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SOP FOR ADMISSION PROCESS

A Standard Operating Procedure (SOP) is a document which describes the regularly recurring operations to ensure that the operations are carried out correctly (quality) and always in the same manner (consistency).

Objective: To elaborate the procedure for preparing student admission process

Responsibility:

- Class tutors
- Faculty Advisor
- Heads of the respective Departments
- Dean- Student Affairs
- Principal of the institution

Procedure:

S.No.	Activities	Responsibility	Target Dates/days
1.	Approval of faculty members in charge for student admission Process for Management Quota	Principal, HoDs, Dean Student Affairs	3rd Week of January
2.	Facilitating Admission	Dean Student Affairs	3rd Week of January- 4TH Week of Jun
3.	Scrutiny of Certificates- Consortium filling and submission of certificates.	Dean Student Affairs, Office admission Team, Faculty in charge for admissions	3rd Week of January- 4TH Week of Jun
4.	Admission through single window counselling- Submission of certificate and payment of fees.	Dean Student Affairs, Office admission Team, Faculty in charge for admissions	4TH Week of Jun- 4 th week of July
5.	Creating mail ID, collection of data's for Identity card.	Department coordinator, Faculty Advisor, Tutor, System Administrator, Dean Student Affairs	4 th week of July- 2 nd Week of Aug
6.	Intimation of orientation program for both MQ and GQ students.	Department coordinator, Faculty Advisor, Tutor, Dean Student Affairs	2nd week of Aug- 3rd week of August

SOP FOR REVISION OF CURRICULUM AND SYLLABI

Objective: To elaborate the procedure for revising the curriculum and syllabi

Responsibility:

- All the teaching/ staff members
- Course Coordinators
- Department curriculum development cell
- Institution curriculum development cell
- Heads of the respective Departments
- Principal of the institution

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Constitution of Curriculum Development Cell[CDC](Institution level & Department Level)	Principal & HODs	1st week of June
2.	CDC identifies shortcomings in the existing curriculum and prepares curriculum - Draft 1	HOD & CDC	1st week of July
3.	Discussion among department faculty and preparation of Draft 2	HOD, CDC & all Faculty	1 st week of August
4.	Collection of inputs from Stakeholders and preparation of Draft 3	CDC and all Stakeholders	2nd week of September
5.	Institution level discussion and final draft preparation	Principal, HODs and CDC	3rd week of September
6.	Identification of Course coordinators	HOD & CDC	1st week of October
7.	Course coordinators design the syllabus of their respective courses (Syllabus -Draft 1)	CDC & Course coordinators	1st week of November
8.	Benchmarking with reputed institutions and collecting feedback from Stakeholders(draft 2)	CDC & Course coordinators	1st week of December
9.	Discussion among department faculty and preparation of Draft 3	HOD, CDC & all Faculty	1st week of January
10.	Interdepartmental discussion and final draft preparation	Principal , HODs and CDC	3rd week of January

11.	Verification and Validation of curriculum and syllabi by expert committee	Principal , HODs and CDC	1st week of February
12.	Revising the Curriculum & Syllabi based on expert committee's feedback	HOD,CDC & Course Coordinators	3rd week of February
13.	Conduct of Board of Studies	HOD , CDC & Faculty	1 st week of March
14.	Conduct of Standing Committee	Principal & HODs	2 nd week of March
15.	Approval by Academic Council	Principal & HODs	3 rd week of March

SOP FOR COURSE CONTENT DEVELOPMENT

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

Responsibility:

- Faculty Members
- Academic Coordinator

Time and Duration:

Course content has to be prepared before the commencement of semester.

Procedure:

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

SOP FOR PREPARATION OF LAB MANUAL

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

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Preparation of rough draft of the lab manual containing objectives of the lab course and course contents (list of experiments) for that corresponding lab.	Lab In-charges.	1st week of June (odd), December (even).
2.	Submission of Hardware/ Software requirements for the corresponding lab.	Lab In-charges, HoDs.	1st week of June (odd), December (even).
3.	Approval of Rough draft of Lab Manual	Lab In-charges, Academic Coordinators.	1st week of June (odd), December (even).
4.	Preparation of fair draft of Lab Manual which includes the following: a. List of Experiments. b. List of additional Experiments. c. Aim, Objectives, Procedures/ Algorithm, Background theory, Sample output/readings, Conclusion/Inference.	Lab In-charges.	1st week of June (odd), December (even).
5.	Approval of Fair draft of Lab Manual	Lab In-charges, Academic Coordinators, HoDs.	1st week of June (odd), December (even).

6.	Preparation of Pre-Lab, Post-Lab questions for Online posting for each lab session.	Lab In-charges.	2nd week of June (odd), December (even).
7.	Preparation of Final Binding of Fair draft of lab manual and verification.	Lab In-charges, Academic Coordinators, HoDs, Principal.	2nd week of June (odd), December (even).

SOP FOR PROJECT GUIDES

Objective: To elaborate the procedure for Guiding Student projects

Responsibility:

- All the Project Supervisors.
- Project Coordinators.
- IV year BE/B.Tech students
- Heads of the respective Departments

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	UG students are to decide on their team members for their final semester project with their proposed project domain and title.	IV year BE/B.Tech students, Project Coordinators.	2 nd week of July
2.	HODs shall allocate the Project Supervisors based on their area of expertise.(not more than 3 batches to a supervisor)	HoDs	3 rd week of July
3.	Ensuring that students have regular discussion meetings with their Project guides.	Project Supervisors, Project Coordinators, HoDs	Every week starting from July till April
4.	Verification of Student project log book.	Project Supervisors.	On Every project discussion meet.
5.	Approval of PPT: Abstract, Existing, Proposed system. 30% of proposed work. 80% of proposed work. 100% of proposed work.	Project Supervisors.	Before 0 th review Before 1 st review Before 2 nd review Before final viva-voce
6.	Preparation of faculty panel list, timing and venue for review.	Project Coordinators, HoDs	2 days prior to every review.
7.	Organising project reviews: 0 th review, 1 st review, 2 nd review	Project Supervisors, Project Coordinators,	From start of semester, Within 3 weeks Within 6 weeks Within 11 weeks

8.	Displaying approved review marks to the students.	Project Coordinators, HoDs	Within 2 days from each review
9.	Preparing schedule for Redo students (Insufficient content, Plagiarism, poor presentation Genuine Absentees)	Project Coordinators, HoDs	Next day of review
10.	Organising final project viva-voce.	Project Coordinators, HoDs	Within 16 Weeks from the start of semester
11.	Evaluation of Project report submitted in each of the Phase - I & Phase - II.	Project Supervisors, HoDs	1 week before the viva-voce
12.	Ensuring that If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.	Project Coordinators, HoDs	On the same day of viva-voce
13.	Ensuring that If a candidate fails in the viva-voce examinations of Phase-I he/she has to redo the Phase-I in the subsequent semester. If he / she fail in the viva-voce examination of Phase-II he/she shall resubmit the Project report within 60 days from the date of viva-voce. The resubmitted project will be evaluated during the subsequent academic session.	Project Coordinators, HoDs	On the same day of viva-voce
14.	Collecting copies of the approved project report after the successful completion of viva examinations.	Project Supervisors, Project Coordinators.	On the same day of viva-voce

SOP FOR COURSE OUTCOMES

Objective: To detail the procedure for framing course outcomes for all the theory and lab courses

Responsibility:

- All the teaching faculty members
- Department CDC members
- Heads of the respective Departments
- BOS members
- Principal of the institution

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Preparation of curriculum for each regulation	HoDs & CDC members	Every Year December
2.	Syllabus framing	All faculty members	January
3.	Framing of course outcomes based on the syllabus contents [4 to 8 outcomes]	All faculty members	
4.	Validation of course outcomes	HoDs & CDC members	February
5.	Passing the syllabus in BOS meeting	BOS members, HoDs and All faculty members	April
6.	Final approval of syllabus along with outcomes	Academic Council & Governing council	May
7.	Attainment calculation	Subject handling faculty members	At the end of each internal tests and end semester exams
8.	Attainment value verification [70%-75%-- core subjects, >60% - other subjects]	HoDs & CDC members	
9.	If attainment value below 60%, reframe the syllabus/outcomes in next regulation	HoDs & All faculty members	

SOP FOR COURSE FILE MAINTENANCE

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

Responsibility:

- Faculty Members
- Academic Coordinator
- HOD

Time and Duration:

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

Procedure:

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

SOP FOR PREPARATION OF EXTENDED HOUR DUTY

Objective: To elaborate the efficient usage of resource provided by the institution and to help students to prove and confirm for themselves through professional clubs and other activities.

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Preparation of academic schedule for academic year	Principal & HoDs	1 st week of May
2.	Releasing the academic schedule to all teaching/non-teaching staff members	Principal	2 nd week of May
3.	List of faculty members are deputed for each working days.	HoDs	2 nd week of May
4.	Activities can be planned by the respective clubs and to be approved	HoDs & faculty members	2 nd week of May
5.	Planned activities can be forwarded to the students.	Tutors and HODs	3 rd week of May
6.	Laboratories must be available for students to plan their placement preparation and other academic activities.	HoDs, teaching/non-teaching faculty members and students.	3 rd week of May
7.	Approval and record of all activities during extended hour.	HoDs and Principal	3 rd week of May

SOP FOR WEBSITE UPDATION AND MAINTENANCE

Procedure:

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

SOP FOR Wi - Fi REGISTRATION

Objective: To elaborate the procedure for Wi-Fi registration to Laptop, Palmtop, Mobile etc.

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Open the SKCT Intrasite - 172.17.0.3	Faculty Member	Not Applicable
2.	Select Download (Staff Only) option and Download the Wi-Fi registration form (DECLARATION FORM FOR WI-FI / NETWORK CONNECIVITY OF LAPTOP/ MOBILE / OTHER DEVICES)	Faculty Member	Not Applicable
3.	Fill the general Information and Technical Information (Type of Device, Make, Model & Serial No, MAC / Physical Address, Operating System)	Faculty Member	Not Applicable
4.	Get the Approval from respective HODs	Faculty Member	Not Applicable
5.	Submit the approved form to System Engineer.	Faculty Member	Not Applicable
6.	IP Address will be generated and Wi-Fi access will be given to the Device.	System Engineer	1 Day After form Submission

SOP FOR LIBRARY & ID CARD REGISTRATION

Objective: To elaborate the procedure for Library and ID Card registration

Responsibility:

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

Procedure:

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

SOP FOR HOSTEL QUALITY COMMITTEE MEETING

Objective: To elaborate the procedure for hostel quality committee meeting

Responsibility:

- Principal
- Chief Warden
- Residential Warden
- Deputy Warden's
- Hostel Student Council Members (Each year)

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Meeting will be conducted in the hostel premises	Chief Warden, Residential Warden and Deputy Warden's	Once in 15 Days
2.	Discussion will be on the following: <ul style="list-style-type: none">• Hostel Facilities• Bus Availability• Student Sickness Monitoring• Menu Discussion• Room Facilities• Water Facilities• Internet Connection• Study Hour's Discussion• Attendance Monitoring• Things availability at Stores• Medical Emergencies• Other Grievances	Chief Warden, Residential Warden and Deputy Warden's	Not Applicable
3.	Necessary steps will be taken in case of any complaints	Principal, Chief Warden, Residential Warden and Deputy Warden's	One or two days after the meeting

