



**PRAMOD RAM UJAGAR TIWARI SAKET INSTITUTE OF
MANAGEMENT**
Master of Management Studies

Saket Vidyanagari Marg, Chinchpada Road, Katemanivali, Kalyan- (E)

STANDARD OPERATING PROTOCOL

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

TABLE OF CONTENTS

File No	List of SOP	Page No
1	Admission Process	1
2	Administrative and Academics Bodies	5
3	Assigning Responsibilities	20
4	Branding of an Institution	22
5	Competencies	26
6	Conduction of Meeting	28
7	Environment Management System	31
8	Fees Collection	34
9	Internal Audit	36
10	Industry Institute Partnership Cell	38
11	Monthly Report	41
12	NBA & NAAC related work	43
13	Preparation of Budget	47
14	Purchase of Consumables	50
15	Purchase of Equipment	53
16	Record Management Policy	57
17	Social Media	72



18	Statutory Compliance	77
19	Stock Verification	80
20	Training & Placement Cell	82



SOP FOR ADMISSION PROCESS

Objective: To elaborate the procedure for student admission

Responsibility: Admission Counselling Cell

Procedure:

Steps	Activity
1	CMAT/ CAT/ MAH-MBA/MMS CET Notification
2	Registration for MH CET/ CMAT/ CAT
3	CMAT/ CAT /CET Exam
4	Declaration of Result
5	Registration for CAP
6	Documents Verification by FC
7	DTE Merit List for CAP
8	CAP Option Form Filling for round 01
9	Allotted Desired College for round 01
10	Candidates Freeze seats/ Floats
11	Report to College with all documents
12	Display of Vacant Seats after CAP
13	CAP Option Form Filling round 02
14	Allotted Desired College for round 02
15	Candidates Freeze seats
16	Report to College with all documents
17	Notification for Against CAP/ Institute level Seats
18	Inviting Applications
19	Eligibility Check
20	College Merit List of Against CAP/ Institute level Seats
21	University Enrolments
22	Admission Confirmed
23	Collection of data from enrolled student data for Identity cards.
24	Intimation of the orientation program for students.



ELIGIBILITY CRITERIA

Candidates seeking admission to MBA/MMS (MASTER IN MANAGEMENT STUDIES) Course should be Graduate of minimum three years duration in any discipline recognized by the Association of Indian Universities (AIU), with minimum 50% marks in aggregate (45% in case of candidates of backward class categories and persons with disability belonging to Maharashtra State only). Candidates who appear for the final year examination of any Bachelor's degree of minimum three years duration in any discipline recognized by the AIU can also apply. Such candidates can apply for provisional admission subject to passing the Degree examination with the percentage of marks mentioned above. Candidates should have appeared for the Common Entrance Test (MAH-MBA/MMS-CET 2022) conducted by the DTE (Directorate of Technical Education, Maharashtra) or CAT (conducted by the IIM), CMAT (NTA), and should have obtained the requisite score.

OR

Appeared** for the final year examination of any Bachelor's degree of minimum three years duration in any discipline recognized by the Association of Indian Universities. Such candidates can be considered for provisional admission subject to passing the Degree exam with minimum of 50% marks in aggregate* (45% in case of candidates of backward class categories belonging to Maharashtra State only). The pedagogical feature of the course is the extensive use of case studies and live projects based on current corporate situations. The case studies and projects are selected so that they develop the students' ability to think about business as a whole and it's including 60 days summer internship. The result is an intensive, highly interactive learning experience for the students.

Documents to be submitted along with application:

Candidates have to submit two attested copy of the following documents along with the application for Admission:

Statement of Marks - S. S. C. / H. S. C. / Graduation

Degree / Passing Certificate

Entrance Test Score Card

College Leaving Certificate / TC

Migration Certificate (In case candidate qualifying Examination other than Mumbai University)

Eligibility Certificate (In case candidate qualifying Examination other than Mumbai University)

Caste Certificate, Caste Validity and Non-creamy layer if applicable

GAP Affidavit if applicable



Domicile Certificate (if applicable) or Nationality Certificate

Aadhaar Card Photo copy



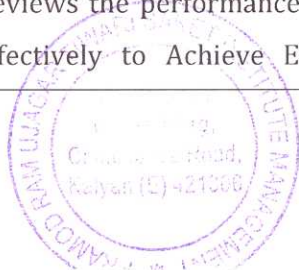
**02. SOP
FOR
ACADEMIC
&
ADMINISTRATIVE
BODIES**



SOP FOR ACADEMIC & ADMINISTRATIVE BODIES

The organization has a well-structured administrative setup with Governing Body as the highest decision-making body along with other functional bodies and committees.

Sr. No	Names of academic and administrative bodies	Functions and Responsibilities
01	Governing Body	<p>Governing Body shall have powers to function subject to the existing provision in the bye-laws of PRUTSIM and rules laid down by the state government/ affiliated university. The following are the functions of Governing Body:</p> <ul style="list-style-type: none"> ▪ Evolves the Vision, Mission, and Objectives of the College and ensures that they are achieved ▪ Ensures Total Academic and Administrative Autonomy for achieving Short Term and Long Term objectives of the Institute. ▪ Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation Policy and Patent Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, the conduct of staff and student’s academic and non-academic activities, also it ensures that they are periodically updated ▪ Approves the curriculum as recommended by the Academic Council. • Approves new programs of study leading to a degree. • Approves scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for assetmanagement • All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. • It administers the physical resources of the Institute. • Reviews the performance of the Institute and guides to function effectively to Achieve Excellence in Academics, Research, and



		<p>Industry collaborations.</p> <ul style="list-style-type: none"> • Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HoD, and other Officers of the Institute in all matters of fundamental concern. • Ratifies and resolves the minutes of the Academic Council, Finance Committee, and IQAC • Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, & UGC, etc.) • Monitors the effective functioning of different non-statutory committees of the college • Encourages and gives directions to apply for funds from different funding agencies
02	Academic Council	<ul style="list-style-type: none"> • To promote the overall academic affairs of the institute. • To provide direction with regard to methods of instruction, evaluation or research, or improvement in academic standards • To consider matters of academic interest either on its own initiatives or at the insistence of the Governing Body and take proper action thereon. • To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus, and evaluation methods. • To introduce value-added courses/ certificate courses that are required to meet industry needs • To prescribe courses of study leading to undergraduate and postgraduate degrees in the institute • To develop the regulations for student admission based on government policies. • To formulate guidelines for the conduct of examinations in conformity with the bye-laws of the institute and the affiliating university • To maintain proper standards of the examination • To develop the guidelines for sports, extracurricular activities, maintenance, and functioning of the institute • To promote research within the institute and acquire reports on such research from time to time for further guidance and advice • To prescribe measures for departmental coordination • Ratifies and resolves the minutes of the Board of Studies <p>To make recommendations to the governing council for the following:</p> <ol style="list-style-type: none"> i. Inception of new courses ii. Initiate measures for improvements of standards of teaching, training learning, and research



