

Guidelines to carryout SOP activities for the year 2019-2020

Ref: 1) Letter issued by honorable President to all principals, No. 181//2016-17, dated 16/7/2016.

2) Letter issued by association level coordination committee for standard operating procedures, No.181/2016-17, dated 22/7/2016.

Principals of all institutes are hereby informed to adhere to the guidelines set by SOP Cell

A) Establishment of Institute level Committees

1. All faculty members and administrative staff including registrar/office superintendent, librarian and accountant will be divided into five committee's namely academic affairs committee, research affairs committee, administrative affairs committee, student experiences & placement affairs committee and internal quality affairs committee.
2. The committee heads will be designated as Chief Coordinators of respective committee.
3. The Chief Coordinator of each committee should be a senior faculty member.
4. Principal may nominate one faculty member (preferably NAAC Criterion Head) as Associate Coordinator.
5. The responsibility of executing set goal/target lies equally on all members of committee
6. Chief Coordinators must submit monthly progress report in consultation with the Principal. Any member of respective committee can also submit reports in consultation with Chief Coordinator and Principal.
7. Institute's IQAC Coordinator should be the Chief Coordinators of Internal Quality Affairs Committee of SOP.
8. Submit immediately about constitution of committees along with their contact details to the SOP Cell.

B) Procedure for submitting monthly progress report

1. Prepare plan of activities in one month advance and send it as plan for the month of X.
2. Submit monthly progress report online as per requirement of SOP Cell.
3. Produce necessary documents/reports/photographs during review meeting

C) Procedures to conduct review meetings by SOP Cell

1. Bimonthly review meetings will be arranged at institute level for reviewing progress in the SOP activities.
2. As and when required, additional meeting(s) may be convened at institute level or at management level.
3. Annual review will be conducted as Manthan on end of effective period.

D) Duties of Internal Quality Affairs Committee

To assist the Principal in executing the following:

1. To assist in quality improvement in teaching-learning-evaluation.
2. To establish IQAC Cell as per requirements of accreditation bodies
3. To facilitate for establishing e-governance in prime area of operations.

4. To create an eco system for staff empowerment
5. To conduct internal and external audits
6. To create parent's friendly atmosphere in the institute
7. To keep all records pertaining to SOP and other internal committees at one place.
8. To implement policies for enhancing human values and professional ethics.
9. To bring awareness among staff and students regarding institutional values and social responsibilities
10. To adhere to the forecasted best practices and institutional distinctiveness.
11. To publish quarterly news bulletin and annual magazine.
12. Any other works entrusted by Principal and Management.

Note: Duties/ responsibilities of other committees and mode evaluation remain same as described in the above referred letters.

NEW TARGETS FOR THE 3RD CYCLE OF SOP-2019

Sl. No	SOP Committees	Attributes structured with reference to NAAC Criteria
1.	Academic affairs Committee	CRITERION I – CURRICULAR ASPECTS CRITERION II -TEACHING-LEARNING AND EVALUATION
2.	Research Affairs Committee	CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION
3.	Administrative Affairs Committee	CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES
4.	Student Experiences and Placement affairs Committee	CRITERION V - STUDENT SUPPORT AND PROGRESSION
5.	Internal Quality Affairs committee	CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

ORGANOGRAM OF SOP COMMITTEES