SOP FOR COMPETENCIES

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

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Identify the recent trends and area to improve themselves	Faculty Member	Not Applicable
2.	Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands - on Training etc., on the corresponding field/area	Faculty Member	Not Applicable
3.	If identified, Get the Approval from respective HODs and Principal	Faculty Member	Not Applicable
4.	Attend the respective Program	Faculty Member	Not Applicable
5.	Prepare a Write-up and delivery a seminar regarding the program attended.	Faculty Member	Not Applicable
6.	Share the knowledge with the students.	Faculty Member	Not Applicable
7.	Listed are the ways with which a faculty can improve the competency level: <ul style="list-style-type: none">• Faculty Development Programs• Seminars,• Workshops,• Conferences,• Guest lectures,• Online Courses,• Certification Courses,• Publications,• Research Work,• Proposals to Funding Agencies• Industrial Training• Short - Term Courses etc.	Faculty Member	Not Applicable

SOP FOR ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS

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

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility	Target Dates/Days
1.	Visit websites frequently to identify the interesting and useful programs to participate	Faculty member	Not Applicable
2.	Gather information about the identified programs such as number of days, dates, topics, conducting institution, registration fees and	Faculty member	Not applicable
3.	Discuss with HoD about the program and getting approval by HoD and principal	Faculty member	Before the registration closing date
4.	Register for the program with all necessary documents mentioned by the organizing institution	Faculty member	Before the registration closing date
5.	Make necessary alterations for the academic works with other faculty members and get approved by the HoD and Principal	Faculty member	One week before the program
6.	Submit write up about the program and submit it to the HoD	Faculty member	Within three days after the program
7.	Get Claim Form from office to get the registration fees	Faculty member	Within 10 days after the program

SOP FOR GOOGLE CLASSROOM CREATION AND MAINTENANCE

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility
1.	Beginning of the semester classroom created for each course	HoDs & faculty members
2.	Classroom code should be sent and students should join in each course.	tutors
3.	Before the commencement of the semester course information, Unit-I ppt's and Lab Manuals, E-Books should be posted.	faculty members
4.	Answer key posted after internal exams and model exam	faculty members
5.	Before the commencement each unit ppt's should be posted	faculty members
6.	Assignments, Post Questions and Discussion with the students	faculty members
7.	Record/Report the activities	coordinator

SOP FOR CLUB ACTIVITIES

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility
1.	Introduction about the club	HoDs
2.	Sharing the member Registration form to all students	Club co-ordinator
3.	Receiving students willingness for clubs	HoDs and Tutors
4.	Selecting club coordinators	HoDs
5.	Scheduling club activities	Club Co-ordinators
6.	Detailed instructions given about the activity	Club Co-ordinators
7.	Discussion with the students about activity	Club Co-ordinators
8.	Recording the activities	Club Co-ordinators
9.	Announcement of Result and Honouring	HoDs& Club Co-ordinators

SOP FOR CONDUCTING COACHING CLASS

Objective: To elaborate the procedure for conducting coaching class.

Responsibility:

- All the teaching staff members
- Class tutors
- Department Coaching class co-ordinators
- Institution Coaching class co-ordinator
- Heads of the respective Departments

Procedure:

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

SOP FOR CONDUCTING COURSE COMMITTEE MEETING

Objective: To elaborate the procedure for conducting course committee meeting.

Responsibility:

- Subject Course co-ordinators
- Subject Handling staff members
- Heads of the Department.

Procedure:

S.No.	Activities	Responsibility	Target dates/days
1.	Identify course coordinator after subject allocation	HoD	2 nd week of May/Dec.
2.	1 st meeting: Discussion about the preparation of Course Information, syllabus split up for each internal test and capstone components.	Subject Course co-ordinators and Subject Handling staff members.	3 rd week of May/Dec.
3.	2 nd meeting: Discuss about internal test question papers and syllabus completion.	Subject Course co-ordinators and Subject Handling staff members.	before commencement of internal test.
4.	3 rd meeting: Discuss about internal test mark and efforts to be overcome the difficulties faced by slow learners.	Subject Course co-ordinators and Subject Handling staff members.	After completion of internal test.
5.	Record all the Minutes during the meeting.	Subject Course co-ordinators.	After each meeting.

SOP FOR PREPARATION OF INTERNAL ASSESSMENT TEST

Objective: To elaborate the procedure for Conducting Internal Assessment Test.

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility	Target dates/days
1.	Internal Assessment test has been conducted as per the schedule given in the Academic Calendar	Principal, All Department Heads	First Week of the Semester
2.	The staff members finalize the test portion for each test and prepare the internal test question paper submitted to the HOD.	Staff member handling respective subject, test coordinator, Head of the department	As per the schedule given in the Academic calendar
3.	The scrutiny of the Internal Test carried out by Inter Department	Scrutiny committee of Each Department, Head of the Department, Test Coordinator	As per the schedule given in the Academic calendar
4.	Get the approval of Internal Test question paper and given for printing	Test Coordinator	As per the schedule given in the Academic calendar
5.	Prepare the internal test timetable, Seating arrangement and Staff invigilation duty schedule and Send the mail to the students and staff members.	Test Coordinator	FIVE DAYS before the commencement of the internal test.
6.	Department Test coordinator is conducted the Internal test.	Test Coordinator	As per the schedule given in the Academic calendar
7.	Central valuation is carried out as per the date given in the schedule.	Staff member, HOD	As per the schedule given in the Academic calendar

SOP FOR INTERNAL AUDIT

Objective:

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

Responsibility:

- All the teaching and non-teaching faculty members.
- Heads of the respective Departments

Procedure:

S no	Activities	Responsibilities	Target dates
1	Depute faculty members to maintain and consolidate the required files	All HODs	1st week of May
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs	1st week of May
3	Prepare the list of files to be maintained as per norms	Principal and All HODs	2 nd week of May
4	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of P/F courses , overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	Principal and All HODs and all faculty members	2 nd week of may
5	Conduct internal audit department wise.	Deputed internal auditor and HODs	3 rd week of May
6	Approval of audited reports.	Deputed internal auditor and HODs from the Principal	1 st week of june
7	Grievances can be rectified and updated.	HODs and all faulty members	1 st week of june

SOP FOR LEAVE APPLICATION FORM

Objective: To elaborate the procedure for availing leave application

Responsibility:

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

Procedure:

S No.	Activities	Responsibility
1.	Faculty members should be aware of CL/OD/CHL availability	Faculty members
2.	Staff members should take leave by prior information	Faculty members, HoDs and Principal
3.	Staff members should alter the class properly while applying for leave	Faculty members, HoDs

SOP FOR PREPARATION OF MASTER ATTENDANCE REGISTER

Objective: To elaborate the procedure for preparing Master Attendance Register

Responsibility:

- Attendance Incharge
- Class tutors
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Status of the absenteesim has to be entered periodically	Respective attendance in charge of each class	Every day
2.	Status of on duty leave availed by the students has to be entered	Respective attendance in charge of each class	Weekly
3.	Distribute the student OD list to the staff members	Respective attendance in charge of each class	After a week of last working day
4.	Master attendance register has to be submitted for approval	Respective attendance in charge of each class, Heads of the respective Departments, Principal of the institution	End of the Semester

SOP FOR MONITORING DUTY

Objective: To maintain the disciplinary and regularity of all BE/B.Tech students during forenoon and afternoon sessions on all working days.

Responsibility:

- All the faculty members.
- Heads of the respective Departments

Time and Duration:

- Regularity : During commencement of classes from 8.40am to 9.10 am
Afternoon from 1.50pm to 2.10 pm.
- Disciplinary activity: Round the clock from 8.45 am to 5.10 pm.

Procedure:

S.No.	Activities	Responsibilities	Target Dates
1	Depute faculty members for each day to monitor the disciplinary and regularity of students in various venues.	All HODs	Before reopening day
2	Students shall be strictly monitored for their proper dress code and identity card with institution lanyard.	All Faculty members	Day of reopening onwards
3	Attendance will be noted from each class and submitted to respective HODs before 9.15 am in the fore noon and 2.15pm in afternoon	Deputed faculty for the day	Day of reopening onwards
4	During observation if any student is found late, he/she will be warned.	Tutors and Deputed faculty for the day	Day of reopening onwards
5	Faculty may also exercise their own discretion for permitting any late comer to enter the class by giving/withholding attendance.	HODs, Tutors and Deputed faculty for the day	Day of reopening onwards
6	Strict action will be taken on continuous irregularities on analysing the reason behind it.	HODs, Tutors	Day of reopening onwards
7	Tutors and HoDs shall continuously keep track of the student's progress.	HODs, Tutors	Day of reopening onwards

SOP FOR NBA, NAAC, NIRF WORK

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

Responsibility:

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

Procedure: NBA

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of details required for Prequalifier application	Faculty Incharges	10 days before the application Submission
2.	Verification of Prequalifier application	HODs	5 Days before the application submission
3.	Preparation of final Copy application and Uploading in the enba portal	Faculty Incharges	10th Day
4.	Criterion Incharges meeting with Principal regarding the preparation of SAR and files	Faculty Incharges & Principal	11th to 15th day
5.	Preparation of SAR and related files	Faculty Incharges & HOD	16th to 60th day
6.	Verification by Department HODs	Faculty Incharges & HOD	61st to 65th day
7.	Improvisation of SAR and Files from the feedback and comments of HOD	Faculty Incharges	66th to 70th Day
8.	Verification by Principal and Other Department HODs	Principal & Other Department HODs	71st to 75th day
9.	Improvisation of SAR and Files from the feedback and comments of Principal	Faculty Incharges	76th to 80th day
10.	Final SAR verification by HOD	Faculty Incharges & HOD	81st to 85th day
11.	Submission of SAR	Faculty Incharges & HOD	86th to 90th day
12.	File updation	Faculty Incharges	91st to 120th day

13.	Mock Accreditation	Faculty Incharges & HOD	121st 125th day
14.	Improvisation of SAR and Files from the feedback and comments of Expert Members	Faculty Incharge	126th to 150th day
15.	Fine Tuning of Files and Documents	Faculty Incharge	Till Committe Visit

Procedure: NAAC

S No.	Activities	Responsibility	Target dates/days
1.	Criterion Incharges meeting with Principal regarding the preparation of SAR and files	Faculty Incharges & Principal	1st to 5th day
2.	Preparation of SAR and related files	Faculty Incharges & HOD	6th to 50th day
3.	Verification by Department HODs	Faculty Incharges & HOD	51st to 55th day
4.	Improvisation of SAR and Files from the feedback and comments of HOD	Faculty Incharges	56th to 70th Day
5.	Verification by Principal and Other Department HODs	Principal & Other Department HODs	71st to 75th day
6.	Improvisation of SAR and Files from the feedback and comments of Principal	Faculty Incharges	76th to 80th day
7.	Final SAR verification by HOD	Faculty Incharges & HOD	81st to 85th day
8.	Submission of SAR	Faculty Incharges & HOD	86th to 90th day
9.	File updation	Faculty Incharges	91st to 120th day
10.	Mock NAAC	Faculty Incharges & HOD	121st 125th day
11.	Improvisation of SAR and Files from the feedback and comments of Expert Members	Faculty Incharge	126th to 150th day
12.	Fine Tuning of Files and Documents	Faculty Incharge	Till Committe Visit

Procedure: NIRF

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of Application	Faculty Incharges	1st to 10th day
2.	Verification by Department HODs	Faculty Incharges & HOD	11th day to 15th day
3.	Final application preparation after making correction	Faculty Incharges	16th to 20th day
4.	Online Uploading of Application	Faculty Incharges	Before last date

SOP FOR ONLINE CERTIFICATION COURSE

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility
1.	Providing information about available course and sites.	HoDs and co-ordinator
2.	Motivating staff and students to join	co-ordinator
3.	Monitoring and recording register No.of candidates in each course	Tutors and co-ordinator
4.	Detailed instructions given about the assignments.	Co-ordinator
5.	Arranging lab for effective and essay Learning.	Co-ordinators
6.	Ensuring the register Candidates attending the exams.	HoDs and co-ordinator
7.	Announcement of Result and Honouring	HoDs and co-ordinator
8.	Ensuring the credits given to the students	HoDs and tutor

SOP FOR PREPARATION OF ONLINE LOG BOOK AND PINK BOOK ATTENDANCE

Objective: To elaborate the procedure for preparing Online Log book and pink book attendance.