		<p>iii. Institution of fellowships, Travelling fellowships, scholarships, medals, prizes, etc.</p> <p>iv. Establishment or discontinuation of courses/centers and formulation of bylaws guiding the academic functioning of the institute admissions and examinations.</p>
03	Finance Committee	<p>The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.</p> <ul style="list-style-type: none"> • The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. • No expenditure shall be incurred by the Institute in excess of the limits so fixed. • No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee. • To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of the Institute Development Committee. • Estimates the income from fees and other sources • Estimates the fund received from UGC/AICTE/any other funding agency Prepares plan of expenditure for running of the institution on day to day basis. • Scrutinizes the budget submitted by the different depts. and monitor the utilization of the department's budget. • Proposes the budget for the financial year for the departments and the institute. • To consider audited accounts of the Institute and submits the audited accounts to GC. <p>To make recommendations to the Governing Council for the following:</p> <ol style="list-style-type: none"> I. Advise the Governing Body on all financial matters. II. To scrutinize the budget submitted by the different departments and monitor the utilization of department budget III. Propose the budget for the financial year for the departments



		and institute IV. Consider and submit the audited accounts
04	Boards of Studies	<ul style="list-style-type: none"> To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs), and program educational objectives (PEOs) of the programs offered by the department Design the syllabus as per- mission, vision, program outcomes, program-specific outcomes, and course outcomes of all programs offered by the department Prepares the contemporary syllabi for different programs based on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/national/regional/global- Developmental needs. Approve the curriculum and its structure for all the programs of the department. Advises innovative pedagogical methods of teaching and evaluation methods Suggest panel of names to the academic council for appointment of examiners Co-ordinates research, teaching, consultancy, and any other academic matters for the growth of the department/institute. <p>To make recommendations to the Academic Council for the following:</p> <ol style="list-style-type: none"> Starting new courses Initiate measures for improvements of standards of teaching, training, and research
05	Institute Academic Committee	<ul style="list-style-type: none"> Plan, monitor, and control the academic systems of all the Departments. Introduce innovations in Teaching, Learning, and Evaluation practices. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs of curriculum revision or introduction of new disciplines. Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.
06	Research Advisory Board	<ul style="list-style-type: none"> Identifying the funding agencies Finalize thrust areas for institutional R&D projects Identify the Research projects Review the progress of the research projects Review of new/ existing centre for Excellence in the Institute Efforts looking for additional resources for research



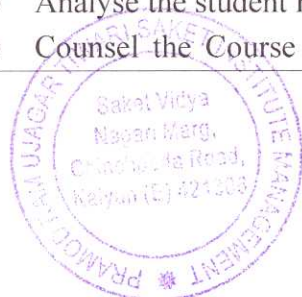
		<p>infrastructure</p> <ul style="list-style-type: none"> • Contributing towards the development of the curriculum. • Recognizing recent trends in science and technology • Identifying the thrust / emerging research areas and advising on the research processes and current technological practices.
07	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> • Dissemination of information on various quality parameters of higher education. • Facilitating the creation of a learner-centric environment • Development and application of quality benchmarks/parameters for all the academic and administrative activities of the institution. • Acting as a nodal agency of the Institution for coordinating quality-related activities. • Development of quality concerning culture in the institute.
08	Finance, Planning, and Development Committee	<ul style="list-style-type: none"> • To advise the Governing Body/ Academic Council on matters related to academic management of the institute. • To estimate the future requirement of the infrastructural facilities, human resources and to plan future course of action. • To propose new programs & courses, increase intake, and plan for accreditation by various agencies. • To advise the Governing Body on all financial matters. • To scrutinize the budget submitted by the different depts. and monitor the utilization of the department's budget. • To propose the budget for the financial year for the departments and the institute.
09	Staff Selection Committee	<ul style="list-style-type: none"> • Properly scrutinize and shortlist the applications as per the Job Requirements • Conduct the tests and rank the applicants as per the test scores • Conduct the Interviews and rank the applicants as per the Interview scores • Make a final list of selected candidates and recommend them for approval by the Governing Council. • To select the qualified, meritorious, talented, and efficient faculty. Responsible for appointment of technical, administrative, and other staff. • To recommend the Governing Body for approval/ratification of appointments made to different positions.
10	Purchase Committee	<ul style="list-style-type: none"> • Maintains the approval letters • Collects the quotations from various vendors Compares the



		<p>prices from these quotations Finalizes the competitive prices</p> <ul style="list-style-type: none"> • Places the Purchase Order • Settles the bills and submits the same for auditing purposes
11	Examination Committee	<ul style="list-style-type: none"> • Prepares relevant timetables of the Institute based on the Examination Time Table • Prepares and displays an overall Supervision Duty List • The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of a report of same shall be submitted to the Director/ Dean. • Committee collects a list of examiners for assessment and moderation of each subject from respective HODs. • Ensures that the evaluation and moderation process is completed on time • Prepares smooth conduct of Examinations, time table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc. • Ensures that the entire exam related documents reach the university in time. • Conducts Internal Assessment examination as per academic calendar. • Distributes marks lists to the students after the results of various examinations received from the University. • Processes all Circulars, Guidelines, Office Orders, and Notifications received by the University
12	Departmental Academic Committee	<ul style="list-style-type: none"> • The departmental academic Committee (DAC) is responsible for the academic audit of the department • Plan, monitor and control the academic system of the department • DAC also will consider the recommendations of the Departmental Development Committee that relate to any of the development that must include programs of study, change in syllabus, Laboratory up-gradation and maintenance, the introduction of new courses, and make further recommendations to the Board of studies. • Planning, monitoring, and control of the academic system of the department concerned • Procure the additional infrastructural facilities required for strengthening the department as per the suggestions of the DDC (Department Development Committee) • Implementing the innovative practices in the Teaching and Learning methods



