staff.

➢ Preparation of institutional development plan for every five year with the action plan in order to meet the future academic challenges.

➢ Guiding IQAC and NAAC coordinators for the preparation of assessment,accreditation and academic audit of the college.

➢ Starting new courses particularly skill-based courses for the students.

➢ Identification of avenues for the resource generation.

➢ Maintaining and updating college website giving all necessary/ mandatory disclosure of the college information.

➢ Adoption of ICT in Teaching-Learning and facilitating technical assistance to the faculty.

- Connecting college with societal needs through NSS, NCC and also through organising various programmes at college level.
- Receipts, expenditure and maintenance of valid accounts.

- Observance or provisions of Account Codes.
- Starting up the aided and non-aided vocational courses according to the National Educational Policies in order to inculcate skills amongst students.

Vice-Principal

Standard Operating Procedure (SOP) For Vice-Principal

Designation and Positions Held

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

Role and Responsibilities

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

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

CDC – As a Member of College Development Committee

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

Purpose of the Post

For supporting the smooth conduction of academic and administrative work, The Hon'ble Dr. Prashant Dada Hiray, General Secretary of the Mahatma Gandhi Vidyamandir, Nashik, in view of the circumstances, facts and powers confirmed has appointed me on the post of Vice-Principal of Maharaja Sayajirao Gaikwad Arts, Science and Commerce College, Malegaon Camp., Dist. Nashik.

Resources and Equipment

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

Direction of Caution

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

Inter Departmental Relations

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

Supplementary Information

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

Duties and Responsibilities of the Administrative Staff

Duties, Responsibilities and Powers of Non-Teaching Staff working in the affiliated colleges:

I) Registrar (The Head of the Non-Teaching Staff)

1. The Registrar shall regulate the work and conduct of the staff in account with the Acts Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the college

2. The Registrar shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.

3. The Registrar shall be the custodian of the records, the common seal such other property of the college as the Principal may commit to his charge.

4. The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.

5. The Registrar shall coordinate the work in the college amongst the Teaching and the Non-Teaching staff.

6. The Registrar shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the college and / or is not in the interest of the Institution / college.

7. The Registrar shall maintain the enquiry service for students, staff, also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.

8. The Registrar shall sign letters issued from the college office of routine nature.

9. The Registrar shall watch over the work of college affiliation, staff recognition and follow procedure for appointments. He shall also watch Accounts, Audit, Assessment Work of Maintenance and Other Grants and to keep the check on Accounts of the College.

10. The Registrar shall look after the Examination Work (College/ Board/ University) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.

11. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the college and management of the society.

II) Office Superintendent

1. The Superintendent shall be in charge of the college office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of Registrar.

2. He shall convene the regular meetings of the Office Staff and Laboratory Assistants and shall determine the time dimensions of each of the tasks assigned for the overall working as per the prescribed norms, if any.

3. He shall issue Memos, reprimands to erring employees. He shall inspect attendance registrar of the Non-Teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warning writing and recommending to the Registrar/Principal to take the disciplinary action, in case, the same employee shows no improvement.

4. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Registrar/Principal to Government, University, University Grants Commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.

5. He shall carry out the duties and responsibilities in a *just manner* without any discrimination and motivate his staff to take their work seriously and willingly shall pay personal attention to their welfare.

6. He shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.

7. The Superintendent shall personally look into the court cases concerning the college and obtain orders from Registrar / Principal wherever necessary. The Superintendent shall mark and distribute the letters in the name of dealing Assistant or to Heads of Departments in the College. He shall exercise check and follow up letters received from the Government, University, University Grants Commission, Management etc

8. He shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations,

precedence and implications etc. or special cases and submit to higher authority i.e. Registrar or the Principal and give interim replies.

9. The Superintendent shall point out mistakes or mis-statements, if any draw attention wherever necessary to the Statutory of customary practice and point out rules where they are concerned.

10. The Superintendent shall scrutinize notes of cases submitted by the lower staff, put his own remarks or suggestions, if any, and submitted the same to the Registrar or the Principal. He shall sign letters issued from the college office or routine nature.

11. The Superintendent shall be responsible of examination work pertaining to degree college in the overall supervision of Registrar or the Principal.

12. In case the post of Registrar does not exist in a college, the Superintendent shall perform duties and shall be used with the powers of the Registrar.

13. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

III) Accountant

1. The Accountant shall inform periodically the financial position of the college to the Registrar or the Principal of the College, examine and ensure that code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in college. He shall also prepare the budget and income and expenditure statements, maintain all accounts and get them audited.

2. He shall attend to all the Government scrutiny, inspections and audit.

3. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances. Rules and regulations made in that behalf and monitor the finances of the college as per directions of the Registrar and place before the Committee the financial position of the college such as its receipts, payments, Government grants and balance from time to time.

4. He shall scrutinize all bills of expenditure before recommending for payment, maintain cash-book ledger, bank pass-books etc. He shall watch the progress of the expenditure and receipts of fees, Government grants in time.

5. If there is no post of Superintendent in the college or if the Superintendent proceeds on leave, the Accountant shall carry out the duties of the Superintendent in addition to his own duties.

6. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

IV) Head Clerk or Deputy Accountant

1. Head Clerk shall perform the duties as may be assigned to him from time to time by the Principal, the Registrar or the Superintendent.

2. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of duties and shall look after the day-to-day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.

3. He shall ensure and maintain proper coordination and follow up with the other departments or sections of the college.

4. He shall be responsible for smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc., and decide and Maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.

5. He shall train the members of his department and provide guidance to all.

6. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to Superintendent or the Registrar with clear and specific comments.

7. He shall keep exhaustive and self-contained notes of important papers passed down and keep their movements till final disposal and also consider the acceding of the work.

8. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the college, regular and orderly behavior of the staff under him. He shall record verbal discussions, orders and instructions which shall be attested by the superior officials present.

9. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.

10. He still inspects the racks and tables of Assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills laying un disposed off.

11. He shall submit notes or drafts for approval of the authorities through the Superintendent.

12. He shall attend to audit queries and reply to audit report, and submit necessary statement of accounts.

13. He shall recover grants due to the Government etc. and shall prepare the requirement of furniture, office equipment, stationery etc. with the consultation of the Higher Authority.

14. He shall responsible for the examination work of Junior College unit with overall supervision of Registrar.

15. If the post of Accountant does not exist in the college, the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.

16. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

(V) Other Non-Teaching Staff

The Principal shall also assign duties as per needs or requirements of the concerned colleges from time to time in respect of any other non-teaching staff.

Notwithstanding anything contained above, the Vice-Chancellor shall direct the Principal to assign duties to the employees in respect of conduct of University examination / admissions etc. during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.

General Work

1. Following the university guidelines for the admission process of Undergraduate and Postgraduate Courses of the college in which particularly the merit system is paid proper attention to form an homogeneous policy of admission.

2. Fee concession /fee in installments is given to the students. At the time of the result issuing the fees whether paid or pending is tallied and accordingly the results are issued to the students after the satisfaction of the office

3. Campus cleaning is given the due importance. The agency given the job of campus cleaning is strictly advised to pay proper heed to the campus cleaning. The due follow up is taken in the regard.

4. The canteen is run privately though is supposed to follow the university norms regarding the food quality and the general hygiene of the canteen. The canteen is randomly visited by the office to verify the norms and general instructions are provided to them and strictly asked to follow the rules and regulations. If having any complain from the students or the staff, the due cognizance is taken.

5. Forming the Anti-Ragging Committee for providing there security to the newly admitted students and make the college environment healthy and sound. The University guidelines are taken into consideration in this regard.

6. The women grievance cell is established for providing the safety to the girl students and the female staff. If having any complain found in the complaint box by any girl student or female employee, the sue cognizance is taken after the discussion with the Principal of the college and strict action is taken.

7. For the safety of women teachers and the employees, the Vishakha Committee is formed in which the women teachers and the employee are given the rights to look after the complains of the women staff.

8. For the academic and administrative governance, the fundamental facilities are provided. In the college, the total property for this purpose is above 100 corers. The estate manager, of the college looks after the issues and Laboratory Assistant looks after its supervision, maintenance and repair.

9. The Garden maintenance is given proper attention. For this the IV class employee is specially appointed. The employee of the college has been given the duty to look after the maintenance of the garden. Every month, the expertise is called upon to guide and suggest certain things.

10. The various departments of the college need to purchase various tools, instruments and accessories time to time, for this they are given a particular format to fill in their demands and submit it to the office. The demands are conveyed to the central office purchase department, and after their approval, the fund is provided to purchase the necessary things demanded. The Local Committee too takes the purchase demand into consideration and the due approval is also taken before sending the proposal for the final approval to the central office of the institution.The leave application of various types is sanctions or rejected according to the Government and the University guidelines, circulars.

Academic Supervisor

Role of Academic Supervisor

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

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

Duties of Academic Supervisor

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

➢ They have a role in the development of a positive work environment, for instance, one that is innovative and responsive to students' needs.

➢ They work with the leadership team to achieve the college vision and mission.

The Academic Coordinator will provide leadership and management in the areas of,

➢ Maintaining and strengthening the ethos and philosophy of the college

➢ Assisting in college planning

➢ Making informed and positive contributions to the planning and development of college initiatives

➢ Being a positive and proactive member of the curriculum team

➢ Developing positive working relationships with and amongst colleagues.

➢ Being proactive in the support of colleagues in both academic and behaviour-related matters.

➢ Supervising performance and progress of colleagues.

➢ Promoting professional development of staff.

➢ Determining annual goals and related targets

➢ Setting appropriate standards and benchmarks in curriculum areas, and analyzing, preparing and presenting data to demonstrate achievements of Cohorts in test and tasks, and learnings.

➢ Demonstrating an understanding of current trends in education.

- ➢ Developing a responsive and appropriate curriculum.
- ➢ Supervising the preparation and implementation of work programs, study plans and other courses of study within the relevant subject areas
- ➢ Planning, implementing and overseeing assessment.
- ➢ Representing the relevant curriculum area/s within the college and in the wider community.
- ➢ Participating in professional activities outside the college.
- ➢ Ensuring that teaching resources are made available to colleagues.
- ➢ Organizing regular meetings, circulating information.
- ➢ Encouraging and develop positive relationships with staff, students and parents.
- ➢ Being proactive in conflict resolution.
- ➢ Providing leadership and support in the area of student/teacher interaction.
- ➢ Meeting regularly with staff providing the principal with minutes of curriculum area meetings.

Standard Operating Procedures of Academic Supervisor

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SOP of IQAC Cell of the College

Introduction

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

- *The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions*.

- For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The objectives, strategies and functions of the IQAC

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

Strategies
IQAC shall evolve mechanisms and procedures for

a. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
b. The relevance and quality of academic and research programmes
c. Equitable access to and affordability of academic programmes for arious sections of society
d. Optimization and integration of modern met HoDs of teaching and learning
e. The credibility of evaluation procedures
f. Ensuring the adequacy, maintenance and proper allocation of support tructure and services
g. Sharing of research findings and networking with other institutions in India and abroad

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

f) Documentation of the various programmes /activities leading to quality improvement

g) Acting as a nodal agency of the Institution for coordinating quality- related activities, including adoption and dissemination of best practices

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality

i) Development of Quality Culture in the institution

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC The vision, mission and goals of the Institution are in tandem with the aims and objectives of establishing the Internal Quality Assurance Cell as specified by NAAC, Bangalore.

Composition of the IQAC

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

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Cells and Committees

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

Academic Committees -
Admission, Attendance, Examination, Time-Table

Infrastructure -
Purchases, Maintenance, Cleanliness, Stock Verification, Garden, Parking, Water

and Electricity Management, Library

Student-centric –

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

Research – Research Development/Research Centre

Support Services – Canteen

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

Publications - College Magazine 'Kalavihar', ' Wallpaper Magazine'

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

Quality Measures –

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

EXAMINATION

Standard Operating Procedures for examination

1.   Academic Calendar

- With reference to Academic Calendar examinations are planned.

- All enrolled/ admitted students fill up the examination forms along with the examination fees.

- Admit cards, duly signed by the Principal, are distributed before examinations.

2.   Formation of Examination Committee

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

3.   Planning

- The committee meets the Principal and plans for the forthcoming exams.

- Mid-Term assessment to be conducted by the faculty when faculty has completed half of the sessions allotted for the respective course.

- Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.

- Any resource requirement (Answer-sheets, Printing, OMR sheets, requirements for online exams, rooms, invigilation) to be communicated to Exam Cell and Program Office at least 4 days in advance.

1. Continuous Assessment

- Process for Continuous Assessment: (share of marks allotted for continuous assessment in total marks allotted must be in line with what has been laid down in the course manual) Time Period: as detailed in the course manual Activity involves: Faculty and Students

- If more than one continuous assessment is to be done, faculty to schedule them accordingly, so as to spread them uniformly across the term.