Responsibility:

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

Procedure:

S.No.	Activities	Responsibility	Target dates/days
1.	Depute one faculty member for co-ordinate the department online attendance	Heads of the respective Departments	3 rd week of May
2.	Preparation and share of Online Pink and Log Book with the time table reference for the whole semester	Department Attendance co-ordinator	4 th week of May
3.	The status of the attendance and the details of the portion covered have to be entered after the completion of each class	Department Attendance co-ordinator	Daily basis
4.	Attendance detail will be verified and documented	Department Attendance co-ordinator, Heads of the respective Departments and Principal	Every Month end

SOP FOR ORGANIZING FDP, SEMINAR, WORKSHOP

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

Responsibility:

- All the B.E/B.Tech Students
- All the Faculty members of respective departments
- Event Co-ordinator
- Heads of the respective Departments
- Principal of the institution

Procedure:

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

9.	Make all the necessary arrangements such as accommodation, food, refreshments for the resource persons and participants	Committee members, Event Co-ordinator	3 Days before the event, the day of event
10.	Get feedback from the participants	Event Co-ordinator	On the day of event
11.	Prepare final report about the event	Event Co-ordinator	Five days after the event
12.	Submit all the expense details with proof to the HoD	Event Co-ordinator	Five days after the event

SOP FOR STOCK VERIFICATION

Objective:

To support the value of stock shown in the balance sheet through physical verification, verify the accuracy of stock records, to disclose the possibility of fraud, theft or loss, or deterioration and too reveal the weakness of the system, if any (i.e., whether the stock is in safe custody).

Responsibility:

- All Teaching faculties
- Non teaching and lab technical support persons
- All HODs

Procedure:

S.No.	Activities	Responsibilities	Target Dates
1	End of year stock verification can be planned	Principal and HODs	1 st week of April
2	Depute faculty for physical verification during end of academic year	HODs	2 nd Week of April
3	Stock verification at laboratories and library	HODs and All faculty members	2 nd week of April
4	Registered stock, available stock, condemned and other discrepancies are reported.	HODs and All faculty members	2 nd week of April

SOP FOR PREPARATION OF TUTOR WARD

Objective: To elaborate the procedure for Tutor ward related work.

Responsibility:

- All the B.E / B.Tech Students
- Class tutors
- Heads of the respective Departments
- Principal of the Institution

Procedure:

S.No.	Activities	Responsibility	Target dates/days
1.	Deputing class tutors	HoDs	1 st week of May, Nov
2.	Allocation of students to the tutors	HoDs and tutors	1 st week of May, Nov
3.	Conducting tutor ward meeting to counsel and to motivate the students.	Tutors	Regular basis
4.	Maintaining the student record and student database.	Tutors	Regular basis
5.	Maintaining the master attendance and log book	Attendance Tutors	Regular basis
6.	Maintaining the daily and monthly attendance of students and sending reports to parents.	Attendance Tutors, HoDs	1 st week of month
7.	Preparing result analysis for Internal Test and university exams	Result Analysis tutor, HoDs	After 4 days from the test completion date.
8.	Sending internal test and university exam marks to parents	Result Analysis tutor, HoDs	After five days from the test completion date.
9.	Collecting student leave forms, OD form and extra curricular & Co-curricular participation certificates	Attendance Tutor	Regular basis
10.	Arranging Industrial visits for students	Tutors, HoDs, Principal	Mid of the semester

SOP FOR ORGANIZING FIRST YEARS' ORIENTATION PROGRAM

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

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target Dates/ Days
1.	Anna University counselling	-	Last week of June
2.	Admission process for counselling students <ul style="list-style-type: none">• Official group mail id to be created for students• Parents group mail id to be created separately• Hostel details, transport facilities, bus routes and boarding point details to be given	Admission Team	From second of July
3.	Orientation programme date to be finalised	Management and Principal	Third week of July
4.	Chief Guest to be finalised	Management and Principal	Third week of July

5.	Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee	Principal	Third week of July
6.	Roadmap pamphlets (department wise)	Heads of respective Department	Third week of July
7.	To inform Parents and admitted students about orientation programme	Communication Committee, Faculty Advisors and tutors	Third week of July
8.	Invitation and Agenda Finalisation	Principal & Organising Committee head.	Fifteen days before orientation
9.	Meeting of committee members with the Organising Committee head to discuss their role.	Principal, Organising Committee head and Committee Members	Fifteen days before orientation
10.	Meeting with the transport committee to finalise the bus routes and timings.	Committee Head and Transport Committee Members	Fifteen days before orientation
11.	Meeting with the seating committee to finalise the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee Members	Fifteen days before orientation
12.	Meeting with the Reception Committee	Committee Head and Reception Committee members	Fifteen days before orientation
13.	Meeting with the Food Committee to finalise <ul style="list-style-type: none"> • The menu for lunch and the list of volunteers. • Number of participants 	Committee Head and Food Committee members	Fifteen days before orientation
14.	Meeting with the stage committee to finalise <ul style="list-style-type: none"> • the flow of events on stage • stage decoration, • arrangement of MCs Design of stage backdrop and the introduction videos.	Committee Head and stage Committee members	Fifteen days before orientation

15.	Meeting with the awards committee to finalise on the <ul style="list-style-type: none"> • The award winners • Inform the award winners • Purchase of awards • Seating for the award winners. 	Committee Head.	Ten days before orientation
16.	Finalisation of academic schedule for academic year	Principal & HoDs	One week before orientation
17	To check the readiness of all committee works with committee Heads and Members	Principal and Organising Committee Head	Four days before orientation
18	Welcome Message from principal and HoDs to all the students and parents	Principal & HoDs	Four days before orientation
19	Welcome Message from Faculty advisors to all the students.	Faculty Advisors of the respective classes	Four days before orientation
20	Remainder message about the things to bring for the hostel, bus routes, timings, boarding points.	Faculty Advisors of the respective classes	Four days before orientation
21	Sending Time table, Academic schedule, syllabus and course information to students.	Faculty Advisors of the respective classes	Two days before orientation
22	Final meeting with all the organizing committees.	Principal, Organising Committee head and HoDs	One day before Orientation

SOP FOR CONDUCTION OF TECHNICAL SYMPOSIUM

Objective: To elaborate the procedure for conducting Technical Symposium.

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Event co-ordinators
- Institution (overall) co-ordinator
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation and submission of a Technical symposium proposal to the Management Trustee	Principal & HoDs	
The following details has to be done as preparatory work			
1.	Selection of name and theme for the symposium		
2.	Selection of month and date to conduct the event		
3.	Selection of organizing committee members from each department and event coordinators (staff and students)	Principal	
4.	Discussion and finalisation of events to be conducted by each department		
5.	Selection of venue and timing schedule to conduct events		
6.	Design of website, posters and invitation for the event		
The following details has to be prepared for conducting events			
1.	Preparing the call for papers for paper and poster presentation with topics and themes		
2.	Publicize the call for papers (via a website, email, regular mail) with deadline for paper submission		
3.	Find reviewers and establish their area of expertise		

4.	Accept paper submissions (via web site submission, email)		
5.	Send out confirmations of receipt of paper submission		
6.	Assign reviewers to each paper and Circulate the papers to each reviewer		
7.	Follow up with reviewers to ensure they are on track and Collect reviewer comments		
8.	Make the final paper selections. Notify authors of acceptance or rejection		
9.	Prepare accepted papers for presentation on the day of the event		
Registration Process			
1.	Determine early-bird and final registration dates		
2.	Decide on a registration procedure (e.g. online, paper-based - or both)		
3.	Determine the price for the symposium		
4.	Determine which payment options you will accept (e.g. cheque, visa, MasterCard)	HoDs	
5.	Decide on a cancellation policy		
6.	Create the registration form, including additional items such as: a. Meals and dietary requirements b. Accommodation c. Transportation d. Sessions and workshops		
7.	Publish your registration form (online and/or on paper)		
8.	Send confirmation of registration to delegates upon receipt of payment		
Arranging student and staff coordinators for various committee			
1.	Establishing various committee for the following 1) Venue 2) Accommodation for external participants 3) Speakers/ Presenters 4) Poster Exhibits 5) Registration desk		

	6) Marketing 7) Printing materials 8) Audio/visual 9) Transportation 10) Food 11) Sponsorship		
Guest of Honour and Judges for the events			
1.	Research and select judges for the events		
2.	Arrange for speaker accommodation and transportation and confirm arrival times		
3.	Arrange for speaker compensation		
Budget Preparation for the event			
1.	Prepare a detailed budget for the event with the following details <ol style="list-style-type: none"> i. Stationary for conducting events ii. Certificates, poster and invitation iii. Purchase of Registration kit (File, notepad and pen) iv. Registration fee details (for each event or a common fee) v. Decide on registration fee amount for internal and external participants vi. Tea and refreshments vii. Lunch viii. Gifts and honorarium for chief guest ix. Prize amount for event winners 		
Submission of event proposal to Managing Trustee along with the above details			

SOP FOR SCIENCE EXPO

Objective:

To elaborate the procedure for preparing events and competitions in Science Expo.

Responsibility:

- The Dean
- The Faculty members
- The Student members

Procedure:

S.No	Activities	Responsibility
1.	Conformation of events among Members	Dean
2.	Permission from Principal to conduct events	Dean / Faculty Members
3.	Permission from Coimbatore Education Office(CEO)	Dean
4.	Budget approval	Dean
5.	Resource Person	Faculty Members
6.	Intimation of events	Members
7.	Work allocation among Faculty and Students	Dean
8.	Conducting Events	Dean / Members
9.	Settling of Bills	Dean / Faculty Members

SOP FOR TAMIL MANDRAM

Objective:

To elaborate the procedure for preparing events and competitions in Tamil Mandram.

Responsibility:

- The Club Lead
- The Club Faculty members
- The Club Student members

Procedure:

S.No	Activities	Responsibility
1.	Conformation of events among Members	Club Lead
2.	Permission from Principal to conduct events	Club Lead / Faculty Members
3.	Budget approval	Club Lead
4.	Resource Person	Faculty Members
5.	Intimation of events	Members
6.	Work allocation among Faculty and Students	Club Lead
7.	Conducting Events	Club Lead / Members
8.	Settling of Bills	Club Lead / Faculty Members

SOP FOR BRANDING OF AN INSTITUTION

Objective: To elaborate the procedure for the responsibility to be carried out to brand the Institute.

Responsibility:

- Updated curriculum
- Performance of the students (Cocurricular & Extracurricular)
- Conduction of events
- Performance of the faculty
- Research proposal/ funding
- Magazine/newsletter
- Focusing on public relation (Industry and foreign professor connect)
- Resources and new facilities

Procedure:

Updated Curriculum

- Assigning BOS members (should me from both academics and industries)
- Sending mails regarding BOS meeting
- Conduction of BOS meeting
- Revise the syllabus
- Implementation
- Budget

Conducting events in department level

- Proposal about the event which is to be conducted
- Approval from Principal and Head of the Department
- Formation of various committees
- Assigning of coordinators
- Meeting with coordinators
- Budget allocation and resource person
- Sponsorship
- Preparation of agenda

Research proposal/ funding

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

The following are to be carried out in research activities.

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

SOP

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

Magazine/newsletter

A magazine and Newsletter is a publication, usually a periodical publication, which is printed or electronically published (sometimes referred to as an online magazine). Magazines are generally published on a regular schedule and contain a variety of content. They have variety of information about the institute. Through the magazines the qualities such as teaching learning process, laboratory facilities, co-curricular activities carried out, student participation in various events, prize winners and etc.