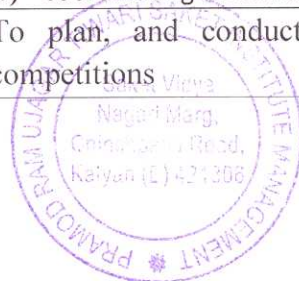
		<ul style="list-style-type: none"> • Implementing the innovative practices in the teaching and evaluation system • Recommending for the establishment of the New/Additional infrastructural facilities for the department • Defines the educational objectives of the Department at all levels • Keeps the quality of teaching and learning at all levels in the department under review at all times • Discussion on Industry visits • Reviews Result Analysis • Review research proposals from different funding agencies • Review research publications • Preparations related to NBA, NAAC, UGC, etc. • Decides Certificate Courses
13	Department Development Committee	<p>Collect feedback from all the stakeholders viz. the students, staff, parents, Industry experts, academics & peers, regarding the course requirements, emerging trends, and the corrections needed in the existing academic system and verify whether it relates to the conduct of the course work.</p> <ul style="list-style-type: none"> • Analyze the feedback and make reviews • Review on FDP/Workshops/conferences/Any Other • Funding proposal to various funding agencies • Review Budget utilization • Review Infrastructure • Result Analysis <p>Recommend the following:</p> <ol style="list-style-type: none"> a) Changes to the syllabus b) Introduction of the new courses c) Upgrading the Laboratories d) Introduction of the New laboratories e) Recommending the requirements of new infrastructural facilities to the department concerned.
14	Class Review Committee	<ul style="list-style-type: none"> • Monitor the lesson Plan • Syllabus coverage/ • Student attendance and academic performance • Assignments/ Tutorials/any other • Industrial Visits • Analyse the student Feedback • Counsel the Course Coordinator in case of Poor Performance,



		the poor performance is reported to the principal, if the performance cannot be improved even after repeated counseling by the Committee.
15	Research Incentives Review Committee	<ul style="list-style-type: none"> • Reviews the faculty publications • Recommends the incentives for all those papers published in the peer-reviewed journals • Suggests the faculty for further patent work
16	Library & Information Resource Centre Committee	<ul style="list-style-type: none"> • Collecting the requirements of the textbooks, reference books, and journals and ensuring an adequate number of copies are made available in the library as per norms • Planning and implementing the library automation, procedures, digital library development, and usage. • Finalizing the list of books, journals, magazines, and equipment for the institute as well as department libraries and proposing budgetary estimates to the administration. • Conducting annual stock verification
17	Grievance Redressal Committee	<ul style="list-style-type: none"> • All the grievances of the students/staff who could not be settled in the routine process should be referred to this committee. • Committee tries to settle the issues amicably in a time-bound manner. • Introduces a reasonable and reliable solution for grievances of various issues received from students/parents • Ensures that the grievances are resolved on time impartially and confidentially.
18	Anti-Ragging Committee	<ul style="list-style-type: none"> • Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. • Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points. • Canvases about anti-ragging in the forms of Flexes, Posters, and Boards in college premises and surrounding areas where there is a chance of ragging. • Arranges counselling and guidance programs arranged for the fresher and parents regarding ragging. • Takes affidavits from the students and parents regarding Ragging during the Admission. • Provides helpline details inside and outside college premises. • Resolves the complaint received from the victim • Verifies the facts through inquiry • Awards disciplinary action against the culprit.
19	Women Cell	<ul style="list-style-type: none"> • Eye teasing incidents on the campus and the college buses. • Inappropriate behavior towards women staff. • Improper treatment of girl students



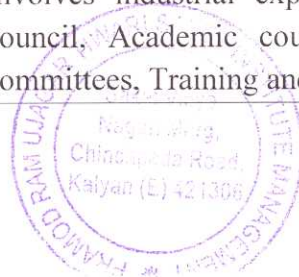
		<ul style="list-style-type: none"> • Passing of unaesthetic and provocative comments and messages. • Equips the female students, faculty, and staff members with the knowledge of their legal rights. • Safeguards the rights of female students, faculty, and staff members. • Provides a platform for listening to complaints and redressal of grievances
20	Disciplinary Committee	<ul style="list-style-type: none"> • Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students on the institute premises • Counsels the indiscipline students • Counsels the students about the ill effects of ragging and Enlightens the students on the consequential administrative and legal implications. • Monitors the movement of the students in the college and prevents students from loitering around in the corridors during the college working hours. • Ensures that all the students attend classes without bunking & prevent the students from leaving the college early • Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours. • Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.
21	Editorial Board, The Annual Magazine	<ul style="list-style-type: none"> • Gathers and sorts information under various headings • Checks and edits the information • Does proofreading • Gives a final shape to the magazine • Invites quotations from the printers, identifying printer • Receives printed copies from printer and arranges for distribution
22	Extra-Curricular & Co-Curricular Committee	<ul style="list-style-type: none"> • The committee shall plan for creating the infrastructural facilities • Submission of the quarterly report regarding the adequacy and quality of the maintenance of the facilities • The committee is responsible for: <ul style="list-style-type: none"> a) Event planning b) Scheduling the events c) Budget planning d) Ensuring maximum possible participation e) coordinating the student activities
23	Sports Committee	<ul style="list-style-type: none"> • To plan, and conduct all sports in the college including competitions



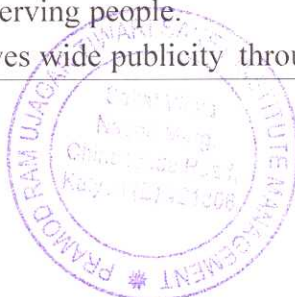
		<ul style="list-style-type: none"> • Train students inter-college, interuniversity site, state national-level competitions • Monitor and maintain the discipline of student players • For upkeep of all playgrounds, sports equipment, • For scheduling all the related activities without affecting the class/Lab work, examination schedules • To give a System of development of sports and extracurricular activities • To plan for all the infrastructural facilities required as per norms through Professor In-charge resources • To plan and monitor the maintenance of all the infrastructural facilities related to sports and games • To Organize competitions of Intramural, Republic Day Cup, Fresher's Day Cup, Independence Day cup etc., • To Organize Inter collegiate tournaments. • To Coach players to participate in All India Inter University and various Inter collegiate meets. • To Organize Annual Sports Fest.
24	Training & Placement Committee	<ul style="list-style-type: none"> • Collects and maintains the student's database for the purpose of T&P activities • Does the training need analysis for all third-year students? Based on the same, plans for imparting the necessary skills such as soft skills, hard skills, and technical skills. • Responsible for identifying placement opportunities across reputed organizations. • Arrange for interaction with industry and bridge the gap between Institute and industry. • Arranges for better conduct of industry-specific Training programmes • Assists companies in the recruitment process by conducting interviews, group discussions, written tests, etc. on the Campus. • Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the Students • The Training and Placement Cell conducts lectures on personality development communication skills and conducts mock sessions for improving presentation skills. • Plan, design, and imparts Soft skills to the students. • Plan, designs, and imparts personality development to the