- The faculty to provide the assessment as take-home assignment, project, quiz etc.

- The assessment is to be evaluated and students informed about the performance within a week.

2. Mid Term Assessment

    1. Process for Mid Term Assessment for each semester activity involves: Faculty and Programme Officer

- Mid Term assessment to be conducted by the faculty when faculty has completed half of the sessions allotted for the respective course.

- Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.

- Any resource requirement (Answer-sheets, Printing, OMR sheets, requirements for online exams, rooms, invigilation) to be communicated to Exam Cell and Program Officer at least 4 days in advance.

3. End Term Examination

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

Pre-examination activity

1. Process for Preparation and Announcement of Examination Schedule: Time Period: at the beginning of the Program Activity involves: Principal and CEO

i. Examination dates are already announced in the Academic Calendar which is communicated at the commencement of the programme.

ii. The Exam Schedule to be uploaded on the college website for students and mailed to students at least a month before scheduled date of examination by the CEO.

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

4. Circular

- A Circular to all staff members is sent mentioning the dates and subjects with time and session.

- The circular requests for preparing question paper and answer key.

- The same is followed by each department and they in turn frame and submit the individual time-table which is displayed on the college notice boards to the COE.

- Special writers are provided for the visually challenged students.

- Physically challenged students are allotted extra time as per directives of University rules.

5. Question Paper Setting

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

- Preparation of Question Paper is as per university regulations.

6. Requirements

- Arrangements are made demanding to the number of required copies of answer paper.

- All the necessary steps are taken to print/ xerox the question papers.

- Arrangements of answer-sheets, accounts sheets, graph sheets, thread were made available.

- The examination branch of the University provides the material and other facilities as well as financial aid towards the smooth conduct of the exams.

7. Class-Rooms identification and intimation to all HoDs and the Personnel In-charge

- Identifying the examination halls and intimation to the in-charge is made for necessary arrangements.

- Preparation of consolidated plan of seating arrangements and attendance sheets.

- Students will be intimidated the same on the previous day of the examinations through different notice boards and entry points near steps.

- Request for security persons to control the flow and to support the examination system.

8. Appointment of Internal Senior Supervisor

- With the permission and recommendation of the Principal, Internal Senior Supervisor should be appointed before a week of actual commencement of examination.

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

9. Allotment of junior supervisors.

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

10. Class-room boards cleaning

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

11. Distribution of Question Papers to Examination Halls

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

12. Attendance Sheet

- Attendance sheet statements are arranged on each session of the day.

- Attendance sheet statements will be signed by the Jr. supervisor in the examination halls along with the answer-sheets of the students.

13. Bell timings

- Short Bell 15 minutes before examination starts,

- Bell after a completion of 1 hour

- Warning Bell before 10 minutes of end of examination.

- Long Bell after the examination time

14. Absentees Statements for all examinations

- A register is circulated in all the examination halls to get information about the strength of the attendees.

- After every session of examination, subject-wise consolidated absentees' statement is prepared.

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

- Subject wise answer-sheets will be collected from Jr. supervisors.

- The same will be handed over to the respective subject teachers/ CAP centre.

16. Process for Reporting Unfair Means/ Cases/ Time/ Period

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

- Any student using unfair means is to be stopped from writing in examination.

- The invigilator is to write a note regarding nature of malpractice on the answer copy, obtain the signature of the student and then submit the copy separately.

- All cases of unfair means to be dispatched separately to the CEO

- A report of each case that qualifies use of Unfair Means is to be prepared by the CEO and communicated to University or College examination committee.

- The Principal, CEO and the Unfair Means Committee initiate necessary action at the end of the examinations.

17. Evaluation and Submission (Only College Results)

- To Collect the statements of marks from the subject teachers.

- Absentees should be marked with separate (red) ink.

- Entering the same data in Vridhhi software.

- Maintaining all the acknowledgements of uploading data.

- Consolidated Branch-wise/Subject-wise marks collected from each teacher.

- The results are sent to the Institution for marksheet printing.

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

- Accepting students' applications for photocopies of his / her answer-sheets.

- Accepting students' applications for revaluation of marks in examinations conducted by university or college .

- To send students applications about their marks revaluation in examinations to University or college .

19. A Retest will be conducted for the failures and absentees.

20. University Internal Assessment marks are evaluated which are based on the internal examinations.

21. After completion of each theory/practical/oral etc. examination the remuneration of each teaching and non teaching will be paid as per University guidelines

- Examination remuneration is credited on bank account of the concern personnel.

DEPARTMENT OF MARATHI

Standard Operating Procedure for Head of the Department
Procedures to be followed for implementation of SOP:

a) HoD shall use various academic activities related formats prescribed by IQAC, and approved by the Principal at the end of semester, HoD shall take the choice of elective from the students (wherever it is applicable) for next semester

b.) HoD shall take the choice of subject for next semester from each faculty Each faculty must give minimum one choice of subject from UG to PG

1. After taking the subject choice. HoD shall allocate the subjects to each faculty within one week

a) HoD shall allocate senior faculties for teaching to PG

b) A faculty assigned to PG shall be assigned one theory paper of UG

c) One faculty shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by one faculty to different divisions

2. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content. The file should be ready before a week of the commencement of semester.

3. The teaching plan for about 45 lectures of 3 credits and or more shall be prepared by each faculty without dates.

4. HoD shall take the review of course file, teaching plan one week before the commencement of semester

5. IQAC shall prepare academic calendar including dates of commencement and conclusion of semester, dates of various examinations, Term-end and Internal (All nits) holidays etc. before one week of commencement of semester or immediately afte receiving academic calendar of university, whichever is earlier

7. Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/ seminar/ workshop/placement activity, the events organized by students' association etc. HoD shall prepare the time table one week before the start of semester and the approva of Vice-Principal shall be taken

8. The teaching learning process should start from the first day of commencement of semester

9. The class teacher shall initiate the process of registration of students in the department from the first day of semester

10. HoD shall discuss the various responsibilities with departmental staff such as coordinator for PG, Time-table, academic activities, events, writing and maintaining projects, attendance monitoring, mentoring, students' association, study tours any club (if available), internal examination, mid-semester and semester-end examination, online examination, cultural activities, etc.

11. Any grievance shall be brought to the notice of the Principal through Vice- Principal fornecessary action.

    HoD shall take meeting of the department on weekly basis to take the review of Teaching-learning process and the minutes of the meeting should be written in meeting register.

11. The result analysis shall be done immediately after the declaration of result by the University and should be sent to the Principal through Examination Chairman

12. HoD shall send the event report at the end of the month in prescribed format to the Principal through Academic Supervisor

15 HoD shall take the students feedback (online/offline) after completion of Academic year

16. The mid-semester examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.

17. HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through UGC Coordinator/ Academic research Coordinator for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals.

18. HoD shall prepare API (Academic Performance Indicator) at the end of second semester and submit the same to the Principal through IQAC

DEPARTMENT OF HINDI

Standard Operating Procedure for Head of the Department

Procedures to be followed for implementation of SOP:

1. HoD shall use various formats prescribed by IQAC, and approved by Principal.
2. At the end of semester,
   a. HoD shall take the choice of elective from the students (wherever it is applicable) for next semester.
   b. HoD shall take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject from UG to PG.
3. After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
   a. HoD shall allocate senior faculties for teaching to PG
   b. A faculty assigned to PG shall be assigned one theory of UG.
   c. One faculty shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by one faculty to different divisions.
4. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content The file should be ready a week before the start of semester.
5. The teaching plan for about 30 lectures of 2 credits and or more shall be prepared by each faculty without dates.
6. HoD shall take the review of course file, E-Content and teaching plan one week before the start of semester.

7. IQAC shall prepare academic calendar including dates of start and end of semester, dates of various examinations, Term-end and Internal (All units), holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.
8. Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.
9. HoD shall prepare the time table one week before the start of semester and the approval of Vice-Principal shall be taken.
10. HoD must send the letter to each parent through Academic-Supervisor, indicating the date of start of semester and other information one week before the start of semester. (E-Prospectus – Wats app)
11. The teaching learning process should start from the first day of start of semester.
12. The class teacher shall initiate the process of registration of students in the department from the first day of semester.
13. The class teacher along with the HoD must take the follow-up of the absent students on daily basis and prepare a bar-graph of 'date versus number of absent students'. Also, weekly attendance report shall be prepared by HoD and report should be sent to the Principal through Vice-Principal.
14. HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for PG, B.Voc courses if any, Time table, academic activities, event, writing and maintaining project,

attendance monitoring, mentoring scheme monitoring, student association, Study Tour any club (if available), departmental library, internal examination, website, In-sem examination, online examination, class teacher, cultural, etc. One copy of such appointment shall be send to Principal through Vice-Principal.

15. The project allotment shall be done to PG students through lucky draw in the third week from the starting of semester..

16. Any grievance shall be brought to the notice of the Principal through Vice-Principal for necessary action.

17. On the last day of each Month a 'Monthly attendance report' shall be prepared and sent to Principal through Vice-Principal.

18. Academic Supervisor shall take meeting of each department on monthly basis to take the review of teaching learning process and the minutes of meeting should be send to the Principal through IQAC.

19. The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through Examination Chairman.

20. HoD shall send the event report at the end of the month in prescribed format to the Principal through Academic Supervisor.

21. HoD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.

22. HoD shall prepare the defaulter list of students after every month and send the list to the Principal through Vice-Principal for necessary action. The defaulter list shall be displayed on the departmental notice board.

23. The monthly attendance report shall be sent to the parents.

24. The Insem examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.

25. HoD shall arrange parent-teacher meet minimum one per year. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.

26. HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through UGC Coordinator/Academic Research Coordinator for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal. At the end of semester HoD shall take his/her own feedback from all the staff in the department in the prescribed format.

27. After end of semester Academic Monitoring Report (AMR) shall be prepared and sent to the Principal through IQAC.

28. HoD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of second semester and submit to the Principal through IQAC.

Department of English

Standard Operating Procedure for Head of the Department

To prepare this Standard Operating Procedure of the Department of English is to regulate the work process of the department along the academic parameters.

- The Head of the Department of English shall work according to the guidelines given by the Principal and the IQAC of the college. He shall plan and conduct his overall work by organizing the meetings at the Department, by attending the HoD meetings with the Principal Sir, and if required, he shall hold meeting of the Department with the Principal Sir and the Vice-Principal Sir.
- In the work process, he shall follow the various formats given by the IQAC and create the formats even at the Department in order to record the maximum data of the work.
- The Head of the Department shall prepare the Academic Calendar of the Department in the beginning of the year by following the Academic Calendar of the college. He shall do it in consultation with the Coordinator of the IQAC and the faculty of the Department.
- The paper-wise and teacher-wise Result- Analysis of the earlier academic year shall be done by the teachers in presence of the Head of the Department. The Head shall analyze the General Result of TYBA special and M. A. II students and maintain the records of the three merit students at each level.
- The HoD shall give detail guidelines to the teachers of the Department working in the admission Committees of UG and form the Departmental Committee for admission to PG
- The HoD shall consider the total workload of the Department and allot the papers to the teaching staff. The Head shall bring into notice of the teachers the changes in the Syllabus, the examination pattern and give the copies of such syllabus to the teachers. He shall instruct the teachers for preparing the Teaching Plans of the papers allotted to them and maintain a course file. Instructions shall be given for preparing the study materials of the papers.
- The Head shall prepare the Time-table of the Department by discussing it together with the teachers. In doing so, he shall consult the faculty time-tables of Arts, Commerce and Science faculties. There shall be separate Time-tables for UG and PG classes. The overlaps, if any, shall be carefully removed.
- The Head shall maintain the Departmental Diary. He shall instruct the teachers to maintain their teaching diaries.
- The Head shall properly plan, organize and execute the Internal Evaluation System of the UG and the PG papers as per the changing patterns of evaluation communicated by the University and the IQAC of the college. The teachers must be instructed for the stages of internal evaluation and accordingly, it shall be communicated in the classrooms for orienting the students.
- The Head of the Department shall organize seminars and workshops. He should encourage and guide the teachers for research in terms of writing and publishing Research papers, doing Minor and Major Research Projects or doing M. Phil. and Ph. D. He shall help the teachers regarding it and forward their proposals. The student-centric programmes shall also be organized for developing the skills and knowledge of the students. The students of the Department shall be given rewards and certificates for academic and other merits they scored. It is to be done during the Annual Prize Distribution Ceremony.
- The HoD shall maintain co-ordination with the Examination Department and follow the instructions given by the Department time to time. Accordingly, he shall instruct the faculty members of the Department.
- The Head of the Department shall send the Weekly Academic Report of the Department to the Principal.