- A faculty can be allotted for this
- All the faculty must furnish the details to him/her periodically
- All the details must be verified by the head
- Newsletter can be published twice in a semester and magazine can be published once in a semester
- A copy of periodicals must be kept in all the departments.

Focusing on public relation (Industry and foreign professor connect)

The main objective of focusing on public relation is to make our students industry ready and get placed in a core based companies. Each department in the institute involves in the industry connect based on their discipline.

- Identification of core industries
- Make a contact over phone or email and ask for industrial visit, in-plant training, internship and guest lectures.
- It will help the students to project them and it will help for better placement.

Performance of the faculty

Faculty members play an extraordinary part in the lives of students for the formative years of their development and the importance of faculties is something that cannot be understated. They involve themselves in moulding their students into responsible citizens of their country.

Faculty members should involve in various activities so that they can contribute to the development of institution.

A faculty should be a role modal

Etc.....

Performance of the students (Co curricular & Extracurricular)

Resources and new facilities

SOP FOR DEPARTMENT WEBSITE

Objective: To elaborate the procedure for preparing the department website.

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Department website coordinator
- Institution website co-ordinator
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility
1.	Preparation of web pages for department home page.	Website Coordinator
2.	Collection of data about students of various classes and years.	Class Tutors
3.	Faculty data or report collection with contact details.	Website Coordinator
4.	Report collection about various association and departmental activities.	All Faculties
5.	Report collection on various placement and other co-curricular & Extra-curricular activities of the department	All Faculties
6.	Implementation of all details in department webpages	Website Coordinator
7.	Approval and acceptance by the Head of the Department	Head of the Department
8.	Approval and acceptance by the Principal of the Institution	Principal of the Institution
9.	Implementation of all the above steps for every three months and in case of any upgrading.	Website Coordinator
10.	Approval and acceptance by the Head of the Department in case of any updating in between of three months based on any programs conducted	Head of the Department
11.	Uploading the contents to the webserver	Institution website co-ordinator

SOP FOR AWARDS AND APPRECIATION

Objective: To Recognize the Outstanding members of the Participants.

Responsibility:

Award and Appreciation Committee

Procedure:

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

SOP FOR GRADUATION DAY CEREMONY

Objective: To elaborate the procedure for graduation day ceremony.

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Remarks
1.	Confirmation with Controller Of Examinations regarding the arrival of degree certificate.	Principal & HoDs	After Convocation of University gets over
2.	Check with concern tutors whether degree certificates are in line with Provisional list.	HoD and Tutors	After information with Exam cell
3.	Fix a chief guest/ date.	Principal	Any Convenient day based on availability of Chief Guest.
4.	Intimation to graduates through mail, WhatsApp, Facebook etc.	HoDs& Tutors	Once the day of Convocation is confirmed, Intimation should be made.
5.	Registration should be done through online form hosted in the College website, Tutors should keep a track on the number of registration.	HoDs& faculty members	In a daily basis registration made should be monitored.
6.	Invitation should be designed, should be sent to graduates, Guest, Dignitaries.	Principal, HoDs& all faculty members	10 days before the commencement of the ceremony.
7.	Back drop banner should be designed.	Principal &HoDs	3 days before the commencement of the ceremony.
8.	Registration Committee	Hods& Faculty Member	On the day of Ceremony.
9.	Seating arrangement, Hall arrangement, Stage Arrangement.	Hods& Faculty Members	A day before the commencement of ceremony all arrangement should be made at the venue.

10.	Certification Committee	Hods& Faculty Members	A day before the commencement of ceremony and on the day of ceremony.
11.	Agenda of Ceremony, Pledge, Rules to be followed by Graduates inside the hall.	Principal & HoDs	10 days before the commencement of the ceremony.
12.	Press and Public Address System Committee	Principal, Hods& Faculty Members	A day before the commencement of ceremony and on the day of ceremony.
13.	Honorarium	Principal	
14.	Transport Committee	Hods& Faculty Members	A day before the commencement of ceremony and on the day of ceremony.

SOP FOR COMMUNICATION SKILL ENHANCEMENT

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

Responsibility:

- Class tutors
- Heads of the respective Departments

Procedure:

S.No.	Activities	Responsibility	Target dates/days
1.	Grouping of students based on their written, oral & presentation skills	Class Tutors & HoDs	End of 1 st week after Orientation Programme in the First Year/Second Year (Lateral Entry Students)
2.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes / competitions, writing blogs, etc.	Class Tutors	Continuously in the 4 years of study
3.	Grouping of students with average / poor written, oral & presentation skills a) English Medium students not ready to showcase their written, oral & presentation skills b) English medium students not able to enhance their written, oral & presentation skills c) Tamil medium students	Class Tutors	End of 2 nd week after Orientation Programme in the First Year / Second Year (Lateral Entry Students)
4.	Continuous & exclusive training for all the three different need based groups	Class Tutors	3 hours / week
5.	Weekly Assessment & Submission of Report to HODs	Class Tutors	1 hour / week
6.	Monthly Assessment & Submission of Report to HODs	Class Tutors	2 hours / month

7.	Semester Assessment & Submission of Report to HODs	Class Tutors	2 hours / semester
8.	Final Assessment	Class Tutors & HoDs	At the end of the 4 th Semester
9.	Segregation of students based on their performance in Final Assessment	Class Tutors & HoDs	1 st week after the commencement of the 5 th semester
10.	Continuous training for the students, who are still not able to give their best in written, oral & presentation skills	Class Tutors & HoDs	Till the end of 6 th Semester
11.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes / competitions	Class Tutors	Continuously in the 3 rd & 4 th years of study

SOP FOR SPONSORING FACULTY FOR PROGRAMMES

Objective: To elaborate the procedure for Sponsoring our faculty members for attending the programmes.

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Releasing the academic schedule to all teaching	Principal & HoDs	1 st week of every Month
2.	Grouping the faculty members based on their specialisation	Principal	1 st week of every Month
3.	Conducting department meeting to group the faculty based on their specialisation	HoDs	1 st week of every Month
4.	Sharing the Program option sheet to all faculty members	HoDs	1 st week of every Month
5.	Finalisation of number of program can be attend by an individual faculty	HoDs & faculty members	1 st week of every Month
6.	Finding out the relevant programs organised in an reputed institution	Faculty members	1 st week of every Month
7.	Completing the registration process and claiming the acknowledgement slip	Faculty members	1 st week of every Month
8.	Preparation of claim form containing the proof of acknowledgment slip	Faculty members	1 st week of every Month

9.	Approval by the HoD & Principal for attending the program	HoD, Principal	1 st week of every Month
10.	Submission of Fee Receipt and Certificate copy to Office for Claim Verification	Faculty members and Office Staff	1 st week of every Month
11.	Verification of One page write-up or Presentation related to the Program by HoD	Faculty members, HoD	1 st week of every Month
12.	Remuneration of the claim amount	Office	1 st week of every Month

SOP FOR SPONSORING FACULTY FOR HIGHER STUDIES

Objective: To elaborate the procedure for Sponsoring our faculty members for higher studies.

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Releasing the academic schedule to all teaching	Principal & HoDs	Start of the Academic Year
2.	Grouping the faculty members based on their specialisation	HoDs	Start of the Academic Year
3.	Conducting department meeting to confirm the need of higher studies to the faculty	HoDs	Start of the Academic Year
4.	Finalisation of number of faculties need to pursue to higher studies	HoDs	Start of the Academic Year
5.	Selection on the area of research topic, Guide and duration of the research	Faculty members	Start of the Academic Year
6.	Collection of all necessary documents need for higher studies	Faculty members	Start of the Academic Year
7.	Completion of the entire registration process of the concerned university	Faculty members	Start of the Academic Year
8.	Outcome from the research work to the Institution	Faculty members	Start of the Academic Year
9.	Verification of bills and research work of the Faculty member	HoD, Principal	Start of the Academic Year
10.	Submission of the entire report copy containing all particulars for the remuneration to the work	Faculty members	Start of the Academic Year
11.	Approval for remuneration to the faculty considering the norms	Principal	Start of the Academic Year

SOP FOR STUDENT COUNCIL MEETING

Objective:

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

Responsibility:

- Student Council Meeting Office Bearers

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Releasing the Circular regarding the date & Student representatives of Student council Meeting	Student Council Meeting Office Bearers	A week prior to the day of meeting
2.	Sending a Reminder mail regarding the Student Council Meeting date	Student Council Meeting Office Bearers	A day prior to the day of meeting
3.	Receiving feedbacks from the Student representatives on all aspects of their college life	Student Council Meeting Office Bearers	On the day of meeting
4.	Compiling the attendance report and minutes of the student council meeting held	Student Council Meeting Office Bearers	On the day/ Next day of meeting
5.	Taking Remedial measures for the feedbacks collected in the meeting	Student Council Meeting Office Bearers	From the next day of meeting

SOP FOR FACULTY FEEDBACK

Objective: To elaborate the procedure for Faculty Feedback.

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	1 st class committee meeting tutor ward feedback	Principals & Hod	1 st Month of every Semester
2.	2 nd class committee meeting tutor ward feedback	Hod & Tutors	After CIA 2
3.	Domain Expert visiting class & Providing feedback on Faculty	Domain Expert	Every Month
4.	Consolidating and submitting report to Principal	Hod	After CIA 2
5.	Conduction of Online Mid semester feedback	Hods & Online faculty feedback Coordinator	March/August
6.	3 rd class committee meeting tutor ward feedback	Hod & Tutors	Before Model Examination
7.	Conduction of Online End semester feedback	Hod & Online faculty feedback Coordinator	May/Nov
8.	Consolidation and submission of report	Hod	May/Nov

SOP FOR FACULTY RECRUITMENT

Objective:

To elaborate the procedure for faculty recruitment.

Responsibility:

- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparing the total work load for the academic year and working out the new non-teaching staff requirement.	Head of the Department	December
2.	Approval for the non-teaching staff recruitment from the Principal.	Head of the Department	December
3.	Releasing of non-teaching staff recruitment advertisement in National Dailies.	Head of the Department	January
4.	Receiving and scrutinising of applications.	Head of the Department	February
5.	Scrutinising and Call for interview.	Principal and Head of the Department.	First week of March
6.	Selection of non-teaching staff.	Principal and Head of the Department.	Mid of March
7.	Communication of selected non-teaching staff to the office.	Head of the Department.	End of March
8.	Reporting of non-teaching staff to duty in the respective departments.	Head of the Department and office.	End of April

SOP FOR FEES COLLECTION

Objective: To elaborate the procedure for fees collection.

Responsibility:

- Administrative officer
- Office superintendent
- Office assistant
- Class tutors
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of fees structure for the academic year for the respective years of course of study	<ul style="list-style-type: none">▪ Principal▪ Administrative officer▪ Office superintendent▪ Office assistant	End of the previous semester
2.	Intimating fees details to the parents through postal / mail medium	<ul style="list-style-type: none">▪ Office superintendent▪ Office assistant	End of the previous semester
3.	Collecting the details of the fees paid in the current semester from office	<ul style="list-style-type: none">▪ Class tutors	2 nd week of the commencement of the semester
4.	Follow up for the fees payment	<ul style="list-style-type: none">▪ Class tutors▪ Heads of the respective Departments	2 nd week of the commencement of the semester
5.	Submission of fees collection report to the principal	<ul style="list-style-type: none">▪ Class tutors▪ Heads of the respective Departments	1 st month of the commencement of the semester
6.	Follow up of the students to pay fees with late fee	<ul style="list-style-type: none">▪ Class tutors▪ Heads of the respective Departments	2 nd month of the commencement of the semester

SOP FOR PREPARATION OF HR POLICY

Objective: The HR Policy is prepared to make all staff working at SKCT aware of rules and regulations that governs their working in the institute. The policy is effective from January 2012 and the policy was revised in January 2016. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

Hierarchy of Reporting:

Staff

1. Principal
2. Dean
3. Head of the Department
4. Training & Placement officer
5. Librarian
6. Teaching Staff
7. Laboratory Staff
8. Office Staff
9. Non-teaching Staff

Classification of employees:

- a. Faculties enrolled on institutional Pay roll.
- b. Salary is granted as per the Pay scale declared by Government time-to-time.
- c. Applicable for yearly Appraisal, increments, and government rules and regulations.
- d. Teaching faculty is categorized under:

Professor:

1. Should have completed Ph.D.
2. Must have Ten years' experience in Industry or teaching field or both.
3. The management can offer eminent faculty as Professor, who has large contribution in the area of:
 - i. Research and Development.
 - ii. Management science.
 - iii. Having huge experience with sound expertise.