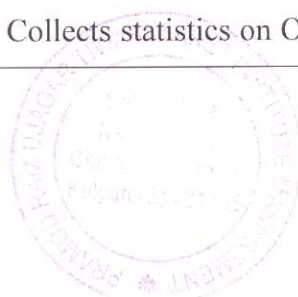
		<p>students.</p> <ul style="list-style-type: none"> • Plan, designs and finishing schools to the students. • Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills
25	Alumni Coordination Committee	<ul style="list-style-type: none"> • Responsible for the registration of all the outgoing students as alumnimembers and maintenance of the database. • Collects and compiles information of the distinguished alumni, viz.,their achievements, progress, and successful careers. • Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute. • Establishes the network of the alumni and presents students throughseminars, guest lectures, workshops, etc. • Responsible for establishing alumni chapters and conducting theirannual meets frequently. • Identifies and forwards the information to the main Chapter at PRUTSIM regarding the Alumni occupying good positions in Industry / R&D / Academics / Business etc. • Host the alumni details on the Institute Website interact with individual HODs through Institute Automation and update the same regularly. • Circulates the details of alumni to the present students for their benefit. • Invites the Alumni in good professional position for guestlecturers under discussions with HOD. • Host a Web Site for online registration of Alumni as well for funninginformation • Forwards information through E-News Letter and updates the Yearly Calendar of Events. • Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up-gradation, Imparting any Special Skills, Career Opportunities, Admission into Foreign Universities, etc., and forward the same to the concerned HODs / Principal / Management, if any action needs to be taken from their side. • Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni. • Collects Funds to develop Library / Equipment/computer centers, Buildings, etc.
26	Industry Institute Interaction Committee	<ul style="list-style-type: none"> • Arranges industrial visits, internships, and industrial tours • Involves industrial experts to be on the college Governing council, Academic council, BOS, Department Development committees, Training and Placement committee, etc.



		<ul style="list-style-type: none"> • Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs • Organizes student and Faculty Training in the Industry • Tie up with the Industry to implement a Virtual development center • Plans and implements the Entrepreneur development programs within the campus.
27	Canteen Committee	<ul style="list-style-type: none"> • To supervise, and take steps for the maintenance of canteen facilities with hygiene • To maintain and control the quality of food supplied in the canteen • To modernize the canteen equipment and cooking procedures • To control and make suggestions to the canteen management • To plan for all the infrastructure facilities required as per norms through Professor In-charge resources • To plan and monitor the maintenance of all the infrastructure facilities related to the Canteen • To maintain the canteen premises clean and Hygiene.
28	Sexual Harassment Committee	<ul style="list-style-type: none"> • To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute. • To provide a healthy and safe environment in the Institute for the female students/employees. • To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution. • To resolve issues pertaining to girls or women sexual harassment.
29	SC & ST Cell	<ul style="list-style-type: none"> • Resolves the Grievances of SC/ST students and employees of the university and renders them necessary help in solving their academic as well as administrative problems. • Looks after the work related to SC/STs matters and no other work is assigned to the Cell. • Ensures the effective implementation of the guidelines /policies and programs of the Government of India, UGC, and State Governments with regard to backward castes, classes, and physically challenged. • Collects data regarding the implementation of the policies in respect of admissions, and appointments to teaching and non-teaching positions in the institute and informs the same to the deserving people. • Gives wide publicity through circulars to all the faculties and



		informs the students about the various scholarships
30	Minority Cell	<ul style="list-style-type: none"> • Plans to implement, coordinate and control all schemes related to disadvantaged groups. • Conducts coaching classes for competitive exams and prepares students for professional examinations. • Ensures a safe and secure environment for minorities • Provides counseling for any emotional emergencies arising on account of any events in the institute • Creates awareness about the internal compliance committee cell among the Institute's academic and administrative units. • Promotes effective communication and collaboration among those responsible for compliance. • Ensures that the complainant and witnesses are not victimized or discriminated against because of their complaint • Encourages an open-dialogue with the complainant from the committee members. • Monitors emerging compliance trends and circulates the information as needed. • Serves as a resource in developing or improving compliance-related processes. • Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures. • Makes recommendations to senior management as to any actions required for Institute compliance.
31	OBC Cell	<ul style="list-style-type: none"> • Collects reports and information from the Government of India and the UGC orders on various aspects of education, training, and employment of OBC. • Circulates Government of India orders and UGC's decisions and collects information in respect of appointing, and training these communities in teaching and non-teaching posts in the University. • To help them apply for a post within the University on a stipulated date and take follow-up action where required. • Collects statistics on OBC students and employees.



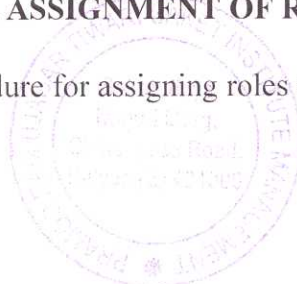
		<ul style="list-style-type: none"> • Functions as a Grievances Redressal Cell for the Grievances of OBC students including minority students and employees
32	Anti-Drugs Committee	<ul style="list-style-type: none"> • Educates the students about the ill effects of taking drugs through series of lectures, seminars etc. • Plans of preventive measures such as arranging counselling sessions for drug abused students. • Keeps the channels of communication open for all the students/faculty. • Organizes anti-drug student campaigns with a frequency of twice in a year.



03. SOP FOR ASSIGNMENT OF RESPONSIBILITIES

SOP FOR ASSIGNMENT OF RESPONSIBILITIES

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



Responsibility:

- All the teaching/non-teaching staff members
- Academic Co-ordinator
- Dean Academic
- Director

Procedure:

Steps	Activities	Responsibility
1	List the roles that are needed for each task in the procedure	Director, Dean-Academic Academic Co-ordinator
2	Include the responsibilities for each role	Director, Dean-Academic Academic Co-ordinator
3	Roles to be assigned to the individuals, and a list for assignment of different roles to be prepared.	Dean-Academic
4	Assign role to different members based on their knowledge and experience.	Dean-Academic
5	Review the roles of staff member periodically and rotate.	Director, Dean-Academic Academic Co-ordinator



**04. SOP
FOR
BRANDING
OF
AN INSTITUTION**

SOP FOR BRANDING OF AN INSTITUTION



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

Resource:

- Updated curriculum
- Performance of the students (Co-curricular & 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:

A. Updated Curriculum

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

B. 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 a 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 Dean-Academic & Director
- 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 a variety of information about the institute. Through the magazines, the qualities such as the teaching-learning process, laboratory facilities, co-curricular activities carried out, student participation in various events, prize winners and etc.