- The Head shall give guidelines to the faculty for students' feedback of teachers. He shall give them feedback forms and collect the forms filled by the students. The teacher-wise analysis of the forms be done by the HoD. He shall instruct the faculty for filling their API forms and submit it at the IQAC.
- There shall be the list of the alumni and meetings of the alumni of the Department as organized by the HoD. Some programmes shall be organized for Extension service of the Department. Annual report of the Department shall be submitted to the IQAC of the college. The HoD shall guide and instruct the staff of the Department for the office-related works.

DEPARTMENT OF URDU /PERSIAN

Standard Operating Procedure for Head of the Department

1. HoD will work as per IQAC guidelines.
2. At the end of semester
   a) HoD will take Choice of elective from the students for next semester
   b) HoD will take the choice of subject from each faculty. Each faculty must give minimum one choice of subject from UG and PG
3. After taking the subject choice HoD shall allocate the subjects to each faculty within one week
   a) HoD shall allocate senior faculties for teaching to PG
   b) A faculty assigned to PG shall be assigned one theory to UG
   c) One faculty shall not be assigned to teach more than one subject to the same class, whereas the same subject can be taught by one faculty to different divisions
4. Once teaching work load is assigned, each faculty shall prepare, course file (If subject is new) or update the course material including E-content, the file should be ready a week before the beginning of semester
5. The teaching plan for about 36 lectures 72 credits and or more shall be prepared by each faculty without dates
6. HoD review of course file, E-Content and teaching plan one week before the beginning of semester
7. IQAC shall prepare academic calendar including dates of start and end of semester, Dates of various Examination, Term-End and Internal Examinations.
8. Based on the academic calendar provided by IQAC HoD shall prepare the Customized academic calendar which may include in the information about guest lecture/ Seminar/ Workshop/ Placement Activity, Individual Visits the Events organized by students Association etc.
9. HoD shall prepare the time table one week before start semester
10. The class teacher initiates process of registration of students in the department
11. The class teacher along with HoD must take the follow up of the students on daily basis. Weekly attendance report to be maintained
12. HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Academic activities, events, writing and maintaining project attendance monitoring, mentoring scheme, Students Association, study tour department library, internal Examination, Website, online Examination, Class teacher, Cultural etc.
13. The project allotment shall be done to PG Students
14. On the last day of each month a monthly attendance report will be submitted
15. Academic supervisor will conduct the meeting of each department
16. The Result analysis will be done after the declaration of the result by university
17. HoD sends the event report at the end of the month in prescribed format
18. HoD takes the students feedback (online/ offline)
19. HoD will make defaulter list of students after every month
20. Examination marks shall be displayed on notice board
21. HoD should send proposal for attending workshop/ conference, paper publication, research proposals to IQAC with supporting documents
22. At the end of semester academic monitoring report (AMR) shall be prepared
23. HoD prepare API (Annual appraisal of teaching and non-teaching staff) at the end of second semester and to be submitted to the principal

DEPARTMENT OF HISTORY

Standard Operating Procedure for Head of the Department
Procedures to be followed for implementation of SOP
HoD shall use various formats prescribed by IQAC, and approved by The Principal.

1. At the end of semester,
a. HoD shall take the choice of elective from the students (wherever is it applicable) for next semester.
b. HoD shall take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject from UG to PG.
2. After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
a. HoD shall allocate senior faculties for teaching to PG
b. A faculty assigned to PG shall be assigned one theory of UG.
c. One faculty shall not be assigned to teach more than one subject to the same class whereas the same subject can be taught by one faculty to different divisions.
3. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content The file should be ready a week before the start of semester.
4. The teaching plan for about 36 lectures of 2 credits and or more shall be prepared by each faculty without dates. HoD shall take the review of course file, E-Content and teaching plan one week before the start of semester.
6. To ensure effective teaching learning process.
7. To review and recommend the lesson plan for the academic session .
8. To prepare the divided syllabus for academic session .
   a) After taking the subject choice, HoD shall allocate the subject to each faculty within one week .
   b) HoD shall allocate senior faculty for teaching to P.G .
   c) A faculty assigned to P.G shall be assigned one theory of U.G .
   d) One faculty shall not be assigned to teach more than one subject to the same class whereas, the same subject can be taught by one faculty to different division.
9. To motivate and prepare the student for various competitions.
10. To ensure the preparation of format of question papers as per university guidelines.
11. Once teaching workload is assigned each faculty shall prepare course file (if the subject is new) or update the course material including E- content the file should be ready a week before the start of the semester.
12. To propose for various ICT techniques for quality improvement.
13. To prepare the book list for the academic session to the Principal.
14. To prepare departmental time-table for the session.
15. The teaching plan for 36 lectures of 2 credits and or more shall be prepared by each faculty without dates .
16. To collect and compile the Data for the Almanac (Academic Calendar) and propose the same to the Vice-Principal for approval .
17. To co-ordinate with departmental colleagues for organisation departmental activities .
18. To encourage faculty in the department to prepare research papers and preserve the papers .
19. To co-ordinate with admission committee in the admission process .

20. To compile and forward the requirement of the books to be purchased for the library .
21. The result analysis shall be done immediately after the declaration of result by University
    and should be sent to the Principal through Examination chairman .
22. HoD shall send the event report at the end of the month in prescribed format to the Principal through academic supervisor.
23. HoD shall take the students feedback after completion of first unit and before the end of semester, HoD shall send the summary of feedback to the Principal through IQAC for necessary action.
24. The semester examination marks, online examination marks (print out of the report after feeling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through examination department .
25. To conduct the guest lecture series for PG (M.A I and M.A II) students.
26. To give M.A II students to create research projects.
27. Organising educational study tour for special subject students.
28. Faculty and students are encouraged to participate in National and International level Seminar/workshop/conference.

POLITICAL SCIENCE DEPARTMENT

Standard Operating Procedure for Head of the Department

1. HoD allocates the subjects to each faculty for teaching to UG and PG classes.

2. Once teaching workload is assigned, each faculty prepares course file (if the subject is new) or update the course material including E-Content The file should be ready a week before the start of semester

3. The review of course file, E-Content and teaching plan one week before the start of semester by HoD.

4. An academic calendar is prepared by the department including dates of start and end of semester, dates of various examinations, Term-end and Internal for UG and PG, holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.

5. Department of Political Science prepared the customized academic calendar which may include the information about guest lecture series /seminar/workshop, field visits, activities just like constitution Day, Voter Day etc.

6. Department prepared the time table one week before the start of semester and the approval of Vice-Principal shall be taken.

7. The teaching learning process is starts from the first day of start of semester in academic year.

8. The faculty members of the department are taking follow-up of the absent students on daily basis and weekly attendance report send through Vice-Principal.

9. The project allotment by faculty members to PG students.

10. Any grievance will be brought to the notice of the Principal through Vice-Principal for necessary action.

11. The results are analyzed by department immediately after the declaration of result by University and sent to the Principal through Examination Chairman.

12. HoD sent the event reports at the end of the month in prescribed format to the Principal through Vice Principal.

13. At the end of the semester the feedback forms of the faculty members are filled by the students and report is sent to the Principal through the Vice-Principal.

14. The Mid-semester examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.

15. HoD sent the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through UGC coordinator/academic research coordinator for necessary action.

At the same time HoD guides and encourages the faculties to publish their work in standard and reputed Journals.

16. Faculty members of the department are prepared API at the end of second semester and submit the same to IQAC.

DEPARTMENT OF ECONOMICS

Standard Operating Procedure for Head of the Department
Procedures to be followed for implementation of SOP

1. HoD shall use various formats prescribed by IQAC, and approved by Principal.
2. At the end of semester,
a. HoD shall take the choice of elective from the students (wherever it is applicable) for next semester.
b. HoD shall take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject from UG to PG.
3. After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
a. HoD shall allocate senior faculties for teaching to PG
b. A faculty assigned to PG shall be assigned one theory of UG.
c. One faculty shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by one faculty to different divisions.
4. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content. The file should be ready a week before the start of semester.
5. The teaching plan for about 45 lectures of 3 credits and or more shall be prepared by each faculty without dates.
6. HoD shall take the review of course file, E-Content and teaching plan one week before the start of semester.
7. IQAC shall prepare academic calendar including dates of start and end of semester, dates of various examinations, Term end and Internal (All units), holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.

8. Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.
9. HoD shall prepare the time table one week before the start of semester and the approval of Vice-Principal shall be taken.
10. HoD must send the letter to each parent through Academic-Supervisor, indicating the date of start of semester and other information one week before the start of semester. (E-Prospectus – Wats app)
11. The teaching learning process should start from the first day of start of semester.
12. The class teacher shall initiate the process of registration of students in the department from the first day of semester.
13. The class teacher along with the HoD must take the follow-up of the absent students on daily basis and prepare a bar-graph of 'date versus number of absent students'. Weekly attendance report shall also be prepared by HoD and report should be sent to the Principal through Vice-Principal.
14. HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for PG, Time table, academic activities, event, writing and maintaining project, attendance monitoring, mentoring scheme monitoring, student association, Study Tour to any club

(if available), internal examination, website, mid-sem. and semester end examination, online examination, class teacher, cultural, etc. One copy of such appointment shall be sent to the Principal through Vice-Principal.

15. The project allotment shall be done to PG students through lucky draw in the third week from the starting of semester.

16. Any grievance shall be brought to the notice of the Principal through Vice-Principal for necessary action.

17. On the last day of each Month a 'Monthly attendance report' shall be prepared and sent to Principal through Vice-Principal.

18. Academic Supervisor shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be send to the Principal through IQAC.

19. The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through Examination Chairman.

20. HoD shall send the event report at the end of the month in prescribed format to the Principal through Academic Supervisor.

21. HoD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.

22. The monthly attendance report shall be sent to the parents.

23. The mid-sem. examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.

24. HoD shall arrange parent-teacher meet minimum one per year. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.

25. HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through U.G.C. Co-ordinator/Academic research Co-ordinator for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.

26. At the end of semester HoD shall take his/her own feedback from all the staff in the department in the prescribed format.

27. After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Principal through IQAC.

28. HoD shall prepare API at the end of second semester and submit to the Principal through IQAC.

DEPARTMENT OF GEOGRAPHY

Standard Operating Procedure for Head of the Department
Standard Operating Procedure:

1) **Preparation of Academic Calendar:** As per the guidelines of Savitribai Phule Pune University, M.G. Vidyamandir, and college IQAC cell **academic calendar** for the department is prepared. This calendar should be made by considering the UG and PG level curriculum.

2) **Workload Distribution**: According to the guidelines of the SPPU Head should consider such **subjects** for teaching that are **elected** by the students for the next semester. Further, HoD should make the list of **subject choice** from every faculty at the end of semester. Further, allot these subjects to each faculty within one week, after beginning of the college.

3) Once the teaching **workload** is assigned each faculty shall prepare the **course material** file one week before the commencement of the teaching and HoD shall take the review of these files.

4) HoD will prepare the **time-table** before the start of the semester and he should take the approval of it.

5) Every faculty of the department should involve in the **admission process** for smoothly conducting and establishment of healthy relationship with students.

6) HoD should take a daily, weekly & monthly follow up of **attendance** and should report to the Principal through Vice-Principal and also send it to the parents.

7) The appointment of different **portfolios** for different activities in the department.

8) The **allotment of Projects** shall be done for PG students in third week from the starting of the III semester.

9) HoD shall send the **event report** at the end of the month in prescribed format to the Principal through Academic Supervisor.

10) HoD shall take the **students feedback** after completion of the syllabus and before the end of the semester.

11) HoD shall display the **in-semester marks** after the permission of the Principal through examination department.

12) HoD shall arrange the **Parent-Teacher** meet at least one time within one academic year.

13) HoD shall send the **proposals**, for research, seminars, conferences, workshops, and also encourage the faculties for **publishing** it to the reputed Journals.

14) At the end of the semester, HoD shall take his **own feedback** from all staff in the department.

15) HoD shall prepare **API for all staff** in the department and report it to the Principal at the end of the very academic year.

16) Each faculty must be having time bounding about their duties as per biometric schedule given by the institute and college authority.

17) Each faculty must be alert about his /her curriculum, time table, daily diary, weekly working report and departmental activities written in SOP diary by HoD and online submission to the authority.

18) To keep students' record such as attendance, test, tutorials, results etc.

19) Each faculty must be engaged in their research work, publication of research papers, articles, books, as well as attend the workshop, seminar, conference etc.

20) Every week at least one departmental meeting to be scheduled by HoD.

21) Each Faculty must in contact with students through WhatsApp group, Google classroom etc. One female and one male student should be made as group admin for WhatsApp group. For each class separate group to be formed.

22) C.L. and D.L. record must maintain by the department when faculty on CL and DL. He/she must handover workload of leave period to responsible faculty by the prior permission of the HoD.

23) HoD can contact with parents about the progress of their wards.