Associate Professor:

1. Should have completed Ph.D.
2. Must have Ten years' experience in Industry or in teaching field or in both.
3. The management can offer eminent faculty as Professor, who has large contribution in the area of:
 - i. Research and Development.
 - ii. Management science.
 - iii. Having huge experience with sound expertise.

Assistant Professor:

1. Must be completed PG in respective branch with first Class.

* These qualifications are subject to change as per AICTE norms.

A full time faculty may be:

I. Regular: The faculty member approved by UGC and has completed two years in probation.

II. Ad-Hoc: The faculty member not approved or in the process of approval or approved with one year ad-hoc approval by UGC and yet not completed two years in probation.

b. Part Time Faculty: A part time faculty is appointed on the clock hour basis and the remuneration is given as per the rate.

c. Visiting / Experts: A visiting faculty is appointed on the clock hour basis, and the remuneration is given as per the rate.

d. Emeritus Faculty: A retired expert employee (Educational/ Industrial) as a faculty in the honor of his expertise.

Staff:

a. Technical Staff: It comprises of Technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, Internet Centre Receptionists, Electricians.

b. Administrative Staff: It comprises of Registrar, Human resource Executive, Accounts and Finance Officer, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.

c. Supporting Staff: It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors and Book-lifters.

Salary Policy

Type & fixation of Initial salary:

In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), University of Pune norms and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of management.

a. Consolidated salary usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at SKCT. It is fixed as per management decision.

b. Salary And Increments as per pay commission / Pay Scale cadre wise:

Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and Pune University approval & management's discretion.

Salary Increments:

i. Time scale of pay : Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, University of Pune etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive Directors. Annual increments, in general, will be paid in the month of Jan 01 of every calendar year.

ii. Debt Repayment and Monetary Responsibility: The Institute is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

iii. Payroll Schedules: Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

iv. Higher remuneration: The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

Payment mode of salary: Every employee opens a salary account at Campus branch of Bank of India and the salary is transferred to employees account.

Payroll Deductions:

i. Income-tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for institute-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

ii. Income-tax : It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year. iii. Contributory Provident Fund Scheme: Contributory provident fund facility is available to grade III cadre employees from the starting date of their employment. This facility is granted to those employees having university pay scale only after completing 3 years of service.

Working Time

i. Must: A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

ii. The Standard Workweek: Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Friday. The timing for the First shift is 8:00 a.m. to 4:00 p.m. and for second shift 1:00 a.m. to 9.00 p.m. All days have a forty five minutes break for lunch and 15 minutes of tea break.

iii. Change of Workweek: Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.

iv. Overtime: No overtime charges are provided to any employee. Only the administration and supporting staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek may be made different for the staff by the various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

Allowance granted in lieu of salary: Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

- i. Allotment of staff quarter: Limited facility is available for Principal and staff who are required to be all time on campus e.g. security.
- ii. Chauffer driven car: This facility may be made available to principal and selected MIT College of Engineering employees according to their work profile.
- iii. Car petrol allowance: This facility is available to principal and selected SKCT employees according to their work profile subject to the discretion of the management.
- iv. Mobile / telephone facility: Mobile and telephone allowance is given to all Heads of Departments and the faculties
- v. Internet Allowance: Internet allowance is given to all Heads of Departments and the Assistant Registrar.

- vi. Personal Allowance: This facility is available to principal and selected SKCT employees according to their work profile.
- vii. Travelling Allowance: Travelling allowance is given for official travel all staff

Welfare activities for employees:

- i. Free / Concessional medical Facility: A small dispensary and doctor is available at the campus. Emergency medical facility in the form of ambulance is available.
- ii. Tuition fee concession to wards of employees
- iii. Group insurance scheme for employees

Promotion and Transfer Policy

A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.

A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and consent of employees.

A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.

Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.

Employees are encouraged to apply for any position for which they are qualified and should contact the Registrar for specific information.

When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

A faculty desiring of promotion to a higher post faces the Selection Committee appointed by the University of Pune and only on the recommendations of the committee he /she is granted promotion.

SOP FOR LEAVE RULES

Objective: To elaborate the procedure for taking leave.

Responsibility:

- Respective Faculty
- Heads of the respective Departments
- Principal of the institution
- Office Assistant

Procedure:

1. For CL, OD & CHL

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

2. For VL

S No.	Activities	Responsibility	Target dates/days
1.	Releasing the Vacation period circular to all teaching & non-teaching staff members	Principal	2 weeks before vacation period

2.	Sharing of Vacation slot sheet to all faculty members at department level	HoDs	2 weeks before vacation period
3.	Conducting a department level meeting to finalise the vacation slots & modify (if required)	HoDs	1 week before vacation period
4.	Submission of VL form to HoD	Respective Faculty	2/3 days prior to the vacation period
5.	Forwarding the VL form signed by the HoD to the Principal	HoD	On the day of Submission of VL form
6.	Forwarding the VL form approved by the Principal to the Office	Principal	On the day of receiving of VL form from the HoDs
7.	Checking the availability of VL & marking in Attendance/Log book	Office Assistant	On the day of receiving of VL form from the Principal

3. For ML (Medical Leave)

S No.	Activities	Responsibility	Target dates/days
1.	Passing information regarding the cause to the HoD	Respective Faculty	On the first day of Medical Leave
2.	Reporting about the Medical Leave of faculty to the Principal & Office	HoDs	On the first day of Medical Leave
3.	Submission of ML form to HoD	Respective Faculty	On the day of return from ML
4.	Forwarding the ML form signed by the HoD to the Principal	HoD	On the day of Submission of ML form
5.	Forwarding the ML form approved by the Principal to the Office	Principal	On the day of receiving of ML form from the HoDs
6.	Checking the availability of ML & marking in Attendance/Log book	Office Assistant	On the day of receiving of ML form from the Principal

SOP FOR REVISION OF CURRICULUM AND SYLLABI

Objective: To elaborate the procedure for preparing and revising the curriculum and syllabi

Responsibility:

- All the teaching/ staff members
- Course Coordinators
- Stakeholders
- Department curriculum development cell
- Institution curriculum development cell
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Constitution of Curriculum Development Cell [CDC] (Institution level & Department Level)	Principal & HODs	1 st week of August
2.	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal ,CDC members	2 nd week of August
3.	CDC identifies shortcomings in the existing curriculum and prepares new curriculum	HOD & CDC	3 rd week of August
4.	Call for Meeting 2: Submitting policies about new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	Institution CDC Coordinator	1 st week of September
5.	Identification of Course coordinators	HOD	2 nd week of September
6.	Course coordinators design the Course Outcome and syllabus of their respective courses to meet Program Outcome.	Course Coordinators	3 rd week of October
7.	Interaction with Industry experts and Academicians with the proposed Curriculum and Syllabus to receive their suggestions	Stakeholders, HOD, Department CDC & all Faculty	3 rd week of November

8.	Incorporating the suggestions of Industry experts and Academicians	HOD, Department CDC & Course Coordinators	2 nd week of December
9.	Institution level discussion to arrive at common structure	Principal , HODs and CDC	3 rd week of December
10.	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses, 1 credit courses, mini project, industrial practices, mandatory courses, project work	HOD, Department CDC	1 st week of January
11.	Interdepartmental discussion	Principal , HODs and CDC	3 rd week of January
12.	Verification and Validation of curriculum and syllabi by expert committee comprising of Academicians, industry experts and Alumni.	Stakeholders	1 st week of February
13.	Revising the Curriculum & Syllabi based on expert committee's feedback	HOD, Department CDC & Course Coordinators	2 nd week of February
14.	Submitting the final draft of curriculum to BOS chairman for suggestions, corrections & updations	Department CDC	3 rd week of February
15.	Conduct of Board of Studies	HOD , Department CDC & Faculty	1 st week of March
16.	Prepare proceedings of curriculum accomplishing the suggestions from standing committee	BOS Chairman	2 nd week of March
17.	Forward the proceedings to Academic council for approval	Standing Committee Chairman	2 nd week of March
18.	Compile the proceedings with all amendments from academic council	BOS Chairman	3 rd week of March
19.	Forward to core companies and educationalists for information	BOS Chairman	3 rd week of March
20.	Distribution of authenticated curriculum to concerned departments and CoE	BOS Chairman	Last week of March
21.	Implementation & Monitoring	Principal/ BOS Chairman	June onwards

SOP FOR PREPARATION OF TUTOR WARD

Objective: To elaborate the procedure for Tutor ward related works

Responsibility:

- All the B.E / B.Tech Students
- Class tutors
- Snap Talk In charges.
- Heads of the respective Departments.
- Principal of the Institution.

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Allocation of students to the tutors	HoDs and tutors	1st week of May & Nov
2.	Categorizing the students based on the SWOT analysis and motivating them based on their levels.	Tutors	1st week of May & Nov
3.	Monitoring the Students discipline.	Tutors.	Daily Basis
4.	Conducting tutor ward meeting to counsel and to motivate the students.	Tutors	Daily Basis
5.	Conducting the tutor ward meeting to know the work progress and the involvement towards their academics.	Tutors	Daily Basis
6.	Recording of the Minutes of tutor ward meeting in the Tutor Log book.	Tutors, HOD	Weekly Basis
7.	Motivating the students to attend the online Coding Contest and other events to improve their programming skills.	Tutors	Daily Basis
8.	Motivating the students to do online courses and monitoring the status.	Tutors	Weekly Basis
9.	Motivating the students to participate in co-curricular and extra-curricular activities conducted in other reputed colleges.	Tutors	Daily Basis

10.	Maintaining the student record and student database.	Tutors	Daily basis
11.	Maintaining the master attendance and log book	Attendance Tutors	Daily basis
12.	Maintaining the daily and monthly attendance of students and sending reports to parents. Making the students who are having attendance below 80% to meet HoD.	Attendance Tutors, HoDs	1st week of every month
13.	Collecting student leave forms, OD form and extra-curricular & Co-curricular participation certificates	Attendance Tutor	Daily Basis
14.	Monitoring the Snap talk activity of the wards. Based on their performance they should be trained and motivated.	Tutors, Snap Talk In charges	Daily Basis
15.	Analysing the student's interest in various domains, so that they can be allowed to participate in the events that contribute to their interest.	Tutors	Daily Basis
16.	Providing On Duty to participate in the workshops, Symposiums and other activities after proper verification.	Tutors	Daily Basis
17.	Preparing the schedule to take seminar on what they have learnt from the events participated.	Tutors	Within two days after the event
18.	If the students have any grievances regarding their subjects, it shall be discussed with the respective faculties.	Tutors, HoD	Timely Basis
19.	Intimating all the parents regarding the Academic Review Meeting (ARM).	Tutors	One week before the meeting.
20.	Conducting Academic Review Meeting to inform about the progress of the students, placement related training, importance of mandatory courses, academic and co-curricular activity performance.	Tutors, HoD	Monthly Basis

21.	Preparing result analysis for Internal Test and End Semester exams.	Result Analysis tutor, HoDs	After 4 days from the test/ Exam completion date.
22.	Sending internal test marks and End Semester examination marks to parents	Result Analysis tutor, HoDs	After five days from the test completion date.
23.	Sending Appreciation letters to the parents of those who have secured top 5 ranks in the end semester examination.	Result Analysis tutor, HoDs	After two days of result announcement
24.	Forming the group for the placement related activities to train themselves.	Tutors	
25.	Preparing schedule and team for Mini - projects	Tutors, HoD	One week after commencement of Classes
26.	Arranging one day trip for the students to strengthen the tutor student relationship and build a rapport.	Tutors	Once / Twice in a semester

SOP FOR PREPARATION OF CLASS & INDIVIDUAL TIME TABLE

Objective: To elaborate the procedure for preparing Master, Class and individual teaching time table.