All 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 once in a semester and magazine n can be published once in a year.
- A copy of periodicals must be kept in all the departments.

C. Focusing on public relations (Industry and foreign professor connect)

The main objective of focusing on public relations is to make our student's industry ready and get placed in core-based companies. Each department in the institute involves in the industry connected based on their discipline.

- Identification of core industries
- Make a contact over the phone or email and ask for industrial visits, 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 molding 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.

D. Performance of the students

Performance of the student in co-curricular & extra-curricular activities to be highlighted.



05. SOP FOR COMPETENCIE



SOP FOR COMPETENCIES

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

Responsibility:

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

Sr No	Activities	Responsibility	Target Dates
01	Identify the recent trends and areas to improve themselves	Faculty Member	As and when required
02	Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands-on Training, etc., on the corresponding field/area		
03	If identified, Get the Approval from respective HODs and Principal		
04	Attend the respective Program		
05	Prepare a Write-up and delivery a seminar regarding the program attended.		
06	Share the knowledge with the students.		
07	Listed are the ways with which a faculty can improve the competency level: a) Faculty Development Programs b) Seminars, c) Workshops, d) Conferences, e) Guest lectures, f) Online Courses, g) Certification Courses, h) Publications, i) Research Work, j) Proposals to Funding Agencies k) Industrial Training l) Short – Term Courses etc.		



06. SOP FOR CONDUCTION OF MEETING



SOP FOR CONDUCTION OF MEETING

Objective:

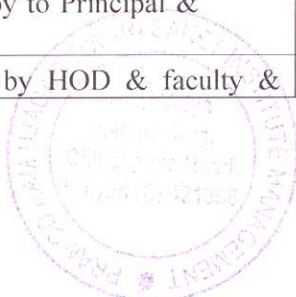
- a) To detail the agenda and the purpose of the meeting.
- b) To collaborate with staff on developing norms for expected behavior.

Responsibility:

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

Procedure:

Sr. No.	Activities	Responsibility	Target dates/days
01	Preparation of Agenda for the meeting	Dean-Academic	Before 2 days
02	Posting the Agenda to all the teaching /non-teaching faculty members	Academic Co-ordinator	Before 2 days
03	Preparation of materials that is required for the discussion in the meeting	Academic Co-ordinator	Before the meeting
04	Making arrangements such that they are unoccupied at the time of the meeting	Academic Co-ordinator	A day before
05	Availability of the fixed venue & arrangement of chairs should be made	Attendees	A day before
06	A Reminder for the meeting	Academic Co-ordinator	The Day morning
07	The arrival of members and HOD at the venue	Academic Co-ordinator & Members	Before 10 minutes
08	Commencement of the discussion based on the Agenda with a general greeting.(Adhering strictly to the agenda)	Academic Co-ordinator & Faculty Members	On time
09	Taking Minutes	Assigned person	During the meeting
10	Work allotments that is made in the discussions should be noted	Concerned members	During the meeting
11	General discussions & suggestions	Dean Academic Co-ordinator & Members	Last session of the meeting
12	Refreshments can be provided to attendees	Attendees	Last session of the meeting
13	Ending of the meeting	Academic Co-ordinator	On time
14	Making of minutes in both soft & hard copy	Assigned person	Next day of the meeting
15	Distributing/emailing the minutes to all the present and absentee members along with a copy to Principal & Registrar.	Assigned person	Next day of the meeting
16	Minutes have been acknowledged by HOD & faculty &	Dean, Academic Co-	Next day of



	staffmembers	ordinator & Members	themeeting
17	File the minutes	Assigned person	Next day of themeeting



**07. SOP
FOR
ENVIRONMENT
MANAGEMENT
SYSTEM**



SOP FOR ENVIRONMENT MANAGEMENT SYSTEM

Purpose

To improve environmental performance of the Institution.

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

Scope

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

1. Green Campus:

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

2. Collection and Segregation and of Generated Waste:

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

3. Handling Dry Waste:

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

4. Handling Wet Waste:

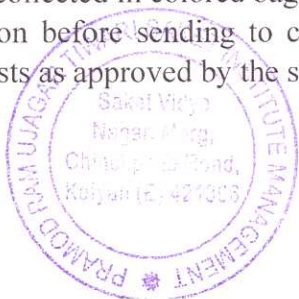
Wet waste aggregated from various sources shall be sent for processing to produce bio-gas through aerobic or anaerobic processes as designated in the plan. It may also be sent for composting via appropriate composting techniques. The success of the campaign is determined by effective segregation of wet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

5. Handling Hazardous Materials:

After recovering the items that can be recycled / or sold to the recyclers, the residual reject which would mainly consist of hazardous material is to be sent for incineration or to designated, scientifically prepared sanitary landfills.

6. Treatment of Biomedical Waste:

Segregated biomedical waste will be collected in colored bags / appropriate containers in the premises in a safe, ventilated and secured location before sending to common Biomedical Waste Treatment and Disposal Facility operated by specialists as approved by the statutory body.



7. Handling of Electronic waste (e-waste):

Electronic waste is generated almost by every department. There should be a provision of collection of e-waste at a designated place in the institute. All the e-waste collected should be audited prior to disposal.

8. E-governance:

Staff and students should be educated to minimize the use of paper for all types of communications unless very important. The institutes should instead use e-communication systems such as email and other electronic media for communication.

9. Paper Waste:

Paper waste generated from all institutes should be collected by the care taker and handed over to the central agency responsible for recycling of paper waste after relevant audit.

10. Bicycle and Pedestrian Master Plan:

Should be drawn by the campus authorities to create a pedestrian-friendly campus that encourages walking and biking.

11. Energy and Water Efficiency:

Proper operation and maintenance of buildings and grounds improves energy and water efficiency. Proper use of material resources ensures occupant health and well-being at workspaces and residences. Such practices will eventually help attain energy and water efficiency and sustainability.

12. Dining Facilities:

- Create and implement new products and programs that decrease the waste stream;
- Minimize food waste at the food preparation and consumption stages;
- Provide composting and recycling bins in kitchen and seating areas;
- Encourage use of reusable items such as shopping bags, take-out containers, cups and utensils;
- Design and implement programs to channelize food waste during both, food preparation and dining events.

13. Awareness Generation and Stakeholder Involvement:

Enabling an eco-friendly campus requires effective participation from all the stakeholders. Possible stakeholders are all residents, officials working, visitors, students, maintenance staff and other personnel offering various services on the campus.