24) Teaching aids such as chalk and duster, practical protocols, charts, models, field visits, ICT tools etc. be used

25) It is compulsory to organize field tour as per university curriculum and with the prior permission of the HoD, institution, and college authority.

26) Arrange the different types of competitions to develop academic interest among the students such as quizzes, prepare students for inter college, university, state as well as national level competition.

27) Faculty and students must attend the central library for reading and updating their knowledge by reading newspaper, books, journals, periodicals, using e-books and internet.

28) To call the meeting of departmental   alumni.

DEPARTMENT OF PSYCHOLOGY

Standard Operating Procedure for Head of the Department
Procedures to be followed for implementation of SOP:

This document describes the regularly recurring operations to ensure that the operations are carried out correctly (quality) and always in the same manner (consistency). In this way, Dept. of Psychology will try to achieve quality and consistency in its daily operations. Academic coordinator will be the sole authority to check routine activities under the guidance of the Principal and the Vice-Principal.

1   Students, the main stakeholders of the college, their admissions will be the top priority of the dept.
2   Daily teaching, learning and evaluation must be analyzed.
3   HoD shall use various formats prescribed by IQAC, and approved by the Principal.
4   At the end of the semester,
   a.   HoD shall take the choice of elective from the students (wherever is it applicable) for next semester.
   b.   HoD shall take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject from UG to PG.
5   After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
   a.   HoD shall allocate senior faculties for teaching to PG
   b.   A faculty assigned to PG shall be assigned one theory of UG.
   c.   One faculty shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by one faculty to different divisions.
6   Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content The file should be ready a week before the start of semester.
7   The teaching plan for about 45 lectures of 3 credits and or more shall be prepared by each faculty without dates.
8   HoD shall take the review of course file, E-Content and teaching plan one week before the start of semester.
9   IQAC shall prepare academic calendar including dates of start and end of semester, dates of various examinations, Term end and Internal (All units), holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.
10   Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by students' association etc.
11   HoD shall prepare the time-table one week before the start of semester and the approval of Vice-Principal shall be taken.
12   HoD must send the letter to each parent through Academic-Supervisor, indicating the date of start of semester and other information one week before the start of semester. (E-Prospectus-WhatsApp)
13   The teaching-learning process should start from the first day of start of semester.
14   The class teacher shall initiate the process of registration of students in the department

from the first day of semester.

15 The class teacher along with the HoD must take the follow-up of the absent students on daily basis and prepare a bar-graph of 'date versus number of absent students. Also, weekly attendance report shall be prepared by HoD and report should be sent to the Principal through Vice-Principal.

16 HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for PG, Time-table, academic activities, event, writing and maintaining project, attendance monitoring, mentoring scheme monitoring, student association, Study Tour any club (if available), departmental library, internal examination, website, Mid-sem examination, online examination, class teacher, cultural, etc. One copy of such appointment shall be sent to Principal through Vice-Principal.

17 The project allotment shall be done to PG students through lucky draw in the third week from the starting of semester.

18 Any grievance shall be brought to the notice of the Principal through Vice-Principal for necessary action.

19 On the last day of each Month a 'Monthly attendance report' shall be prepared and sent to Principal through Vice-Principal.

20 Academic Supervisor shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be send to the Principal through IQAC.

21 The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through Examination Chairman.

22 HoD shall send the event report at the end of the month in prescribed format to the Principal through Academic Supervisor.

23 HoD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.

24 HoD shall prepare the defaulter list of students after every month and send the list to the Principal through Vice-Principal for necessary action. The defaulter list shall be displayed on the departmental noticeboard.

25 The monthly attendance report shall be sent to the parents.

26 The mid-sem examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.

27 HoD shall arrange parent-teacher meet minimum one per year. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.

28 HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through U.G.C. Coordinator/Academic research Coordinator for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.

29 At the end of semester HoD shall take his/her own feedback from all the staff in the department in the prescribed format.

30 After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Principal through IQAC.

| 31 | HoD shall prepare API at the end of second semester and submit to Principal through IQAC. |
| 32 | In the transferring procedure, concerned faculty should handover his task report to the HoD. |

DEPARTMENT OF CHEMISTRY

Standard Operating Procedure for Head of the Department

❖ In the starting of first term chemistry staff meeting is arranged in the department and work load distribution is done for the new Academic Year.

❖ As per the college time-table, Chemistry Department displays the time-table schedule for academic year for the both UG and PG students. Practical time-table is made as per the student strength of each class.

❖ The faculty of Chemistry Department should write their daily work in teacher's diary.

❖ According to syllabus distribution and time-table every staff member should prepare their teaching plan for the academic year.

❖ The faculty of Chemistry Department is motivated to do their research work like Ph.D. registration for non-Ph.D. staff.

❖ Publication of research articles in the reputed journals.

❖ Submit the research project to various funding agencies like UGC, DST, University research funding

❖ To participate in National/ International seminar/ workshop and present research work (poster/ paper presentation)

❖ To deliver the guest lectures in other colleges.

❖ For the promotion of faculty under the CAS they must attend the refresher/ orientation/ short term courses

❖ Some faculty members are involved in social activities like blood donation camp and helped poor students

❖ For improvement of PG students, they are allowed to complete research projects under the guidance of the faculty.

❖ Guest lectures are arranged to enhance the knowledge of PG/ UG students

❖ To develop their skills, students are motivated

❖ Participate in quiz competition arranged by University/ other colleges

❖ Sample analysis on UV/IR instruments for T.Y. B.Sc. and PG students are made available in the department

❖ Industrial visits are arranged for T.Y. and PG students to understand the actual work taking place in industries.

- ❖ For newly admitted UG/ PG students must know the laboratory and chemical safety hence, lectures are arranged on the topic and practical demonstrations on location of safety equipment such as fire extinguisher, first aid and spill kits.
- ❖ The faculty guide the students to appear in the competitive examination like civil services/NET-SET exams for PG students.
- ❖ The Department is collaborating with other Chemistry Departments/ Industries available nearby agriculture colleges in Malegaon.
- ❖ Water analysis is carried out in our department to check the quality of the drinking water of the nearby Gram Panchayat/ corporation water supply plant.
- ❖ The non-teaching staff is educated about chemicals used in Laboratories
- ❖ In our chemical store, chemicals are separated and arranged according to their alphabet order for the easy handling/ availability.
- ❖ At the end of semester chemicals and equipment deadstock is done which help us to give new purchase order of chemicals/ equipment for better the efficiency laboratory.

Chemistry Lab SOP

Lab / Class Room	Class
Junior/Senior Lab-1	XI, XII, T.Y.B. Sc (Organic and Inorganic)
Senior Lab-1	M.Sc. II (Organic), F.Y.B. Sc
Senior Lab -2	M.Sc.I (Organic and Inorganic)
Physical Chemistry Lab-1	T.Y.B. Sc
Physical Chemistry Lab-2	M.Sc.I, M.Sc. II,
Research Lab	Work on Physical/Organic/Inorganic
Instrument Lab	U.V., I.R.

Everyone:

- ❖ In College Premises the faculty and students should wear Identity Card.
- ❖ The student should keep their bag/sack outside the Lab-Table due to chemical accident.
- ❖ For the safety of students, they are not allowed to enter in chemical store.

Chemical Lab Safety SOP:

Things to Do:

1. Be on time, At the start of the lab period, there will be a short introduction to the experiment student will perform that day. It is unfair to student's partner and to other in the lab if the student is not up to speed when the work begins.

2. Be aware of all the safety devices. Even though the instructor will take care of emergencies the student should know where to find the first aid kit, the chemical spill kit, the eye wash.

3. Students should wash their hands before they leave the lab for the day.

4. Be aware of other in the lab. Areas of the room may be crowded at times and the students should take care not to disturb the experiments of others in the lab.

5. The students should bring lab notebook and be open minded to every lab meeting.

DEPARTMENT OF PHYSICS

Standard Operating Procedure for Head of the Department

      A standard operating procedure is a set of step-by-step instructions compiled by an organization to help faculties carry out routine works of department. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with department regulations.

Vision
Providing quality physics education at undergraduate and post graduate level and equip students with skills for research and profession.

Mission
- To apply the knowledge of physics for practical applications and develop scientific temperament amongst students.
- To provide an outstanding educational experience to the students, the scientists and researchers of 21st century.
- To provide high quality physics education through teaching and research to students and equipping them to master the concepts in physics and apply successfully to real world problems.
- To provide students with competency to handle quality equipment in Physics to kindle their interest in cutting edge research areas.
- To create quality infrastructure in the department for meeting the above mission.

Objectives
- To attract talented and deserving students in the stream of Physical sciences.
- To design innovative experiments for students of Physics.
- To encourage faculty members for research.
- To motivate students for competitive examinations and higher studies.
- To provide the students with a broad spectrum of physics courses.
- To develop the ability of the students to deal with physical models and formulas mathematically.
- To provide the students with different practical, intellectual and transferable skills.

Goals of the Department:
- To overcome fear of Physics and create interest amongst the tribal students.
- To attract more students to learn Physics.
- To provide the laboratory facilities and new techniques to learn.
- To organize interdisciplinary National Level Seminars/ Conferences
- To organize Guest Lecture Series
- Undertaking Minor / Major Research Projects
- Visits to study solar energy, Material characterization and Nanotechnology based Projects
- Career oriented counseling of students
- Guidance to students for competitive exams
- Organize Remedial Coaching Classes for SC/ST/OBC and minority students

Organization of the Department
- ❖   Head of the Department
- ❖   Faculty Members
- ❖   Laboratory Assistant

- ❖   Laboratory Attendants

- ➢ HoD shall use various formats prescribed by IQAC, and approved by the Principal.
- ➢ At the end of semester,
  - HoD shall take the choice of elective from the students for next semester.
  - HoD shall take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject fromUG to PG.
- ➢ After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
  - HoD shall allocate senior faculties for teaching to PG
  - A faculty assigned to PG shall be assigned one theory of UG.
  - One faculty shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by one faculty to different divisions.
- ➢ Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content The file should be ready a week before the start of semester.
- ➢ The teaching plan for 36 lectures of 2 credits or more shall be prepared by each faculty without dates.
- ➢ HoD shall take the review of course file, E-Content and teaching plan one week before the start of semester.
- ➢ IQAC shall prepare academic calendar including dates of start and end of semester, dates of various examinations, Term end and Internal (All units), holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.
- ➢ Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.
- ➢ HoD shall prepare the time table one week before the start of semester and the approval of Vice-Principal shall be taken.
- ➢ HoD must send the letter to each parent through Academic-Supervisor, indicating the date of start of semester and other information one week before the start of semester. (E-Prospectus – WhatsApp)
- ➢ The teaching learning process should start from the first day of start of semester.
- ➢ The class teacher shall initiate the process of registration of students in the department from the first day of semester.
- ➢ The class teacher along with the HoD must take the follow-up of the absent students on daily basis and prepare a bar-graph of date versus number of absent students. Also, weekly attendance report shall be prepared by HoD and report should be sent to the Principal through Vice-Principal.
- ➢ HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for PG. Time table, academic activities, event, writing and maintaining project, attendance monitoring, mentoring scheme monitoring, student association, Study Tour, departmental library, internal examination, website, In-sem examination, online examination, class teacher, cultural, etc. One copy of such appointment shall be sent to the Principal through Vice-

Principal.

- The project allotment shall be done to UG and PG students from the starting of semester.
- Any grievance shall be brought to the notice of the Principal through Vice-Principal for necessary action.
- On the last day of each Month a 'Monthly Attendance Report' shall be prepared and sent to Principal through Vice-Principal.
- Academic Supervisor shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be sent to the Principal through IQAC.
- The result analysis shall be done immediately after the declaration of result sent by University and should be sent to the Principal through Examination Chairman.
- HoD shall send the event report at the end of the month in prescribed format to the Principal through Academic Supervisor.
- HoD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.
- HoD shall prepare the defaulter list of students after every month and send the list to the Principal through Vice-Principal for necessary action. The defaulter list shall be displayed on the departmental notice board.
- The monthly attendance report shall be sent to the parents.
- The Internal semester examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.
- HoD shall arrange parent-teacher meet minimum one per year. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.
- HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through U.G.C. Coordinator/Academic research Coordinator for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.
- At the end of semester HoD shall take his/her own feedback from all the staff in the department in the prescribed format.
- After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Principal through IQAC.
- HoD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of Second semester and submit to Principal through IQAC
- Rules of the Department:- Students attendance is required at all labs and lectures. If you miss

2

a lab or lecture, you will receive a zero for your in-class work. Any student arriving more than 15 minutes late will not be permitted to join the lab/lecture. This will count as an absence for the student.

Valid absence reasons include:

A valid absence is an absence where the student is permitted to attend a different lab section during the same week. Students are still required to complete the lab, even if their absence is valid. Accompanying documentation is required for all valid absence reasons. The students must give at least one week's notice if they wish to reschedule a lab.