Responsibility:

- All the teaching/non-teaching staff members
- Class tutors
- Department Time Table co-ordinators
- Institution Time Table co-ordinator
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of academic schedule for academic year	Principal & HoDs	1 st week of April
2.	Releasing the academic schedule to all teaching/non-teaching staff members	Principal	2 nd week of April
3.	Receiving students willingness on elective courses	HoDs and Tutors	3 rd week of April
4.	Sharing the course option sheet to all faculty members	HoDs	4 th week of April
5.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 st week of May
6.	Course allocation meeting details to be used for class time table preparation	Department Time table co-ordinator	1 st week of May
7.	Call for 1 st common meeting of all department time table co-ordinators for sharing the information on service courses	Institution Time Table Co-ordinator	2 nd week of May
8.	Detailed Time table preparation (both class-wise & individual) and circulation to all teaching & non-teaching members	Department Time table co-ordinator	3 rd week of May

9.	Call for 2 nd Common meeting of all department time table coordinators for finalization	Institution Time Table Co-ordinator	3 rd week of May
10.	Preparation of department Master Time table	Department Time table co-ordinator	4 th week of May
11.	Preparation of Institution Master Time table	Institution Time Table Co-ordinator	4 th week of May
12.	Approval by Principal for Class, Individual and Master Time Table	Principal, departments & Institution Time table co-ordinators	4 th week of May

SOP FOR ACADEMIC REVIEW MEETING

Objective: To elaborate the procedure for conduct academic review meeting.

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Planning of academic review meeting	Principal, HODs	After the end of Internal test I & II (Twice in a semester)
2.	Information send through circular from the head of the institution regards to conduct academic review meeting	Principal	Last day of Internal test I & II
3.	Tutors have to inform the parents regards meeting through phone	Tutors	Three days prior to the meeting
4.	Tutors have to prepare the consolidated marks(Internal test & end semester exam), individual academic performance and attendance percentage of students	Tutors	Three days after the completion of Internal test I & II
5.	Discuss about the performance of the students	Parents, Tutors and Faculty members handling for the classes	Day of Academic review meeting
6.	Getting feedback from parents	Tutors, Parents	Day of Academic review meeting
7.	Booking of hall	Principal , HODs	The day before the meeting
8.	Arrangement of refreshments and food	AO	Day of Academic review meeting

SOP FOR PREPARATION OF SYLLABUS

Objective: To elaborate the procedure for preparing the syllabus.

Responsibility:

- All the teaching/non-teaching staff members
- CDC co-ordinators
- Syllabus Committee
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	After every semester collect the suggestion by Staff handled and students about their suggestion regarding syllabus and assessment methods	Syllabus validation committee using feedback mechanism	At the end of each semester.
2.	Preparation of Curriculum	CDC coordinators	1 st week of April
3.	Releasing the curriculum to all teaching staff members	Principal	
4.	Group the subjects into various domains	CDC coordinators	2 nd week of April
5.	Get willingness from staff members to prepare syllabus in a particular domain, based on their expertise.	HODs	2 nd week of April
6.	Discuss the outcomes and objective for each subject in the domain by brain storming. Assign subjects to each staff member in the group.	Staff members in each domain	3 rd week of April
7.	Release the comments received from Industry experts and other stake holders like senior batch students, staff who have handled the subject recently.	Respective HoDs	3 rd week of April
8.	List out the most important concepts to be learned by an undergraduate student in that subject and frame a draft syllabus.	Staff members in each domain	3 th week of April

9.	Frame a draft syllabus using some benchmark syllabus and feedback from stake holders.	Individual faculty	4 th week of April
10.	Discussion on prerequisite, reference books, overlapping of topics and other fine tuning	Staff members in each domain	1 st week of May
11.	Preparing the second draft based on the discussion done	Individual faculty	2 nd week of May
12.	Discussion regarding the assessment component suitable for each subject from the list of assessment methods	Staff members in each domain	2 nd week of May
13.	Preparing the final draft with all type of mapping done.	Individual faculty	3 rd week of May
14.	Evaluate the syllabus using a rubrics	Syllabus validation committee	4 th week of May
15.	Validation of syllabus using an External expert	Syllabus validation committee	4 th week of May
16.	After incorporating the changes make the final draft to be submitted for BOS	Individual faculty	Last day of May

SOP FOR ACADEMIC PERFORMANCE INDEX

Objective:

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

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Faculty appraisal form circulated by Principal to all the faculties.	Principal	1 st week of April
2.	Faculties can fill the appraisal form as per the guidelines given by the principal	Individual faculty	2 nd week of April
3.	HODs can review the filled appraisal form	HoDs	3 rd week of April
4.	HOD's shall submit the appraisal forms to the principal	HoDs	4 th week of April
5.	Principal shall evaluate the forms and shall submit the same to the chairperson.	Principal	1 st week of May

SOP FOR PREPARATION OF STUDENTS FEEDBACK

Objective: To elaborate the procedure for preparing students feedback.

Responsibility:

- Class tutors
- All the students
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback and sending to students.	HoD	November 1 st week & December 1 st week
2.	Tutors shall monitor and collect the feedbacks from students.	Tutors & students	November 1 st week & December 1 st week
3.	Consolidate the collected feedback from students	HoD	November & December
4.	Necessary actions will be taken based on feedbacks	HoD and Principal	November & December

SOP FOR RESEARCH PROPOSAL

Objective: To elaborate the procedure for preparing Research Proposal.

Responsibility:

- All the Full time / part time research scholars
- All the teaching staff members
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Individual researchers will undertake periodic reviews of the research calls of relevance to their research	Researchers/ Staff members	ASAP/monthly/Round the year
2.	Researchers contacted by an organization / individual to join a consortium already created or to investigate the possibility to collaborate with SKCT in any capacity are to inform the Head of the department by e-mail of their intention to contribute to the application process	Researchers/ Staff members	ASAP/monthly/Round the year
3.	Researchers will upload any relevant documentation to Research Funding agencies	Researchers/ Staff members	ASAP/monthly/Round the year
4.	Researcher to log the application through funding agency portal	Researchers/ Staff members	ASAP/monthly/Round the year
5.	Researcher to provide contact details of all potential partners involved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers/ Staff members	ASAP/monthly/Round the year
6.	Researcher to meet with Research coordinators to prepare the budget proposal for the project	Researchers/ Staff members	ASAP/monthly/Round the year

7.	Researcher to meet with Head of the department to identify potential resources needed to complete the project	Researchers/ Staff members & HoD	ASAP/monthly/Round the year
8.	The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about <ul style="list-style-type: none"> ▪ Timelines for proposal submission ▪ Other upcoming calls and proposals 	Principal Investigator, Co Investigator	ASAP/monthly/Round the year
9.	Researchers are required to <ul style="list-style-type: none"> ▪ Upload the draft proposal ▪ Provide supporting documentation (budget, Plan of activities etc.) 	Researchers / Staff members	ASAP/monthly/Round the year
10.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers / Staff members	ASAP/monthly/Round the year
11.	Second stage Approvers to review final proposal	Researchers / Staff members	ASAP/monthly/Round the year
12.	Researcher to submit proposal	Researchers / Staff members	ASAP/monthly/Round the year
13.	Researcher is to ensure that all finalized document versions are uploaded <ul style="list-style-type: none"> ▪ Description of work (final version to be submitted) ▪ Detailed projected Project budget breakdown - full proposal 	Researchers / Staff members	ASAP/monthly/Round the year
14.	Researcher is required to requested to provide copies of the following documents <ul style="list-style-type: none"> ▪ Evaluation report with scoring (for successful and non-successful projects) ▪ Details of Grant Preparation (when proposal has been successful) 	Researchers / Staff members	ASAP/monthly/Round the year

15.	<p>Researchers are requested to upload copies of the following documents from the implementation of the project</p> <ul style="list-style-type: none"> ▪ Deliverables for which SKCT is responsible ▪ Milestones for which SKCT is responsible ▪ Dissemination and Communication Plans ▪ All budgetary and financial communications ▪ Interim Project Activity Reports ▪ Final reports 	Researchers / Staff members	ASAP/monthly/Round the year
16.	<p>Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference papers etc.</p>	Researchers / Staff members	ASAP/monthly/Round the year

SOP FOR SUBJECT ALLOTMENT

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

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of academic schedule for academic year	Principal & HoDs	1 st week of April
2.	Releasing the academic schedule to all teaching/non-teaching staff members	Principal	2 nd week of April
3.	Receiving students willingness on elective courses	HoDs and Tutors	3 rd week of April
4.	Receiving service courses from the relevant departments	HoDs	3 rd week of April
5.	Sharing the course option sheet to all faculty members	HoDs	4 th week of April
6.	Analysing the competency of staffs in subject chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	HoDs	4 th week of April
7.	Allocating the subjects to the faculty based on the number of times the subject handled, result analysis and student's feedback	HoDs	4 th week of April
8.	Assigning the Practical labs corresponding to the theory allotted to the faculty.	HoDs	4 th week of April
9.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 st week of May
10.	Approval by Principal for Subject allotment	HoDs	1 st week of May

SOP FOR PREPARATION OF DEPARTMENT BUDGET

Objective: To elaborate the procedure for preparing Department Budget for the Academic Year 2016-17.

Responsibility:

- All the teaching/non-teaching staff members
- Department Budget co-ordinators
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Establishment of a budget implementation team to start working on budget Planning & Preparation	HoD	1 st week of April
2.	To start working on Department Budget preparation, based on the requirement and new high priority spending initiatives.	Principal and HoD	2 nd week of April
3.	Reviewing and Prioritizing the on-going and new activities by Budget Committee & sending it to Chairperson and Management Trustee	Principal and HoD	3 rd week of April
4.	Preparation/Developing of Budget plan	HoD	4 th week of April
5.	Reviewing current program budget structure (Program budgeting), developing program narratives and performance indicators based on actual resources.	HoD	1 st week of May
6.	Study the requirements through sending an internal budget circular to all Department faculties.	HoD	1 st week of May
7.	Conducting a Department Brain storm session for Budget Preparation.	HoD	2 nd week of May
8.	Prioritizing requirements and finalising proposals for Budget preparation for Current Academic year .	HOD	3 rd week of May

9.	Preparing Detailed proposal of Internal Department Budget and Submitting the proposals to chairperson and Managing Trustee.	HoD	3 rd week of May
10.	Preparing final draft budget for current academic year	HoD	4 th week of May
11.	Presenting the Draft Budget to Chairperson and Management Trustee	HoD	4 th week of May
12.	Attending the Budget hearing meeting of other departments	HoD	4 th week of May
13.	Budget Revision based on Budget hearing meeting decision.	HoD	4 th week of May
14.	Conveying approved Budget to department	HoD	4 th week of May
15.	Releasing the Budget Fund to Approved Budget Proposals	Management	4 th week of May

SOP FOR CURRICULUM DEVELOPMENT

Objective: To elaborate the procedure for preparing Curriculum for respective programme.