14. Giving back to Society:

All stakeholders should interact with the society in the surrounding areas. Institute should implement certain socially beneficial eco-friendly activities such as cleanliness drives, tree plantation events, creating water resources, providing alternative sources of energy, adopting a village etc. at least once a year and maintain proper records for the same.



08. SOP FOR FEES COLLECTION



SOP FOR FEES COLLECTION

Objective: To elaborate on the procedure for fee collection.

Responsibility:

- Accounts Office
- Academic Coordinator
- Dean-Academic
- Director

Procedure:

Sr. No	Activities	Responsibility	Target dates/days
01	Preparation of fees structure for the academic year for the respective years of course of study	Admin Department as per FRA	As per academic calendar
02	Intimating fees details through Notice from the Office of Principal or Registrar	Academic-Dean /Admin Department	As per academic calendar
03	Preparing the details of the fees paid in the current semester by accounts and sharing for follow-up.	Accounts	As per academic calendar
04	Follow up for the payment of the fee	Academic Coordinator & Mentor	As per academic calendar
05	Submission of fees collection report to the principal	Accounts	As per academic calendar
06	Follow up with the students to pay fees with late fine	Academic Coordinator & Mentor	As per academic calendar
07	Submission of fees collection report to the Dean-Academic /Director	Accounts	As per academic calendar



**09. SOP
FOR
INTERNAL
ACADEMIC
AUDIT**



SOP FOR INTERNAL ACADEMIC 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 PG graduates/researchers pass out from Management institutions.

Responsibility:

- All the teaching and non-teaching staff members.
- Academic Coordinator
- Dean-Academic

Procedure:

Sr No	Activities	Responsibilities	Targetdates
01	Depute faculty members to maintain and consolidate the required files	Academic- Dean /Academic Coordinator	As per the academic calendar
02	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	Academic- Dean /Academic Coordinator	As per the academic calendar
03	Prepare the list of files to be maintained as per norms of the NBA	Academic- Dean /Academic Coordinator	As per the academic calendar
04	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, overall discipline and academic functioning of the institution, duties, and responsibilities of faculty members, research and consultancy, and class/course committees	Academic- Dean /Academic Coordinator	As per the academic calendar
05	Mock preparation by Dept.	All the teaching and non-teaching staff members/ Academic Coordinator /Dean-Academic	As per the academic calendar
06	Conduct internal audit department-wise.	Deputed internal auditor/ Dean-Academic	As per the academic calendar
07	Approval of audited reports.	Deputed internal auditor	As per the academic calendar
08	Grievances can be rectified & updated.	All the teaching staff members/ Academic Coordinator /Dean-Academic	As per the academic calendar



10. SOP FOR INDUSTRY INSTITUTE PARTNERSHIP CELL



SOP FOR INDUSTRY INSTITUTE PARTNERSHIP CELL

Purpose:

Industry Institute partnership cell (IIPC) is established for bridge the gap between the institute and industry and thus enhancing the relationship among each other.

This cell identifies the industrial expectation and promotes institutional preparation for meeting industrial needs by facilitating sponsored R&D projects, seminars, workshops and various other industrial training programmes.

Objective:

The aim of the cell is to make an effective contribution to educational system identifying the gap between academic curriculum and need of the industry.

Industry Institute partnership promotes in equipping faculty to latest practices and makes the students industry-ready by providing exposure to current industry practices and hone their skills to adapt changing technologies.

The primary focus of IIPC is to interact with elite industries across the country and establish partnership them.

Suggested Activities of the Cell:

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

- Bridging the gap between Industry-Institute by interactive programs
- Promoting a partnership approach towards mobilizing industrial personnel.
- To arrange for students' industrial visit.
- Organizing seminars, symposiums, exhibitions, and workshops both for faculties and students in Cutting-edge technologies to cater to the current need of the industry.
- To arrange industrial training for students and faculty members.
- To identify the opportunities for student project work in Industries.
- To encourage the department level tie-ups or MoU with Industries for mutual benefit.
- To promote consultancy activities and research and developmental activities with the industry.
- To enrich the teaching-learning process through the identified industrial gap.
- To invite industry experts for guest lectures, seminars Brain-storming sessions and expertise

Sharing

Roles & Responsibilities



Coordinator:

To initiate different collaboration with industries at institute level by identifying the industrial expectation and promoting institutional preparation for meeting industrial needs by facilitating project work, seminars, workshops and various other industrial training programmes.

Committee Members:

To identify the gap in the curriculum keeping in mind the Program Specific Outcome of their respective department and cater to them by initiating different events, workshop, industry visit etc. in collaboration with different industries.

Student Members:

To identify the need of the industry and current trends by getting the requirement from the students for initiating different events, and workshops in collaboration with different industries.

Committee Composition**Advisory Committee**

- Director – Chairman
- Dean-Academic – Member
- Academic- Coordinators – Member
- Representatives from Industries – Member
- Representatives from CII – Member
- Alumni Entrepreneur – Member
- Representative from Industry Associations/ Entrepreneurs – Member
- Representatives from reputed R&D institutions of the region – Member
- Training and Placement Officer – Member
- Chief Coordinator of the Cell – Convener

Internal Committee

- Coordinators
- Faculty members from each department
- Student members from each department

Meeting

The Advisory Committee should meet twice a year.



**11. SOP
FOR
PREPARATION
OF
MONTHLY REPORT**



SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate on the procedure for preparing Monthly Report.

Responsibility:

- All the teaching/non-teaching staff members
- Institution Academic Coordinator
- Academic-Dean
- Director

Procedure:

Sr. no	Activities	Responsibility	Target days
01	Sharing of the various activityoption sheet to all faculty members.	Academic Coordinator	1 st working day ofEvery month
02	Day to day update of the sharedsheet along with photographs/attendance	All the teaching/non-teaching staff members	Every working day
03	Consolidation and Preparation of department Monthly Report.	Academic Coordinator	Final week of everymonth
04	Submission to Dean-Academic for necessary approval for Department Monthly Report.	Academic Coordinator	Last working day ofEvery month
05	Consolidation and Preparation of Institution Monthly Report.	Academic Coordinator	1 st week of Subsequent month.
06	Submission to Director for necessary approval for Institution Monthly Report.	Academic Coordinator	6 th working day of every month
07	Releasing the Monthly Report to all teaching/non-teaching staff members.	Director/ Academic-Dean	7 th working day of every month



12. SOP FOR NBA & NAAC



SOP FOR NBA & NAAC

Objective: To elaborate the procedure for preparing the Guidelines of NBA, NAAC-related work.