Words of Caution

Students who may miss a lab due to participation in a University-sanctioned activity must inform their teacher and the lab assistant of all potential conflicts at the beginning of the semester. Disrespect for anyone or anything in the Department will not be tolerated. It is your responsibility to make this Department a safe space for everyone in it, including yourself. In all discussions and group work, full respect for all people is required. All disagreements about work must stand and fall on reasoned arguments about physics principles, the data, or acceptable procedures, never on the basis of power, loudness, or intimidation.

Plagiarism and Cheating

It is perfectly reasonable and expected that you will share information and ideas with colleagues. The lab session is meant to be a collaborative effort, and students will come to the table with different ideas and approaches to resolving the problems. This exchange of ideas is encouraged. Since students of this subject have highly diverse backgrounds, you are encouraged to help each other and learn from each other.

Plagiarism, however, will not be tolerated. Copying somebody else's work, presenting data that is not your own, adding your name to a problem that you didn't solve…. All of these examples are forms of academic misconduct. You can find a detailed description of academic fraud in the Student Conduct Code. Whether intentional or unintentional, plagiarism has profound consequences, including expulsion from the University. As a general rule, students can work as a group in class but formal lab reports and pre-lab work should be completed individually. If in doubt, ask your Teacher.

Equipment and Space

Hundreds of students use this laboratory each week. Another class may enter the lab room directly after you are done. Please demonstrate respect for the environment and the equipment in the lab. The lab tables and floors should be clear of any paper or garbage. Please clean up your area before you leave the lab. The equipment needs to be left neatly at your station. If anything is not working properly, notify your Teacher immediately.

Computers in the Lab

The computers in the lab are part of the necessary equipment. The same rules regarding negligence or mishandling also apply to them. Additionally, any changing of settings or installation of programs is strictly prohibited. Use of email and web browsing is restricted to lab- related necessities.

Required Materials

You are required to bring your lab manual, a USB flash drive (or cloud-based access), a calculator, a ruler, a notebook and writing materials to lab each week. You may be required to bring additional materials, including personal safety equipment.

Food and Drinks

No food will be allowed in the lab. Drinks in sealed containers are allowed, but must be consumed away from any lab stations. You will be asked to dispose of your food and open beverages on your way into class, or you can leave your items outside and retrieve them when the lab is over.

Cell Phones and Other Distractions

Please get rid of any distractions during your lab session. Turn your cell phone off. You are expected to be focused on what you are doing. Your teacher can exercise the right to take your cell phone away.

(1) Roles and Responsibilities

The classes taught are (i) F.Y.B.Sc. to M.Sc. Physics

(a) is duty of every teacher to complete 100% syllabus of respective classes within stipulated time-frame.
(b) Every teacher must solve the queries and subject related problems raised by the students.
(c) All the teachers must maintain best relations with each other as well with non-teaching staff of the department and college
(d) Every teacher has to prepare and execute lesson plan everyday. After lectures every day,lesson plan must be filed and kept in your cupboard within department.
(e) Evaluate and grade students' class work, laboratory work, assignments, and papers.
(f) Maintain students' attendance record and other required records
(g) Supervise students' laboratory work
(h) Keep abreast of developments in their field by reading current literature, talking with colleagues and participating in seminars, workshops and conferences.
(i) Conduct research in a particular field of knowledge, and publish findings in peer-reviewed or UGC care Journals, books and/or electronic media
(j) Advise students on academic and vocational curriculum and on career issues
(k) Participate in students' placement activities
(l) Participate in NAAC related work of college and other college activities (m)Write grant proposals to procure external research funding.
  Teaching Physics at Department of Physics, we will have to use a wide variety of teachingmethods:

Lecture Methods

Lectures has 50 minutes and there will be three lecture per week for each first year courses and four lectures per week for second and third year courses. For M.Sc. lectures time is one hour and four lectures per week. Lectures take place in classrooms, with one teacher responsible for each course.

Laboratory Work

There is practical course assigned to each year of study. First, second and third year undergraduate will have one practical course and third year has project course. M.Sc. also has practical and project course. During practical work students will have one

practical session per week for each practical course. Additional practical and demonstrations are arranged for students for better understanding of physics concepts.

Group Problem Solving

Since the primary goal in undergraduate physics course is to help students build functional understanding in physics, we focused on problem solving skills. For this purpose, we pose problems in physics to students. Groups are formed among students and the groups apply strategy in solving problems both in classroom and laboratory. Teachers analyze problems solved by the groups.

Experiential Learning

Field Trips are arranged for the students. Workshops on building power supply and telescopemaking are arranged for the students. Science exhibitions are arranged for the students.

ICT in Physics Teaching-LearningICT resources

Physics Department have LCD projector with white boardPowerPoint presentations are used for teaching purposes.

(2) Resources and Materials

- All the files within the department are labeled as File No. 1, 2, 3, ----.
- All the cupboards within the department are labeled as C.1, 2, 3, 4
- All the tables within the department are labeled as T.1, 2, 3, 4
- All the Instruments are marked with their titles and are kept in the cupboards.
- List of Instruments kept in respective cupboard are attached to inner side ofcupboard.
- List of files kept in respective cupboard are attached to inner side of cupboard.
- In laboratory session, the required apparatus is issued to the students after dulyentering in a register.
- A breakage register is maintained in lab where broken equipment is recorded withthe students and teachers signature
- Dusting of equipment and working area are carried out on a regular basis
- Maintenance of equipment is carried out every two months
- Working condition of equipment is routinely checked
- Stock register is maintained.
  Physics department has 08 computers. It is with Windows 7 O.S. Its password is xxxx. The simulation tools required for some experiments are installed. The required tools andsoftware CDs are placed in cupboards, number-wise.

Other Hazard-Related Information

Know where the master switch is for electricity in the laboratory in case of an emergency.
- Make students aware of the appropriate use of electricity and dangers of misuse and abuse.
- When unplugging cords, always pull cords from the plug at the electrical receptacle and never pull the cords from the wire.
- Usually physics laboratory equipment and activities do not normally produce noise levels requiring use of hearing protection. The OSHA Occupational Noise Standard (29 CFR 1910.95) has established a noise action level of 85 decibels (dBA) averaged

over eight hours. Wind tunnels, motors, engines and other laboratory equipment used in physics laboratories have the potential to exceed the action level. Science teachers should monitor sound levels and provide hearing protection for themselves and students. It is advised that this be applied even below the action level.

(3) Inter-Department

Physics department in this college is at post graduate level. The classes taught are from F.Y.B.Sc.to M Sc This department needs some paraffin like chemicals or distilled water for developing temperature bath for one experiment. So physics department needs help of Chemistry department for such chemicals.

For Research level, some instruments we have collaboration with Physics department, S. P. Pune University.

(4) Terminology

While doing experiments in the department following abbreviated terms are to be used. The meaning of these terms is as follows,

- Y – Young's Modulus
- Ŋ - Modulus of rigidity
- LASER – Light amplification by the stimulated emission of radiation
- LR – Inductor Resistor
- LCR – Inductor Capacitor Resistor
- AC – Alternating Current
- DC – Direct Current
- UJT – Uni Junction Transistor
- CRO- CatHoDe Ray Oscilloscope
- Lab. – Laboratory

(5) Supplementary Information

- During leave period of any faculty member, other faculty member of the Department will look after his leave period teaching work.
- Leave period work adjustment of non-teaching staff will be adjusted among the others within the department.

DEPARTMENT OF ELECTRONIC SCIENCE

Standard Operating Procedure for Head of the Department
Procedures to be followed for implementation of SOP

1) HoD shall use various formats prescribed by IQAC, and approved by the Principal.
2) At the end of semester HoD shall take the choice of subject for next semester from each faculty.
3) HoD shall allocate the subjects to each faculty within one week.
4) Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content.
5) The file should be ready a week before the start of semester.
6) Faculties must prepare teaching plan according to assigned lectures for subject.
7) HoD shall take the review of course file, E-Content and teaching plan one week before the start of the semester.
8) IQAC shall prepare academic calendar including dates of start and end of semester, dates of various examinations, term end and Internal (All units), holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.
9) Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.
10) HoD shall prepare the time table one week before the start of semester and approve it from Vice-Principal
11) HoD must send the letter to each parent through Academic-Supervisor, indicating the date of start of semester and other information one week before the start of semester
12) The teaching learning process should start from the first day of start of semester.
13) The class teacher shall initiate the process of registration of students in the department from the first day of the semester.
14) The class teacher along with the HoD must take the follow-up of the absent students on daily basis and prepare a bar-graph of 'date versus number of absent students. The weekly attendance report shall be prepared by HoD and report should be sent to Principal through Vice-Principal.
15) HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for PG, B.Voc. courses if any, time-table, academic activities, events, writing and maintaining project, attendance monitoring, mentoring scheme monitoring, student association, Study Tour, departmental library, internal examination, website, In semester examination, online examination, class teacher, cultural, etc. One copy of such appointment shall be sent to the Principal through Vice-Principal
16) Any grievance shall be brought to the notice of the Principal through Vice-Principal for necessary action.
17) On the last day of each Month a 'Monthly Attendance Report' shall be prepared and sent to the Principal through Vice-Principal.
18) Academic Supervisor shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be send to the Principal through IQAC.

19) The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through Examination Chairman.

20) HoD shall send the event report at the end of the month in prescribed format to the Principal through Academic Supervisor.

21) HoD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.

22) HoD shall prepare the defaulter list of students after every month and send the list to the Principal through Vice-Principal for necessary action. The defaulter list shall be displayed on the departmental notice board.

23) The monthly attendance report shall be sent to the parents.

24) Internal semester examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.

25) HoD shall arrange parent-teacher meet minimum one per year. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.

26) HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through U.G.C. coordinator/Academic research coordinator for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.

27) At the end of semester HoD shall take his/her own feedback from all the staff in the department in the prescribed format.

28) After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Principal through IQAC.

29) HoD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of Second semester and submit to the Principal through IQAC.

DEPARTMENT OF STATISTICS

Standard Operating Procedure for Head of the Department

- **Introduction:**
  This SOP aims to provide guidance to all stakeholders associated with the department. It helps in the proper functioning of the department in terms of Teaching, Learning and evaluation. It is also helpful in proper document maintenance and consistency.
- **Purpose**
  The purpose of this SOP is to describe the processes involved in, and the people responsible for, all aspects of proper functioning of the department.
- **Vision :** To develop students' skill in real life data collection and its analysis by using various statistical tools & statistical software.

Responsibilities of HoD

- Preparation of academic calendar of the dept. which will reflect the performance of the department
- HoD has to prepare departmental time-table as well as individual time-table of the teachers
- He has to allocate work load of the department
- He has to conduct regular departmental meetings and maintaining the register of the minutes
- He has to monitor the lectures and practical as per the scheduled time table
- He has to observe the proper functioning and maintenance of the laboratory equipment
- He has to provide proper guidance to his colleague regarding internal exams and timely submission of question papers, assignments, project guidance and their evaluation.
- He has to display the marks of internal assessment on the notice board of the department / convey the same on WhatsApp groups.
- He has to conduct the online / offline feedback from the students on teacher and curriculum in the prescribed format provided by the IQAC at the end each semester
- He has to submit the feed - back analysis report to the IQAC and maintain its record in the department
- He has to maintain the records of the alumni of the department
- He has to maintain the records of the students' progression to higher education
- He has to conduct Stat Quiz Contest, in collaboration with dept. of statistics SPPU
- He has to initiate some certificate /diploma / value added / add on courses for the students He should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through U.G.C. Coordinator /Academic Research Coordinator for necessary action.
- He should guide and encourage the faculty members to publish their research work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.
- He has to take follow up regarding absent students

B] Teaching Faculty

- The faculty has to prepare their own teaching plan as per the courses allotted
- He has to maintain attendance record of each class
- He has to inform students regarding project work at the beginning of the semester I
- He is bound to guide students for projects, quiz competition etc.
- He has to encourage students to take part in Stats Quiz
- He has to maintain the discipline in the class during lecture and practical
- He has to inform the HoD, in case of accidental leave
- He has to solve the problems of students if any
- He has to prepare attendants report students
- He has to conduct lecture and practical as per the time table

C] Lab Attendant

- The Attendant has to maintain the cleanliness of the department.
- He has to stay in the department during practical.
- He has to make necessary arrangement of the equipment and material to the teacher / students
- He has to keep computers clean from dust.

D] Students

- The students have to use departmental equipment properly
- 100% attendance should be maintained in theory and practical
- Without permission of the subject teacher need not handle the computers
- Keep their bags aside at the time of practical
- They have to shut down computers properly.
- For any complaint or problems he should report to the teacher/head
- At the time of practical exam remain present before 30 minutes
- Avoid disturbance during practical

Standard Operating Procedure of Laboratory
Department Of Statistics

Introduction :

In Statistics the role of laboratory is very vital for easy analysis of data using statistical tools. It is an important asset of the department, which enables the students about the knowledge of software in statistics.