Responsibility:

- Subject Experts of respective Departments
- Respective department SIRG Members
- Heads of the respective Departments
- Principal of the institution

Procedure:

S.No.	Activities	Responsibility	Target Date
1.	Analysing the need for curriculum revision	HODs	November 1 st week
2.	Constitution of Curriculum Development / Revision Committee	Principal	November 2 nd week
3.	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, CDC Members	November 2 rd week
4.	Call for meeting 2 : Submitting policies about new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	Institution CDC Coordinator	November 3 rd week
5.	Submission and Appraisal of the Preliminary Draft to management , core companies & Educationalists	Department CDC incharges / HODs	December 1 st week
6.	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum & syllabi	Department CDC incharges	December 3 rd week
7.	Making modifications against suggestions from core companies and educationalists	Department CDC incharges / HODs	December 4 th week

8.	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses and credit hours.	Department CDC incharges / HODs	December 4 th week
9.	Submitting the developed curriculum to BOS chairman for suggestions, corrections & updating	Department CDC in charge	January 1 st week
10.	BOS chairman to submit the corrected final curriculum to standing committee	BOS Chairman	January 2 nd week
11.	Call for meeting : to inspect the final developed curriculum	Standing Committee chairman	January 2 nd week
12.	Prepare proceedings of curriculum accomplishing the suggestions from standing committee	BOS Chairman	January 3 rd week
13.	Forward the proceedings to Academic council for final validation & approval	Standing Committee chairman	January 3 rd week
14.	Call for meeting: to validate the proceedings of the curriculum	Academic convenor	January 4 th week
15.	Compile the proceedings with all amendments from academic council	BOS Chairman	January 4 th week
16.	Submission of all departments curriculum for appreciation and approval	Institution CDC Coordinator	February 1 st week
17.	Forward to core companies and educationalists	BOS Chairman	February 1 st week
18.	Getting approval from management	Principal / BOS Chairman	February 2 nd week
19.	Distribution of authenticated curriculum to concerned departments and CoE	BOS Chairman	February 2 nd week
20.	Implementation & Monitoring	Principal / BOS Chairman	June onwards

SOP FOR PREPARATION OF CLASS ROOM MAINTENANCE

Objective: To elaborate the procedure for Maintaining the class room.

Responsibility:

- House keepers
- Students
- All the teaching/non-teaching staff members
- Class tutors
- Furniture in charge of the respective Departments.
- Institution Technician/system Administrator of respective department.
- Heads of the respective Departments
- Principal of the institution

Procedure:

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

SOP FOR PREPARATION OF LABORATORY MAINTENANCE

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

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Teaching Assistant(s)	1 st week of April
2.	Maintain the Analytical equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab technician(s)	2 nd week of April
3.	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co-ordinators.	3 rd week of April
4.	The "Equipment Calibration/Maintenance log" has to be filled and signed and kept in file in HoD office and a copy in the lab coordinator's office.	Lab Co-ordinators. HoDs	4 th week of April
5.	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab.	Lab-Coordinator, Teaching assistant(s)	1 st week of May.

6.	A sticker with “Calibrated on DD/mm/yyyy” shall be pasted on the equipment.	Lab technician(s)	2 nd week of May
7.	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,	Teaching assistant(s) Lab Coordinator and/or HoD.	3 rd week of May
8.	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Teaching assistant(s) and/or lab technician(s), HOD	3 rd week of May
9.	Maintain the research equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Researcher(s)	4 th week of May
10.	Unused or out of performance equipment should be marked with a sticker that the equipment “Out of service and not to use”.	Lab technician(s)	4 th week of May
11.	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab technician(s) & Lab Co ordinator.	Every day
12.	Housekeeping register has to be maintained for laboratories.	Lab technician(s) & Lab Co ordinator.	Every day

SOP FOR ACADEMIC PERFORMANCE MONITORING

Objective: To elaborate the procedure for Academic performance monitoring of faculty.

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of course information for academic year	Concerned subject handling faculty	1 st week of April
2.	Verification and approval of course information	HoDs	2 nd week of April
3.	Preparation of course content for 60% of syllabus	Concerned subject handling faculty	Real time
4.	Sharing the course plan and course information to students through google classroom	Class tutors and Concerned subject handling faculty	4 th week of June
5.	Implementation of class room lecture delivery	Concerned subject handling faculty	1 st week of July
6.	Monitoring class room lectures of each faculty by respective mentors	Faculty mentors	Continuous
7.	Preparation of question paper for continuous internal assessment based on revised blooms taxonomy	Concerned subject handling faculty	4 th week of July
8.	Evaluation and distribution of answer sheets on stipulated time.	Concerned subject handling faculty	Within 3days from the commencement of exam
9.	Capstone components should be assigned and evaluated through appropriate tools	Concerned subject handling faculty	As scheduled in course plan

10.	Preparation of question bank	Concerned subject handling faculty	2 nd week of October
11.	Receiving feedback from students	HoDs	4 th week of October
12.	Mapping of end semester examination result with CIA to figure out the attainment level	Concerned subject handling faculty	After announcement of end semester result

SOP FOR CONDUCTION OF MEETING

Objective:

- a) To detailed the agenda and the purpose of the meeting
- b) To collaborate with staff on developing norms for expected behaviour
- c) Create Faculty “Base teams”

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of Agenda for the meeting	Principal & HoD	Before 2 days
2.	Posting the Agenda to all the teaching /non-teaching faculty members	HOD	Before 2 days
3.	Preparation of materials that is required for the discussion in the meeting	HoD & Faculty Members	Before the meeting
4.	Making arrangement such that they are unoccupied at the time of meeting	HoD & Faculty Members	A day before
5.	Availability of the fixed venue & arrangement of chairs should be made	Attendees	A day before
6.	A Reminder for the meeting	HOD	The Day morning
7.	Arrival of Faculty members and HOD to the venue	HoD & Faculty Members r	Before 10 minutes
8.	Commencement of the discussion based on the Agenda with general greeting.(Adhering strictly to the agenda)	HoD & Faculty Members	On time
9.	Taking Minutes	Recorder	During the meeting

10.	Work allotments that is made in the discussion should be noted	Concerned Faculty members	During the meeting
11.	General discussions & suggestions	HoD & Faculty Members	Last session of the meeting
12.	Refreshments can be provided to attendees which will render them a physical and psychological boost	Attenders	Last session of the meeting
13.	End of the meeting	HOD	On time
14.	Make of minutes in both soft & hard copy	Recorder	Next day of the meeting
15.	Minutes been acknowledged by HOD & faculty members	HOD (Recorder) Faculty members (Attenders)	Next day of the meeting
16.	File the minutes	Recorder	Next day of the meeting

SOP FOR INTRODUCTION OF NEW SUBJECTS

Objective: To elaborate the procedure for introducing new subjects in the curriculum.

Responsibility:

- All the teaching staff members
- Representatives from academia
- Representatives from Industry
- Representatives from Civil Society and Alumni
- Representatives from Research and Development Organization
- Heads of the respective Departments
- Deans and Directors of the institution
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Direction for introduction of new subjects through stimulants from scholars, alumni, representatives from academic institutions, industries, research and development organizations	Principal & HoDs	Last week of December
2.	Undertaking need assessment through collection of data, structured questionnaire, focussed group discussions, review of on-going courses, feedback from academia	HODs, Faculty Members	2 nd week of January
3.	Assignment of Faculty members to frame the first draft of the syllabus based on their expertise in the related subject area	HODs, Faculty Members	2 nd week of February
4.	Comparison and discussion on the syllabus framed with the same framed by reputed Universities and develop the second draft.	HODs, Faculty Members	2 nd week of March

5.	Board of Studies meeting held to discuss the second draft of the syllabus and seek approval to be included in the curriculum	HoDs, faculty members, Alumni, Representatives from academic institutions and industry	1 st week of April
6.	Revise the draft of the syllabus as suggested by the Board of Studies Members and submit for approval	HODs, Faculty Members	3 rd week of April
7.	Call for 2 nd Board of Studies meeting to discuss and seek approval for inclusion of the new subject in the curriculum	HoDs, faculty members, Alumni, Representatives from academic institutions and industry	1 st week of May
8.	Revise the regulations to facilitate the inclusion of the new subjects	Principal & HoDs	2 nd week of May
9.	Arrange FDP for the faculty members to get trained in the new subject	Principal, HODs and Representatives from academia and industry	2 nd week of May

SOP FOR PURCHASE OF CONSUMABLES

Objective: To elaborate the procedure for purchasing consumable.

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	List of consumables required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 st week of April
2.	The purchase committee in-charge will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Purchase Committee in-charge and Lab in-charges	2nd week of April
3.	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the Purchase Committee in-charge	Purchase Committee in-charge and Lab in-charges	3rd week of April
4.	With the approval of the Purchase Committee in-charge regarding the suppliers, quotations have to be collected from those companies.	Purchase Committee in-charge and Lab in-charges	3rd week of April
5.	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. The approval of the purchase for the actual amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4 th week of April
6.	Once after getting the approval from the Management, proforma invoice from the best supplier is to be collected and an request has to be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Purchase Committee in-charge and HOD	2 nd week of May

7.	Once after receiving the cheque from the Management, the concerned lab in-charges have to purchase the consumables with the supplier.	Lab in-charges, Non-teaching staff	4 th week of May
8.	The purchased consumables should be entered in the respective stock register	Non-teaching staff, Lab in- charges, Purchase Committee in- charge, HOD and Principal	4 th week of May
9.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in- charge	1 st week of June

SOP FOR PURCHASE OF EQUIPMENTS

Objective: To elaborate the procedure for purchasing equipment

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	List of equipment required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 st week of Feb
2.	An expertise team (set of Faculty members) within the Department will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Expert team and Lab in-charges	4th week of Feb
3.	After the finalization of the requirements, the individual lab-in-charges have to identify the reputed suppliers (minimum of 4) and should inform the same to the expertise team.	Expert team and Lab in-charges	1 st week of March
4.	With the approval of the expertise team regarding the suppliers, quotations have to be collected from those companies.	Expert team and Lab in-charges	2 nd week of March
5.	Based on the quoted price, the approximate cost for the entire requirements should be calculated and the approval of the purchase for the approximate amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4 th week of March
6.	A demo should be made available to the set of Faculty members about those equipment's functions and specifications from all companies.	Non-teaching staff, Faculty members	1 st week of April

7.	The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on.	Faculty members	2 nd week of April
8.	A meeting should be organized with Purchase committee in charge and the expertise to discuss about the outcome of the demonstrations made by the companies.	Purchase committee in-charge and Faculty members	3 rd week of April
9.	Recommendations are collected by the purchase committee in charge from the Faculty members and the expertise team and the pros and cons are to be discussed.	Purchase committee in-charge and Faculty members	3 rd week of April
10.	The Purchase committee in charge may request all the companies to give the best revised price again after the demonstrations.	Purchase committee in-charge	4 th week of April
11.	With the new revised cost, a comparative statement has to be prepared and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted.	Purchase committee in-charge and HOD	4 th week of April
12.	The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by expertise team. Different products can be from different suppliers.	Purchase committee in-charge and HOD	4 th week of April
13.	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in-charge, HOD and Principal	1 st week of May
14.	The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required.	Purchase committee in-charge and HOD	1 st week of May
15.	Once after getting the final approval, the purchase order should be made ready and sent to the supplier and the terms and conditions should be followed strictly.	Purchase Committee in-charge and HOD	3 rd week of May

16.	The details of the order placed with the one supplier should not be known to the other supplier and there should not be any personal communication regarding the purchase, failing in which will leads to enquiry and memo.	Purchase Committee in-charge and Faculty members	3 rd week of May
17.	Follow up should be made regarding the delivery	Purchase Committee in-charge	3 rd and 4 th week of May
18.	Once after the delivery, all the equipments should be thoroughly verified by the lab in charges in terms of quantity, functionalities, help manuals, warranty cards and bills	Lab in charges and Faculty members, Non-teaching staff	1 st week of June.
19.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	3 rd week of June

SOP FOR DEPARTMENT LIBRARY

PURPOSE:

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

SCOPE:

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

RESPONSIBILITY:

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

PROCEDURE:

1. Process for organization of new books:

- The department library in-charge receives books from the main library/recommended copies from publishers.
- New books are recorded in the library stock register where each volume is assigned an accession number.
The details of the entry include: access number, author title, book title, name of the publisher, the price and remarks.
- Write the access number on the front of title page and then keep it in the display rack according by access number.