Responsibility:

- Director
- Academic-Dean
- Academic Coordinator
- All Teaching Staff
- All Non-Teaching Staff

Procedure: NBA

Sr. no	Activities	Responsibility	Target days
01	Preparation of details required for Prequalifier application	Faculty In-charge	15 days before the application Submission
02	Internal Verification of Prequalified application	Director, Dean	10 Days before the application submission
03	Preparation of final Copy application and Uploading in the e-NBA portal	Faculty In-charge	10th Day
04	Criterion In-charge meeting with Principal regarding the preparation of SAR and files	Faculty In-charge, Academic Coordinator	11th to 15th day
05	Preparation of SAR and related files	Faculty In-charge, Academic Coordinator	16th to 60th day
06	Verification by Department Academic-Dean	Faculty In-charge, Academic Coordinator	61st to 65th day
07	Improvisation of SAR and Files from the feedback and comments of the Academic-Dean	Faculty In-charge, Academic Coordinator, and Dean	66th to 70th Day
08	Verification by Director, Academic Dean, and All Teaching Staff	Director, Registrar Faculty In-charge, Academic Coordinator.	71st to 75th day



09	Improvisation of SAR and Files from the feedback and comments of the Director	Faculty In charge & Dean	76th to 80th day
10	Finalization of SAR	Faculty In charge & Dean	81st to 85th day
11	Submission of SAR	Faculty In charge & Dean	86th to 90th day
12	File Up dating	Faculty In charge	91st to 120th day
13	Mock Accreditation	Faculty In charge, & Dean	121st 125th day
14	Improvisation of SAR and Files from the feedback and comments of Expert Members	Faculty In charge, & Dean	126th to 150th day
15	Fine Tuning of Files and Documents	Faculty In charge, & Dean	Till Committee Visit

Procedure: NAAC

Sr. no	Activities	Responsibility	Target days
01	Criterion In charge of meeting with Director regarding the preparation of SSR and files	IQAC Head	1st to 5th day
02	Preparation of SSR and related supporting documents	IQAC Head, Coordinator IQAC	6th to 50th day
03	Verification of Criteria	Criteria In-charge	51st to 55th day
04	Improvisation of SSR and Files from the feedback and comments of the Director / Registrar	Coordinator IQAC & Criterion In-charge	56th to 70th Day
05	Verification by Director and Registrar	IQAC Head, Coordinator IQAC & Criterion In-charge	71st to 75th day
06	Improvisation of SAR and Files from the feedback and comments of the director	Coordinator IQAC & Criterion In-charge	76th to 80th day
07	Final SSR verification by the director, Registrar & Expert	IQAC Head, Coordinator IQAC & Criterion In-charge	81st to 85th day



08	Submission of SSR	IQAC Head & Coordinator IQAC	86th to 90th day
09	File updating	Coordinator IQAC & Criterion In-charge	91st to 120th day
10	Conducting Mock NAAC visit	Director & Registrar	121st 125th day
11	Improvisation of SSR and Files from the feedback and comments of Expert Members	Coordinator IQAC & Criterion In-charge	126th to 150th day
12	Fine Tuning of Files and Documents	Coordinator IQAC & Criterion In-charge	Till Committee Visit



**13. SOP FOR
PREPARATION
OF
INSTITUTIONAL
BUDGET**



SOP FOR PREPARATION OF INSTITUTIONAL BUDGET

Objective: To elaborate on the procedure for preparing the department budget for the Academic Year.

Responsibility:

- Finance Committee

Procedure:

Sr. no	Activities	Responsibility	Target dates/days
01	Establishment of a budget implementation team to start working on budget Planning & Preparation	Finance Committee	1 st week of May
02	To start working on Budget preparation, based on the requirement and new high-priority spending initiatives.	Finance Committee	2 nd week May
03	Reviewing and Prioritizing the ongoing and new activities by Budget Committee & sending it to Chairperson and Management Trustee	Finance Committee	3 rd week May
04	Preparation/Developing of Budget plan	Finance Committee	4 th week May
05	Reviewing current program budget structure (Program budgeting), developing program narratives and performance indicators based on actual resources.	Finance Committee	1 st week of June
06	Study the requirements by sending an internal budget circular to all Department faculties.	Finance Committee	1 st week of June
07	Conducting a Department Brainstorm session for Budget Preparation.	Finance Committee	2 nd week of June
08	Prioritizing requirements and finalizing proposals for Budget preparation for the Current Academic year.	Finance Committee	3 rd week of June
09	Preparing Detailed proposal of Internal Department Budget and Submitting the proposals to the chairperson and Managing Trustee.	Finance Committee	3 rd week of June
10	Preparing a final draft budget for the current academic year	Finance Committee	4 th week of June



11	Presenting the Draft Budget to Chairperson and Management Trustee	Finance Committee	4 th week of June
12	Conducting the Budget hearing meeting with the budget committee	Finance Committee	4 th week of June
13	Budget Revision based on Budget hearing meeting decision.	Finance Committee	4 th week of June
14	Conveying approved Budget	Finance Committee	4 th week of June
15	Releasing the Budget Fund to Approved Budget Proposals	Management	4 th week of June

Composition of Finance Committee

Sr no	Head	Position in the Finance Committee
01	Director	Chairman
02	Finance Officer, CEO, Dean, PRUTSIM	Member Nominated by PRUTSIM
03	Registrar, Dean, PRUTSIM	Member Nominated by BOG
04	Associate Professor, PRUTSIM	Member Nominated by Director
05	Accounts Assistant, PRUTSIM	Convener



**14. SOP FOR
PURCHASE
OF
CONSUMABLES**



SOP FOR PURCHASE OF CONSUMABLES

Objective: To elaborate on the procedure for purchasing consumables.