For smooth functioning of teaching – learning process, the laboratory is well equipped with computers , internet facility, LCD projector, Scientific Calculators along with necessary furniture for practical purpose Availability of R – Software , Ms-Excel tools for analysis of data.

Roles and Responsibilities of Lab Attendant

- He has to maintain the cleanliness of the department on daily basis.
- He has to stay in the department during practical.
- He has to make necessary arrangement of the equipment and material to the teacher / students
- He has to keep computers clean from dust on daily basis.
- He has to make Xerox copies of practical sheets before start of the practical.
- He has to maintain the record of calculators supplied to the students at the time of practical.
-

Dos :

- Handle calculators/ computers properly
- 100% Attendance should be maintained during practical
- Keep your bags aside at the time of practical
- Shut down computers properly after completion of practical.
- For any complain or problems report to the teacher/head
- At the time of practical exam remain present before 30 minutes
- Bring your own Compass box with necessary content
- Listen the instructions carefully, then operate machines

Don'ts :

1. Without permission of the subject teacher do not handle the computers
2. Do not disturb your colleague during practical
3. Do not use computer key board roughly
4. Do not bring eatables in the laboratory
5. Do not give pass word to computers

DEPARTMENT OF MATHEMATICS

Standard Operating Procedure for Head of the Department
Procedures to be followed for implementation of SOP:

1. HoD shall use various formats prescribed by IQAC and approved by the Principal.
2. At the end of semester,
   a. HoD shall take the choice of elective from the students (wherever is it applicable) for next semester.
   b. HoD shall take the choice of subject for next semester from each faculty.

3. After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
   a. HoD shall allocate senior faculties for teaching to UG.
   b. A faculty assigned to PG shall be assigned one theory of UG.
   c. One faculty shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by one faculty to different divisions.
4. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material. The file should be ready a week before the start of semester.
5. The teaching plan for about 36 lectures (for UG) /72 lectures (for PG) and or more shall be prepared by each faculty without dates.
6. IQAC and HoD shall take the review of course file and teaching plan one week before the start of semester.
7. IQAC shall prepare academic calendar including dates of start and end of semester, dates of various examinations, unit test I (Unit I &II), Unit test II (Unit III &IV), Prelim (All units), online Phase I & II, holidays etc. before one week of start of semester or immediately after receiving academic calendar of university and HoD follow this Calender.
8. Based on the academic calendar provided by IQAC, HoD shall prepare the Customized academic calendar which may include the information about guest lecture/seminar/workshop/ activity, industrial visits, the events organized by students' association etc.
9. HoD shall prepare the time table one week before the start of semester and the approval of Principal shall be taken.
10. HoD must send the letter to each parent through IQAC, indicating the date of start of semester and other information one week before the start of semester.
11. HoD shall appoint the class teacher. The class teacher shall work as the faculty mentors.
12. The teaching learning process should start from the first day of start of semester.
13. The class teacher shall initiate the process of registration of students in the Department from the first day of semester.
14. The class teacher (the mentors) must take the follow-up of the absent Students on daily basis and prepare a bar-graph of 'date versus number of absent students. Also, weekly attendance report shall be prepared by HoD and report should be sent to the Principal.

15. HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for IQAC, PG, Sports, Time table, academic activities, event, and attendance monitoring, mentoring scheme monitoring, alumni cell, departmental library, SPPU examination etc. One copy of such appointment shall be send to Principal through IQAC.

16. Any grievance shall be brought to the notice of the Principal through IQAC for Necessary action.

17. On the last day of each week a 'weekly attendance report' shall be prepared and sent to HoD.

18. IQAC shall take meeting of each department on monthly basis to take the review of teaching learning process and the minutes of meeting should be sent to The Principal.

19. The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal/CEO through IQAC.

20. HoD shall send the event report on the next day of conduction in prescribed format to the Principal through IQAC.

21. HoD shall send the summary of events conducted at the end of each term to The Principal through IQAC.

22. HoD shall take the students feedback (online/offline) after completion of First term and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.

23. HoD shall prepare the defaulter list of students after every term and send the list to the Principal through IQAC for necessary action. The defaulter list shall be displayed on the departmental notice board.

24. The monthly attendance report shall be sent to the parents.

25. HoD shall arrange parent-teacher meet minimum one per semester. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.

26. HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through IQAC for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.

27. After end of semester (i.e.Semester I, Semester II) Academic Monitoring Report (AMR) shall be prepared and send to Principal through IQAC.

24. HoD shall prepare API at the end of second semester and submit to the Principal through IQAC

Standard Operating Procedure (Laboratory)
Department of Mathematics

The Mathematics Laboratory is a place where anybody can experiment and explore patterns and ideas. It is a place where one can find a collection of games, puzzles, and other teaching and learning material. The materials are meant to be used both by the students on their own and with their teacher to explore the world of Mathematics, to discover, to learn and to develop an interest in Mathematics. The activities create interest among students or amateur who wants to explore, and test some of their ideas, beliefs about Mathematics.

Mathematics Laboratory

• The computers are issued from the office.

• Serial number of issued computers are entered in the register.

• A number is assigned to each computer against their serial number.

• The students duly enter/exit in the check-in and check-out time respectively.

• The computers are maintained on a regular basis.

Maintenance

• Dusting of equipment and working area are carried out on a regular basis.

 • Maintenance of equipment is carried out every two months.

• Working condition of equipment is routinely checked.

• A breakage register is maintained in each lab where broken equipment is recorded with the students' and teachers' signatures.

Duties of Non-Teaching Staff

Laboratory Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Weekly
3	Empty trash/ waste pot	Weekly
4	Clean all working surfaces and furniture	Alternate days
5	Dusting of machine/ equipments	Alternate days
6	Turn-off lights, fans when not in use	Daily

DEPARTMENT OF BOTANY

Standard Operating Procedure for Head of the Department

1. **Preparation of Academic Calendar:**

   This is very important task, so HoD and Faculty prepare academic calendar about with respect to under graduate and post graduate curriculum, for this we strictly follow the rules and guidelines given by Savitribai Phule Pune University, Pune as well as M.G. Vidyamandir, Nashik to conduct academic terms.

2. **Work Division:**

   Distribution of work to the faculty before starting academic term, this helps to the faculty for their outstanding preparation of respective curriculum.

3. **Admission Process:**

   Every faculty works as admission committee member as per guidelines by the Principal and HoD, involved in the admission procedure. It is very effective for smoothly conduct of admission procedure as well as help in establishment communications and healthy relationship with students.

4. **Code of Conduct for Faculty:**

   Respect the right and dignity of the students. Deal justly and impartially with students regardless their religion, caste, political, economic, social and physical characteristics.

5. **Duty Hours:**

   Each faculty must be having time binding about their duties as per biometric schedule given by the Institution and college authority.

6. Each faculty must alert about his/her curriculum, time-table, daily proceeding in daily diary, eekly working report, as well as daily proceeding of the faculty and departmental activity written in SOP diary by HoD. Same online report submitted to the college authority.

7. **Student Record:**

   To keep students' record such as attendance, test, tutorials, results etc.

8. **Teaching aids:**

   Chalk and duster, practical protocols, charts, models, study visits, ICT tools etc.

9. Each faculty must in contact with students through WhatsApp groups, Google Classrooms, Zoom Meet, Google Meet etc. HoD and respective faculty, one girl and one boy student as admin for WhatsApp group. For each class separate group to be formed.

10. C.L/D.L record must maintain by the department when faculty on CL/DL he/she must

handover work load of leave period to responsible faculty by the prior permission of the HoD.

11. Botanical Excursion:

It is compulsory to arrange excursion as per university curriculum and with the permission of institution and college authority.

12. Each faculty must be engaged in their research work, publication of research papers, articles, books and to attend workshops, seminars, conferences etc.

13. During week one departmental meeting to be scheduled by HoD.

14. HoD can contact with parents about the progress of their ward.

15. To call the meetings of departmental alumni, MoU programme etc…

16. To arrange different types of competition to develop academic interest amongst students such as flower arrangement, Botanical quiz competition, to prepare students for inter-collegiate competitions, University level, state level and National level competitions.

17. The faculty and students must attend central library for newspapers, books, journals, periodicals, e-books, internet for updating their knowledge.

18. Faculty of the department must sincere about his/her work as per responsibilities of various committees of the college during academic year without fail.

19. To develop Botanical garden.

20. To prepare proceedings and documentation filling of each and every record or events of the dept such as admission, results, scholarship, seminar conferences, research publication etc.

21. Organizing Conference/Webinar/Workshop/Talk/Lecture etc.

Step 1: Topic Selection and Approval

Step 2: Notification

Step 3: Feedback Form and Report

- Feedback form for the event is collected from the participants.

- A summary report along with relevant photographs is submitted in the college for future record.

Role of SOP to support IQAC and NACC

Every activity of the department is recorded and filing during academic year is very important task for NACC, so each and every record of the department is to be submitted time to time to IQAC.

Standard Operating Procedure (Laboratory and Garden) Department of Botany

Duties of Non-Teaching Staff:

Laboratory Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash/ waste pot (Physical, chemical and biological trashes)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine/ equipment	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Cleaning of students' lockers	Monthly
11	Dust ceiling and light fixtures	Monthly

Garden Cleaning

Priority	Task	Frequency
1	Sweep all surfaces including foot path	Daily
2	Collection of struck off leaves, stems, flowers, twigs etc.	Daily
3	Empty trash receptacle	Daily
4	Cutting of grass, shrubs, herbs etc.	Monthly
5	Dumping of plant waste	Weekly

Steps to Follow after Procurement

I. Steps for Non-Recurring Items

Step 1: Issuing the Item

1. After successful installation report, the procuring officer shall issue the item in the desired lab and thereafter it shall remain in the custody of the lab In-charge.

Step 2: Labelling the Procured Item

1. Label procured items with reference number: /Department/Purchase Year/Stock register number/Stock Register page number.

Step 3: Maintaining Log Book and Asset Loan Register

1. Make a log book to be maintained for the equipment.

2. Asset loan register shall be maintained for its purpose, whenever required.

II. Steps for Recurring Items

Step 1: Issuing the Item

1. After successful procurement, the procuring officer shall issue the item in the desired lab and thereafter it shall remain in the custody of the Lab Assistant.

Step 2: Maintaining the Record

1. Records to be maintained for the usage.

Dos

1. Handle glassware, chemicals, classwork material carefully.

2. Wear gloves and apron while handling hazardous chemicals.

3. Use glassware carefully.

4. Discard breakage properly.

5. Keep material and chemicals at their proper place.

6. Students should take prior permission before instrument handling.

7. Turn-off lights, fans when not in use.

Don'ts

1. Do not litter the laboratory.

2. Do not eat, drink or use cosmetics in the lab.

3. Do not put pieces of lab equipment in your mouth. It sounds obvious but you'd be surprised!

4. Do not work with chemicals until you are sure of their safe handling.

DEPARTMENT OF ZOOLOGY

Standard Operating Procedure for Head of the Department

1. HoD shall use various formats prescribed by IQAC, and approved by the Principal.
2. At the end of semester,
   a. HoD shall take the choice of elective from the students (wherever is it applicable) for next semester.
   b. HoD shall take the choice of subject for next semester from each faculty. Each faculty must give minimum one choice of subject from UG to PG.
3. After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
   a. HoD shall allocate senior faculties for teaching to PG
   b. A faculty assigned to PG shall be assigned one theory of UG.
   c. One faculty shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by one faculty to different divisions.
4. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material including E-Content The file should be ready a week before the start of semester.
5. The teaching plan for about 36 lectures of 2 credits and or more shall be prepared by each faculty without dates.
6. HoD shall take the review of course file, E-Content and teaching plan one week before the start of semester.
7. IQAC shall prepare academic calendar including dates of start and end of semester, dates of various examinations, Term end and Internal (All units), holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.
8. Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.
9. HoD shall prepare the time table one week before the start of semester and the approval of Vice-Principal shall be taken.
10. HoD must send the letter to each parent through Academic-Supervisor, indicating the date of start of semester and other information one week before the start of semester. (E-Prospectus – Wats app)
11. The teaching learning process should start from the first day of start of semester.
12. The class teacher shall initiate the process of registration of students in the department from the first day of semester.
13. The class teacher along with the HoD must take the follow-up of the absent students on daily basis and prepare a bar-graph of 'date versus number of absent students.' Weekly attendance report shall also be prepared by HoD and report should be sent to the Principal through Vice-Principal.
14. HoD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for PG, B.Voc courses if any, time-table, academic activities, event, writing and maintaining

project, attendance monitoring, mentoring scheme monitoring, student association, Study Tour any club (if available), departmental library, internal examination, website, In semester examination, online examination, class teacher, cultural, etc. One copy of such appointment shall be sent to Principal through Vice-Principal.