2. Circulation Section and Borrowing Privileges:

2.1 Issue/Return Procedure for staff members

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

While Issuing Books:

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

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

While Receiving the Books:

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

2.2 Outside Visitors

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

2.3 Theft / Misuse of library resources

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

2.4 Loss / Mutilation / Damage to documents by faculty

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

2.5 Documents that can and cannot be borrowed

Documents that can be borrowed:

- Books from the general shelf can be borrowed.

Documents that cannot be borrowed:

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

SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate the procedure for preparing Monthly Report.

Responsibility:

- All the teaching/non-teaching staff members
- Department Monthly Report co-ordinator
- Institution Monthly Report co-ordinator
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Sharing the various activity option sheet to all faculty members.	Department Monthly Report co-ordinator	1 st day of Every month
2.	Day by day updating the shared sheet along with photographs(if available)	All the teaching/non-teaching staff members	1 st to 4 th week of Every month.
3.	Consolidation and Preparation of department Monthly Report.	Department Monthly Report co-ordinator.	4 th week of Every month
4.	Submitted to HoD for necessary approval for Department Monthly Report.	Heads of the respective Departments	Last day of Every month
5.	Consolidation and Preparation of Institution Monthly Report.	Institution Monthly Report co-ordinator	1 st week of Consecutive months.
6.	Submitted to Principal for necessary approval for Institution Monthly Report.	Institution Monthly Report co-ordinator	1 st week of Consecutive months.
7.	Releasing the Monthly Report to all teaching/non-teaching staff members.	Principal of the institution	1 st week of next Consecutive months.

SOP FOR PREPARATION OF BOARD OF STUDIES MEETING

Objective: To elaborate the procedure for the conduction of Board of Studies meeting.

Responsibility:

- Department Board of studies members
- Heads of the respective Departments (BOS Chairman)
- Expert members

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Identify the members for Board of Studies : Educationalist, Stakeholders, senior faculty members of department	BOS Chairman	3 rd week of December
2.	Communicating with the identified persons for their consent	BOS Chairman	3 rd week of December
3.	Date finalised for conduction of BOS meeting for validating curriculum	BOS Chairman and CDC members	4 th week of December
4.	Intimation of the meeting date sent to BOS members	BOS Chairman	4 th week of December
5.	Curriculum received from CDC and sent to BOS members	BOS Chairman	1 st week of January
6.	Comments received from BOS members conveyed to CDC members	BOS Chairman	2 nd week of January
7.	BOS meeting convened and suggestions are noted	BOS In-charge	2 nd week of January
8.	Suggestions and corrections noted are handed over to Department CDC In-charge	BOS Chairman	2 nd week of January
9.	Final draft received from Department CDC In-charge	Department CDC In-charge	2 nd week of January
10.	The corrected final curriculum is submitted to standing committee	BOS Chairman	2 nd week of January

11.	Date finalised for conduction of BOS meeting for validating syllabus	BOS Chairman and CDC members	1st week of February
12.	Intimation of the meeting date sent to BOS members	BOS Chairman	1st week of February
13.	Syllabus received from CDC and sent to BOS members	BOS Chairman	2 nd week of February
14.	Comments received from BOS members conveyed to CDC members	BOS Chairman	3 rd week of February
15.	BOS meeting convened and suggestions are noted	BOS In-charge	4 th week of February
16.	Suggestions and corrections noted are handed over to Department CDC In-charge	BOS Chairman	4 th week of February
17.	Final draft of the syllabus received from Department CDC In-charge	Department CDC In-charge	2 nd week of March
18.	The corrected final curriculum and syllabi submitted to standing committee	BOS Chairman	2 nd week of March

SOP FOR PREPARATION OF RESPONSIBILITIES ASSIGNING

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

Responsibility:

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

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	List the roles that are needed for each task in the procedure	Principal & HoDs	1 st week of May
2.	Include the responsibilities for each role	Principal & HoDs	2 nd week of May
3.	Roles can then be assigned to qualified individuals, and a list that indicates who is assigned to each role	HoDs	3 rd week of May
4.	Assigning roles is based on their knowledge and experience	HoDs	3 rd week of may
5.	Review the roles of faculty member periodically	Principal & HoDs	Once in a Month

SOP FOR CLASSROOM ALLOTMENT

Objective: To elaborate the procedure for classroom allotment to support the instructional program of the institution.

Responsibility:

- Department co-ordinator
- Heads of the respective Departments
- Administrative Officer of the institution
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Classify the lecture halls Based on the floor space, lecture halls can be categorized as i. Large Lecture Halls: Seating capacity of 70 or higher ii. Medium lecture Halls: Seating capacity of 55-69 ii. Small lecture Halls: Seating capacity less than 55	Administrative Officer(AO)	1 st week of April
2.	Lecture Hall Statistics List the total no: of lecture halls available along with their seating capacity	AO	2 nd week of April
3.	Department owned Lecture halls List the total no: of lecture halls exclusive to each department with their seating capacity	AO	2 nd week of April
4.	Student Statistics No: of Students admitted to each engineering branch has to be obtained year wise (First Year to Final Year)	Department Coordinator	2 nd week of April
5.	A common meeting shall be convened among the department coordinators, HODs and AO to share the statistical data collected.	Department Coordinators & AO	3 rd week of April

6.	Based on the student strength and lecture hall size, each department can segregate their students into sections.	Department Coordinators	3 rd week of April
7.	<p>i. If department owned lecture halls are available, classrooms can be allotted within the department block itself.</p> <p>ii. If department owned lecture halls are not available, classrooms can be allotted in the general classroom block (CB-1, CB-2)</p>	Department co-ordinators & AO	4 th week of April
8.	<p>Classroom allocation in General classroom block</p> <p>i. Each floor of the block can be allotted to a particular department.</p> <p>ii. If sufficient no: of lecture halls are not available, allotment can be done in the next floor.</p>	Department co-ordinators & AO	4 th week of April
9.	<p>If sufficient lecture halls are not available, remedial measures has to be taken</p> <p>Short term solution: Increasing the fill ratio of the room (Allotting a class of 70 to a room of capacity 50)</p> <p>Long term solution: New block should be constructed in the campus</p>	Department co-ordinators, HOD & AO	
10.	A common meeting of all department coordinators & AO can be convened to prepare the final classroom allocation chart	Department co-ordinators & AO	4 th week of April
11.	Approval by Principal for Classroom allocation	Department Co-ordinator, HOD, AO	1 st week of May

SOP FOR ASSOCIATION ACTIVITIES

Objective: To elaborate the procedure for association activities.

Responsibility:

- All the teaching/non-teaching staff members and student members
- Association Advisor
- Association Deputy Advisor
- Treasurer
- Student Secretary
- Student Joint Secretary
- Office Bearers

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Selection of Advisor, Deputy Advisor and Treasurer	HoD & all teaching Staffs	1 st week of May
2.	Requesting schedule of activities from all staff members	Advisor	2 nd week of May
3.	Preparation of budget	Advisor & Treasurer	3 rd week of May
4.	Preparation of schedule of activities	Advisor & Deputy Advisor	4 th week of May
5.	Selection of Secretary from IV year	Advisor Deputy Advisor Treasurer	1 st week of June
6.	Selection of Joint Secretary from III year	Advisor Deputy Advisor Treasurer	1 st week of June
7.	Selection of Office bearer from II year	Advisor Deputy Advisor Treasurer	1 st week of June
8.	Meeting with Secretary, Joint Secretary and office bearers to discuss the schedule of activities	Advisor Deputy Advisor Treasurer	2 nd week of June
9.	Rescheduling of activity after getting input from student member, if needed	Advisor Deputy Advisor Treasurer	3 rd week of June
10.	Inaugural of Association activity	Advisor Deputy Advisor Treasurer	3 rd week of June

11.	Seminar, Guest lecture, Workshop, FDP, Conference etc	Association staff members & Event organizing Staff members	As per schedule
12.	Guest Confirmation	Association staff members & Event organizing Staff members	Before 2 weeks/ atleast one week before the event
13.	Budget of Event	Association staff members & Event organizing Staff members HOD Principal Management	A month before the event
14.	Hall Booking	Association staff members & Event organizing Staff members	A month before the event
15.	Transport/ Boarding facility	Association staff members & Event organizing Staff members	A month before the event
16.	Food/snacks	Association staff members & Event organizing Staff members	A week before the event
17.	Accessories to the participants	Student members	A week before the event
18.	Flex design	Student members	At least two week before the event
19.	Decoration, Kolam, reception desk, battery for mic	Student members	A day before the event
20.	MC desk	Student members	A week before the event
21.	For workshop-lab arrangement	Association staff members & Event organizing Staff members Lab assistant	A week before the event

22.	Report of the event	Association staff members & Event organizing Staff members Student members	Within three days after the event
23.	Expenditure statement along with bills	Association staff members & Event organizing Staff members Student members	Within two days after the event

SOP FOR FEEDBACK ABOUT FACULTY

Objective: To elaborate the procedure for Collecting feedback about faculty

Responsibility:

- Class tutors
- All the students
- Heads of the respective Departments
- Principal of the institution

Procedure:

S No.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback	HoDs	Beginning of every semester
	i) To be collected from students (ONLINE) ii) To be collected from Peer Evaluators		
2.	Sharing of feedback forms to students through Google forms	HoD	Mid of the semester
	Sharing of feedback forms to Evaluators		1 st week of Reopening of classes
3.	Entry of Feedback from students in Google forms	Students	Within one week (After the form is shared)
	Faculty Evaluation	Peer Evaluators assigned by HoD	Twice or Thrice in a Semester
4.	Consolidate the collected feedback from students	HoD	Within one week (After the form is filled)
	Consolidate the collected feedback from Evaluators	Peer Evaluators assigned by HoD	Within two days (After the faculty is evaluated)
5.	Necessary actions will be taken based on feedbacks for faculty performance improvement	HoD and Principal	Immediate

SOP FOR PREPARATION OF COMMUNICATION WITH PARENTS

Objective: To elaborate the procedure for preparing Communication with parents.

Responsibility:

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

Procedure:

External communication is an integral part of any System. It is our goal to engage parents and the community in the way decisions are made, communicated, and implemented so that collaborative decision-making is embedded in daily operations.

Therefore, the following SOPs have been developed to keep parents and the community informed and to gather perceptions from parents and the community so input/feedback is gathered consistently and effectively.

Surveys will be done throughout the year to determine parents' perceptions regarding various areas of interest.

S No.	Activities	Responsibility	Target dates/days
1.	A survey based on parent's feedback regarding infrastructure and lab facility	Principal & HoDs	1 st week of July
2.	Parents act as the main stake holders during BOS for framing the curriculum and syllabi	HoDs & Teaching Staff	2 nd week of April
3.	Informing the parents via post or call in case of any discrepancies	HoDs & Tutors	Real time
4.	Academic meetings with parents along with the students	HoDs, Tutors & Teaching Staff	After every CIA