15. The project allotment shall be done to PG students through lucky draw in the third week from the starting of semester.

16. Any grievance shall be brought to the notice of the Principal through Vice-Principal for necessary action.

17. On the last day of each Month a 'Monthly attendance report' shall be prepared and sent to Principal through Vice-Principal.

18. Academic Supervisor shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be send to the Principal through IQAC.

19. The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through Examination Chairman.

20. HoD shall send the event report at the end of the month in prescribed format to the Principal through Academic Supervisor.

21. HoD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.

22. HoD shall prepare the defaulter list of students after every month and send the list to the Principal through Vice-Principal for necessary action. The defaulter list shall be displayed on the departmental notice board.

23. The monthly attendance report shall be sent to the parents.

24. The Insem examination marks, online examination marks (printout of the report after filling the marks on the university portal) shall be displayed on the notice board after permission of the Principal through Examination Department.

25. HoD shall arrange parent-teacher meet minimum one per year. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.

26. HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through U.G.C. Co-ordinator/Academic research Co-ordinator for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.

At the end of semester HoD shall take his/her own feedback from all the staff in the department in the prescribed format.

27. After end of semester Academic Monitoring Report (AMR) shall be prepared and send to the Principal through IQAC.

28. HoD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of second semester and submit to the Principal through IQAC.

STANDARD OPERATING PROCEDURE FOR ZOOLOGY LABORATORIES

Laboratory Manual

The Laboratory manual includes working procedures which should be carried out in the laboratory.

The contents in the manual should include:

- Standard Operating Procedures for the experiments to be carried out in the laboratory.
- Standard risk assessments should be done for the tasks involving hazardous chemicals and high-risk procedures.
- All equipment should be registered in the dead stock register maintained by Laboratory Assistant.
- Do and Don'ts that are appropriate to the particular laboratory should be written and displayed in the labs.
- Before the commencement of laboratory work, each student should sign the entry muster and that they have understood the rules and regulations which must also be explained by the teacher conducting practical.

General Safety Measures

- In case of injuries, first aid kit will be located next left to the main exit door.
- In case of fire mishaps fire extinguishers are located next left to the main exit door.
- Fire exit plan is displayed in corridors
- Appropriate protective clothing (aprons, gloves) should be worn wherever and whenever required.
- Approved safety spectacles or goggles must be worn wherever required.
- Fasten loose clothing and tie back long hair.
- Closed footwear should be worn at all times so that they offer protection from corrosive or hot liquids and might save from potential sources of injury.

House Keeping

- The floors should always be kept clean and dry.

- Keep the benches and apparatus free from chemicals and clean the apparatus thoroughly.

- Turn off all the equipment in use and extinguish flames when leaving the laboratory.
- Waste should be disposed properly.

DEPARTMENT OF COMPUTER SCIENCE

Standard Operating Procedure for Head of the Department

1. HOD shall use various formats prescribed by IQAC and approved by Principal.
2. After taking the subject choice, HOD shall allocate the subjects to each faculty within one week.
3. Once teaching workload is assigned, The teaching plan for about 48 lectures and or more shall be prepared by each faculty without dates.
4. Academic Head and HOD shall take the review of course file and teaching plan one week before the start of semester
5. IQAC and Academic Head shall prepare academic calendar including dates of start and end of semester, dates of various examinations Internal Examination holidays etc. before one week of start of semester or immediately after receiving academic calendar of university; whichever is earlier.
6. Based on the academic calendar provided by IQAC, HOD shall prepare the customized academic calendar which may include the information about guest lecture/ seminar/ workshop/placement activity, industrial visits, the events organized by student's association etc.
7. HOD shall prepare the time table one week before the start of semester and the approval of Principal shall be taken.
8. Mentor coordinator and HOD shall appoint the class teacher and mentor.
9. The class teacher along with the mentors must take the follow-up of the absent students on daily basis
10. HOD shall appoint the various portfolios of department to the faculties in the first week of the start of the semester. Various portfolios may include the coordinator for Time table, academic activities, event, attendance monitoring, alumni cell, student association, any club (if available), SPPU PR/OR/TW examination, website, In-sem examination, online examination, class teacher, One copy of such appointment shall be send to Principal through IQAC.
13. The project allotment shall be done to SY and TY students in the third week from the starting of semester.
14. Any grievance shall be brought to the notice of the Principal through IQAC for necessary action.
15. On the last day of each week a 'weekly attendance report' shall be prepared and sent to Principal through Academic Head.
16. IQAC shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be send to the Principal.
17. The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through IQAC.
18. HOD shall send the event report on the next day of conduction in prescribed format to the Principal through IQAC.
19. HOD shall send the summary of events conducted at the end of each month to the Principal through IQAC.

20. HOD shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HOD shall send the summary of feedback to the Principal through IQAC for necessary action.
21. HOD shall arrange parent-teacher meet minimum one per semester. The feedback of such meeting should be send to the Principal through IQAC for necessary action.
20 . HOD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through IQAC for necessary action. At the same time HOD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals. The list of journals is available on UGC portal.
22. At the end of semester HOD shall take his/her own feedback from all the staff in the department in the prescribed format.
23. After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Principal through IQAC.
23. HOD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of Second semester and submit to Principal through IQAC.

Standard Operating Procedures for Using Computer Labs

- Teachers are expected to closely monitor student activity by frequent screen checks. If using the Internet–use URL's that you have visited and have found to be appropriate for the assignment and students' requirement.
- Teachers should report any non-functioning technology equipment to HoD via the email.
- Ask permission to print.
- Students should only send the print command once to the printer. If information is not printing, there is a reason.
- Students must close all open windows, applications, and log out before leaving the lab.
- While using computer labs teachers, should clean the whiteboard, turn off the digital projector and return the room key after doors have been locked. Doors to computer labs must be locked when not in use.
- Everyone will adhere to federal copyright laws.
- Computer users should not unplug and switch mouse for left-handed students. Student simply move the mouse to the left side of the keyboard and replace on right side when done.
- All furniture must remain in the computer lab i.e. chairs/tables and is not to be moved to another space/venue.
-

Roles and Responsibilities when using Computer Lab

- Teacher must remain in the lab at all times and is responsible for discipline.
- Teacher should review computer instructions prior to class for efficient use of the computers.
- Teachers must instruct students in Internet Safety.
- Teachers should verify URL which is accessible and appropriate prior instructional activities.
- Teacher must submit an Online Trouble Tickets to HoD in the form of email for any computer with missing or damaged hardware or peripherals.

Everyone

- While entering in the college campus faculty/student should wear Identity card.
- While entering in venue student should remove their shoes in shoe rack.
- The student should keep their bag/sack outside the venue

Computer Labs

Venue	Maximum Capacity
Computer Lab I (BCA Lab)	25 Computers 01 Printer Internet Connection Shared
Computer Lab II FY/SYBSc(CS) Lab	20 Computers 01 Printer Internet Connection Shared
Computer Lab III TYBSc(CS)/MSc(CS) Lab	20 Computers 01 Printer Internet Connection
HoD Cabin	01 Computer 01 Printer Internet Connection

Managing Attendance
- Only enter the classroom/venue when the class or activity has been scheduled.
- Once the scheduled class or activity has over, please leave the classroom/ venue/ campus as soon as possible.

Do's

- Log-on with your username and password for your use only.
- Never share your username and password.
- Respect the equipment. Use of Internet is limited to teacher assigned activities or class work.
- Ask permission to print.
- If by mistake you get to an inappropriate internet site, turn off your monitor immediately and raise your hand.
- External devices or other multimedia equipments are for study work only.
- Log-off - leave the computer ready for the next student to use. Pick-up your materials and push the chair in.

Don'ts
- Do not remove or disconnect parts, cables, or labels.
- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Personal internet use for chat-rooms, instant messaging (IM), or email is strictly prohibited.
- Do not download or install any programs, games, or music.
- No internet/intranet gaming activities allowed.
- Do not personalize the computer settings. (desktop, screen saver, etc)
- Do not use external devices for playing music or other recreational activities.
- Do not run programs that continue to execute after you log off.

Department of Commerce

Standard Operating Procedure for Head of the Department

1. HoD, Commerce shall use various formats prescribed by IQAC of M.S.G. College and approved by the Principal.
2. At the end of semester, HoD shall take the choice of elective subject from Second year students from Semester-I for next semester.
3. HoD shall take the choice of special subject for next semester from each faculty member. Each faculty must give minimum one choice of special subject from available subjects.
4. After taking the subject choice, HoD shall allocate the subjects to each faculty within one week before commencement of teaching.
5. HoD shall allocate senior faculties for teaching to Core subject as well as elective
6. One faculty shall be taught by same subject to different divisions.
7. HoD shall give the list of books required in the library as per the change in syllabus
8. Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material. The file should be ready a week before the start of semester.
9. The teaching plan for about 20 lectures and or more shall be prepared by each faculty without dates.
10. IQAC and HoD shall take the review of course file and teaching plan one week before the start of semester.
11. Based on the academic calendar provided by IQAC, HoD shall prepare the customized academic calendar which may include the information about guest lecture/seminar/ workshop/placement activity, industrial visits, the events organized by Commerce Association and students' association etc.
12. HoD shall prepare the time-table one week before the start of semester and the approval of IQAC and the Principal shall be obtained.
13. HoD must send the letter to each parent through IQAC, indicating the date of start of semester and other information one week before the start of semester.
14. HoD shall appoint the class-teacher. The class-teacher is also playing the role of mentor.(Mentor-Mentee system)
15. The teaching learning process should start from the first day of start of semester.
16. The class teacher shall initiate the process of registration of students in the department from the first day of semester.
17. The class teacher along with the mentors must take the follow-up of the absent students on daily basis and prepare a bar-graph of 'date versus number of absent students' weekly attendance report shall be prepared by HoD and report should be sent to Vice Principal through IQAC.
18. HoD shall appoint the various portfolios of Commerce department to the faculties
19. in the first week of the start of the semester. Various portfolios may include the coordinator for PG, Practical Examination, time-table, academic activities, event, writing and maintaining project of P.G. Students, attendance monitoring, mentoring scheme monitoring, alumni cell, student association, departmental library, SPPU

PR/OR/Assignments/ Tests, Tutorials examination, website, In semester examination, online examination, class teacher, cultural, women's grievance cell, students' grievance cell etc. One copy of such appointment shall be sent to the Principal through IQAC.

20. The project allotment shall be done to M.Com. II Year students in the third week from the starting of IV semester.

21. Any grievance shall be brought to the notice of the Principal through IQAC for necessary action.

22. On the last day of each week a 'weekly attendance report' shall be prepared and sent to the Principal through IQAC.

23. HoD shall take meeting of Commerce department on weekly basis (Normally on Friday of every week) to take the review of teaching learning process and the minutes of meeting should be sent to the Vice Principal.

24. The result analysis shall be done immediately after the declarationof result by Savitribai Phule Pune University and should be sent to the Principal through IQAC.

25. HoD shall send the event and monthly Activities report on the next day of conduction in prescribed format to the Vice Principal.

26. HoD shall send the summary of events conducted at the end of each month to the Principal through IQAC.

27. Subject Teacher shall take the students feedback (online/offline) after completion of First unit and before the end of semester. HoD shall send the summary of feedback to the Principal through IQAC for necessary action.

28. HoD shall prepare the defaulter list of students after every month and send the list to the Principal through IQAC for necessary action. The defaulter list shall be displayed on the departmental notice board.

28. The monthly attendance report shall be sent to the parents and record to be kept by the class teacher.

29. The Internal marks, semester examination marks, online examination marks (printout of the report after filling the marks on the university portal and marks register) shall be displayed on the notice board after permission of the Principal through IQAC.

30. HoD shall arrange parent-teacher meet minimum one per semester. The feedback of such meeting should be sent to the Principal through IQAC for necessary action.

31. HoD should send the proposals of faculties for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through IQAC for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals.

32. At the end of semester HoD shall take his/her own feedback from all the staff in the department in the prescribed format.

33. After end of semester Academic Monitoring Report (AMR) shall be prepared and send to Principal through IQAC.

34. HoD shall prepare API (Annual appraisal of Teaching staff) at the end of Second semester and submit to Principal through IQAC

LIBRARY

Standard Operating Procedure for the Librarian

Introduction

The library of Mahatma Gandhi Vidyamandir's M.S.G. Arts, Science and Commerce colleges is playing the crucial role as knowledge resource centre for the teaching and learning community of college. Though the books collection is not only larger by number, but it is rich in quality also. The Library provides services and access of information sources to our students, researchers and faculty and staff members. The Library preserves the knowledge of the past in the form of rich books collection while ensuring that the library is for the next generation of the 21st century and beyond. Library employees sincerely take efforts in providing the services to our users. Still there has been a need to bring clarity and uniformity in procedures and practices of the library and resource centre to further improve its efficiency, utility and services.

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

Standard Operating Procedure (SOP)

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

Role of Library

Library plays a very important role in supporting the academic activities of the college. It assesses needs, acquires processes and then makes available the learning resources to the faculty and students for their teaching, learning and research. As said by Dr. S.R. Ranganathan, 'Library is the trinity of Learning Resources, Faculty, Students and the Library Staff'. These three pillars are standing very comfortably in the campus of MSG College.

Vision

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

Mission

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

Objectives

The Library aims to:

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

Purpose of Standard Operating Procedure (SOP)

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

Acquisition

- Receiving Requirement Form, Emails, Publisher Catalogues marked & signed by faculties
- Find out the proper bibliographic details of the books recommended
- Duplicate Checking of available books
- Correspond with Suppliers/vendors for checking Availability Status
- Prepare and Issue Pre-Purchase Orders for approval of CDC Chairman
- Forward the Pre-Purchase Orders to Purchase Department,MGV Nashik

Invoice Processing

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders
- Foreign Exchange Rate Verification as per Good Offices Committee Report
- Price Proof Verification
- Prepare Book Received Report and Purchase Bill (BRR)

Accessioning

- Arranging books as per bills for accessioning
- Enter the details of the Books and other bill details in Accession Register
- Assign Accession Numbers to books
- Pass entries in Bill Register and forward bills to Account Section
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

Classification

- Classify Books as per the Dewey Decimal Classification (DDC) /Colon Classification (CC) Schedule
- Write the Class No, Accession No. and Collation (Author Surnames First Three Alphabets) on the back of Title page

Cataloguing

- Bibliographic details of each book is entered into Cataloguing Module of library software
- Assigning Keywords : Minimum three keywords are assigned to each title
- Data validation: Regular editing of various access points in the library software
  - i.e. Author, Title, Class No, Priceetc.
- Verify the entries on OPAC (Online Public Access Catalogue)

Book Processing

- Stamping – Library Stamp to be put on the back of Title page, on Secret pages and on the Last page.
- Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape & Prepare Book cards using System or Manual
- Send the completely ready to use new arrivals books to New Arrival Rack, Reference Section or Book Shelf.

Book Procurement and Process Work Flow

Financial Planning

- Prepare Monthly Utilization Report : Grants/Account Head wise
- Inform Faculty & Students about the arrival of new books by displaying lists on notice boards or by Emails.
- Utilize the funds in advance so that funds are utilized before the deadlines

Reports	• No. of titles recommendations received from faculty • Status of the recommended titles(Already Library has, Out of Print, Untraced) • No. of Titles Ordered • No. of Titles received (Success rate) • No. of Titles received as Gifts/Donations • Book Received information to recommending faculty (Monthly)
Supplier Follow up	• Titles Not Supplied • Reminders to Suppliers fortnightly
Follow Up Proces	• Regular follow up with the vendor • Assessment of the supply status shall be maintain • Recommend to change supplier and re-order books if irregular in supply
Maintenance of Files and Records	• Accession Register • Bill Register • Purchase Orders File • Bill/Clearance File • Reminders • Budget/Finance

Circulation Section

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

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

Issue/Return Procedure

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

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

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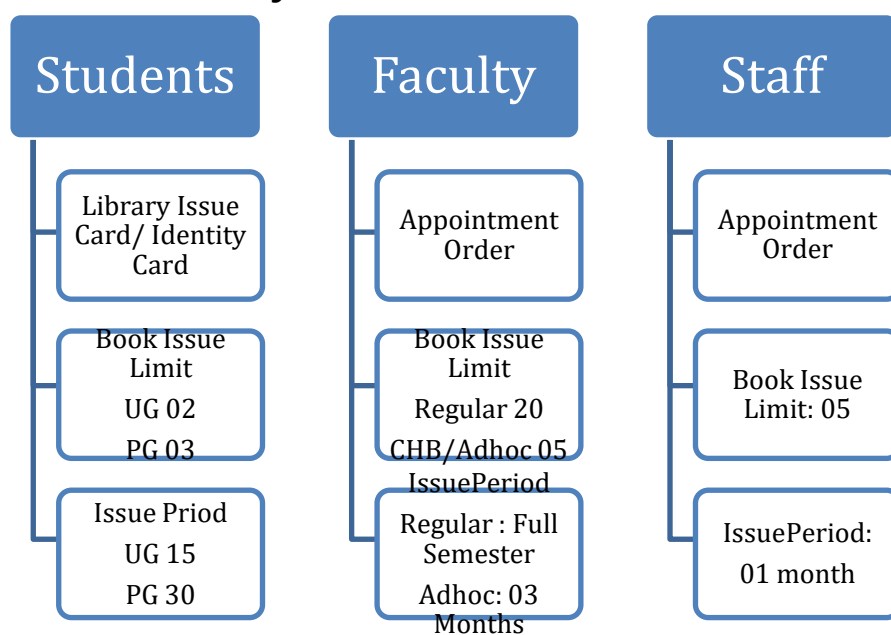- Send the books to stack for shelving

Circulation policy for faculty and Students

Clearly define the number of items that and user is eligible to borrow:

Category	No of Books	Issue Period (days)
Students	2	15
Teaching Staff	15	180
Visiting/CHB/Adhoc faculty	5	120
Research Scholars	5	30
Non teaching staff	5	15
External Users		
• Alumni	2	15
• Individual Members	1	15

Note: Take the application of Visiting/CHB/Adhoc faculty approved by Principal along with photocopy of appointment order. Make separate File for the same and register their names in library module of software.

Circulation Policy

Students	Faculty	Staff
Library Issue Card/ Identity Card	Appointment Order	Appointment Order
Book Issue Limit UG 02 PG 03	Book Issue Limit Regular 20 CHB/Adhoc 05	Book Issue Limit: 05
Issue Priod UG 15 PG 30	IssuePeriod Regular : Full Semester Adhoc: 03 Months	IssuePeriod: 01 month

DEPARTMENT OF SPORTS

Standard Operating Procedure for the Physical Director

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

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

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

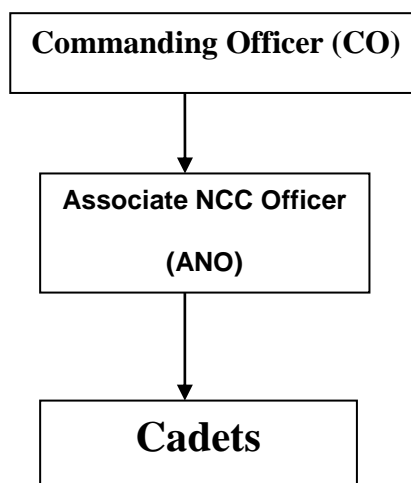**Responsibilities of Physical Director:**
- Ensure the safe opening and closure of the centre.
- To encourage and train the students in different sports and games.
- Conducting college level sports meet.
- Participating in outdoor sports meets.
- To ensure the smooth operation of the sports centre.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

DEPARTMENT OF NCC

Standard Operating Procedure for the NCC Officer

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        ┌──────────────────────────────┐
        │  Commanding Officer (CO)     │
        └──────────────┬───────────────┘
                       │
                       ▼
        ┌──────────────────────────────┐
        │   Associate NCC Officer      │
        │         (ANO)                │
        └──────────────┬───────────────┘
                       │
                       ▼
        ┌──────────────────────────────┐
        │          Cadets              │
        └──────────────────────────────┘
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Objectives

- NCC works to fulfill the requirements expected in the latest socio-economic scenario in India.
- The organization aims at development of character, discipline, comradeship, secular outlook, ideals of selfless services and adventure spirits amongst large numbers of young   citizens.

- NCC aims to create a pool of trained, organized and motivated youth with various leadership qualities in every walk of their life and serve the Nation irrespective of career   they   choose.
- National Cadet Corps also provides a sound environment conducive towards motivating large numbers of young people of India to join armed forces.

Roles and Responsibilities of ANO

(a) Enrolment of Cadets

The ANO of the college in the beginning of the session has to enroll NCC Cadets, after selecting them out of the regular students in the institution according to the strength authorized. He has to motivate the students to enroll themselves in NCC by means of Poster/Photos/Organizing lectures by services personnel, preferably the CO/ AO of the unit.

(b) Training of Cadets

An ANO has a major task of training the cadets by assisting the unit Permanent Instructional (PI) staff to hold regular parades for imparting military training to cadets regarding drill (with & without arms), map reading and Field Craft. It is also important to hold classes on topics like Indian History and Geography, Indian Military History, G.K., Leadership qualities, Man-Management as per Training Programme and also to prepare the cadets for ceremonial parades which are conducted during Republic Day, Independence Day and NCC Day (Last Sunday of Nov. every year) with the help of P.I. Staff from three services. ANO is supposed to impart intensive coaching/training to cadets so that they can pass 'B' & 'C' certificate exams at SD Level & 'A' certificate at school (JD) level.

- Always ensure that maximum number of cadets attend NCC parades and properly maintain the attendance register.
- An ANO will be responsible to submit attendance parade regularly to the unit through the PI staff.

(c) Camps: It is mandatory for an ANO to attend CATC/NIC/Trekking or any other camp for which he has been detailed.

(d) Refreshment to Cadets: At the end of each parade, it is the responsibility of the ANO to provide healthy refreshments to the cadets at the prescribed rates.

Resources and Materials

The department has well maintained ground for conducting regular parade.
The department has well maintained SD and SW Office, store.

1. Clothing: As per new system the clothing and necessaries issued to Cadets are in four parts as under:
 (a) Retention of clothing items (b) Life cycle clothing items (c) Special or camp issue items (d) Accoutrement items.
2. Retention Clothing Items. These items should be issued on enrolment at the authorized scale and will not be withdrawn even after completion of NCC training of the cadets.
3. Life Cycle Clothing Item. These items are issued to cadets on loan and will be returned to unit on completion of training period i.e. 3 years for SD/SW.

Maintenance

1. Cleaning of ground, offices, store and college premises are carried out on regular basis.
2. Maintainace on all the items issued by the 48 Maharashtra Battalion.

Note-

1. To arrange the various social activities at college level.

NATIONAL SERVICE SCHEME

Standard Operating Procedure for the NSS Officer

Introduction

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

Enrolment

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

Programmes of Action

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

Plan of Action

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

STUDENTS DEVELOPMENT DEPARTMENT

Standard Operating Procedure for the Students Development Officer

INTRODUCTION

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

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

Mission

Students Development Department strives to:

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

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

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

Objectives

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

The Exigency of the Department

➢ In the beginning of the Academic Year new proposal for newly appointed Student Development Officer must be sent to university if required.

- In the beginning of the Academic Year student development department has to submit proposals for various schemes to S.P.P.U., Pune.
- Some of the important schemes are as follows:
  - Karmaveer Bhaurao Patil Earn & Learn Scheme
  - Nirbhay Kanya Abhiyaan
  - Career Guidance Scheme
  - Students related seminar/workshop/camps etc.
  - Youth Festivals
- Notice has to be published on the General Notice Board for participation of students in Earn & Learn Scheme.
- The forms for the participation should be collected and sorted for the needy and economically backward students.
- To implement such a scheme in the college by making contact with Bank officials to open a bank account suitable for scholarship and other work for college students.
- To distribute the work amongst the selected students and pay remuneration to them as per university rules.
- In the beginning of first semester Students Development Cell, Students Grievances Redressal Cell and Anti-Ragging Committee has to be formulated with proper consultation and orders of the Principal of the college.
- 'Marathi Bhasha Samvardhan Pandharwada' should be celebrated as per the circular of the university and report should be sent to the university.
- To implement the schemes, which are sanctioned by the SPPU, Pune.
- At the end of the Academic Year in the month of March, all financial aspects must be cleared and audited statements must be prepared for the University Audit.
- Department of Student development undertakes the following prominent activities:
  - Anti-ragging Cell
  - Nirbhay Kanya Abhiyan
  - Soft Skill Programme
  - Career Guidance Scheme
  - Students related seminar/workshop/camps etc.
  - Youth Festivals

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

and cells related with students such as Student Development Cell, Student Grievances Redressal Cell, Anti-Ragging Committee.

2. **Inter-Department**

Designation	Contact Details
Co-ordinator, Students Development Cell (S.P.P.U.)	020-25622680 020-71533633 nssbsdsupport@pun.unipune.ac.in
Principal	9011027601
Vice-Principal	9423257159
Academic & Examination Supervisor	9890856562
Chairman, Anti-Ragging Squad	8806322372
Student Development Officer	9421607749

Principal

M.S.G. Arts, Science and Commerce College

Malegaon Camp, Malegaon (Nasik)

Chairman

College Development Committe

M.S.G. Arts, Science and Commerce College

Malegaon Camp, Malegaon (Nasik)