Responsibility:

- All the teaching/non-teaching staff members
- Lab in-charges
- Purchase Committee in charge

Procedure:

Sr no	Activities	Responsibility	Target days
01	A list of consumables required for individual computer labs as per the newly revised curriculum is to be submitted by the Computer Lab in-charges and admin department	Computer Lab is in charge and the admin department	1 st week of May
02	The purchase committee in charge will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Purchase Committee in charge and computer Lab in-charges	2nd week of May
03	After the finalization of the requirements, the individual computer lab-in charges and admin department have to identify the reputed suppliers (minimum of 2) and should inform the same to the Purchase Committee in-charge	Purchase Committee in charge and computer Lab in-charges	3rd week of May
04	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 computer Lab in-charges	3rd week of May
05	Based on the quoted price, the actual cost for the entire requirements should be	Purchase Committee in-	



	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.	charge, Dean & Director	4 th week of May
06	Once getting the approval from the Management, the proforma invoice from the best supplier is to be collected and a request has to be put up to the Management regarding the cheque for the actual amount in the name of the supplier.	Purchase Committee in charge and Dean	4 th week of May
07	Once after receiving the cheque from the Management, the concerned computer lab and admin department in charge have to purchase the consumables with the supplier.	Computer Lab in-charge, Non-teaching staff	4 th week of May
08	The purchased consumables should be entered into the respective stock register with the storekeeper	Storekeeper, Non-teaching staff, computer Lab in charge, Purchase Committee in charge	4 th week of May
09	From the date of delivery, the bill has to be settled with the office within two weeks	Accounts and Purchase Committee in-charge	1 st week of June



**15. SOP
FOR
PURCHASE
OF EQUIPMENTS**



SOP FOR PURCHASE OF EQUIPMENT

Objective: To elaborate the procedure for purchasing equipment

Responsibility:

- All the teaching/non-teaching staff members
- Computer Lab in-charges
- Expert team
- Purchase Committee in charge
- Heads of the Departments
- Academic-Dean
- Director

Procedure:

Sr.no	Activities	Responsibility	Target days
01	A list of equipment required for individual labs as per the newly revised curriculum is to be submitted by the Lab in-charges	Computer Lab in charges	1 st week of May
02	An expertise team (set of Faculty members) within the Department will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	An expert team and Computer Lab in-charges	2 nd week of May
03	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 expertise team.	An expert team and Computer Lab in-charges	2 nd week of May
04	With the approval of the expertise team regarding the suppliers, quotations have to be collected from those companies.	An expert team and Computer Lab in-charges	2 nd week of May
05	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, Dean and Director	3 rd week of May



06	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	4 th week of May
07	The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in the future and so on.	Faculty members	1 st week of June
08	A meeting should be organized with the Purchase committee in charge and the expertise to discuss the outcome of the demonstrations made by the companies.	Purchase committee in charge and Faculty members	1 st week of June
09	Recommendations are collected by the purchase committee in charge from the Faculty members and the expert team and the pros and cons are to be discussed.	Purchase committee in charge and Faculty members	2 nd week of June
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	2 nd week of June
11	With the newly 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 Dean	3 rd week of June
12	The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by expert team. Different products can be from different suppliers.	Purchase committee in charge and Dean	3 rd week of June
13	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in charge, Dean, and Director	3 rd week of June
14	The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required.	Purchase committee in charge and Dean	3 rd week of June
15	Once after getting the final approval, the purchase order	Purchase	4 th week



	Should be made ready and sent to the supplier and the terms and conditions should be followed strictly.	Committee in-charge and Dean	of June
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 lead to enquiry and memo.	Purchase Committee in-charge and Faculty members	4th week of June
17	Follow up should be made regarding the delivery	Purchase Committee in-charge	1 st Week of July
18	Once after the delivery, all the equipment should be thoroughly verified by the lab in charge in terms of quantity, functionalities, help manuals, warranty cards, and bills	Computer Lab in charge and Faculty members, Non-teaching staff	1 st Week of July
19	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	4 th Week of July



**16. SOP
FOR RECORD
MANAGEMENT
POLICY**



SOP FOR RECORD MANAGEMENT POLICY

I. PURPOSE

The purpose of the Record Management Policy is to promote proper management, retention, preservation, and disposal of records of college operations, in order to ensure efficient current and future operations, preserve a historical record, comply with legal obligations, and eliminate outdated and unnecessary records. The policy also provides guidance to individual departments regarding their legal obligations with respect to record retention and disposal.

II. APPLICATION

This policy applies to all official records generated in the course of college operations. "Official record" means any tangible thing containing recorded information that is created, received, used, recorded, or filed in the course of college educational and/or business operations, Improve format, except for the following categories of documents.

- Records of immediate or transitory value only, such as routing slips, routine letters or memo, telephone messages, notices, or memoranda that give only logistical information such as a change of location for a meeting and "for your information" notes
- Faculty research records and notes
- Duplicate materials and blank forms
- Personal or private documents (including e-mail) neither created nor received in connection with college operations
- Magazines and newspapers not published by Saket Institute of Management
- Published reports and other documents produced by entities other than Saket Institute of Management
- Notes, drafts, or working papers once a project is completed, unless they provide more complete information than the final report.

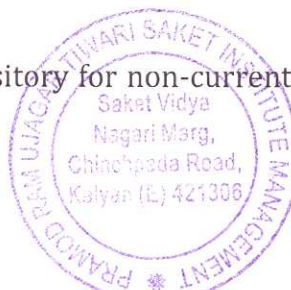
III. ADMINISTRATION

A. Responsibilities of Director and Dean-Academic & Registrar

The Office of Director & Registrar shall be responsible for reviewing and updating this policy on a regular basis to conform to legal standards, and for responding to questions about the application of this policy in particular circumstances.

B. Responsibilities of College Archivist

PRUTSIM archives serves as a repository for non-current official records and other records of



the college that have enduring value. The archives preserve and makes accessible these records for legal, administrative, and research needs. Once official records have met their retention schedule in a department on campus, they will either be disposed of or transferred to the archives for permanent retention. Some permanent records may be held at locations other than the archives, such as in the department in which they were created. The archivist will be responsible for managing the selection and transfer of records to the archives as well as access to and preservation of the records.

C. Responsibilities of Department Heads.

Each department head, holds the following responsibilities under this policy:

- Develop and implement the department's record management practices to conform to this policy;
- Educate staff within the department to understand and implement this policy;
- Establish the appropriate level of confidentiality and security for specific types of records and ensure that the department maintains that level;
- Ensure the transfer to the archives of any records of historic value and/or documents that are to be maintained permanently;
- Ensure the destruction of inactive records that have no archival value upon passage of the applicable retention period.

IV. OWNERSHIP OF RECORDS

With the exception of records owned by faculty members, employees, or students, official college records are, pursuant to the college's Intellectual Property Policy, the property of the college and not of the officers, faculty members, or employees who create them or to whom they are entrusted. All members of the community are responsible for maintaining the integrity and security of such records.

V. DISPOSAL OF RECORDS

Certain official records must be retained for a specified time period as dictated in this policy. Once official records have met their retention schedule, they should be disposed of, unless they are of value to the archives. If official records are retained beyond their retention schedule, college resources may be unnecessarily used in managing and storing them.

Permanent Records. Permanent records are records that have historical, administrative, or research value to the college and will be kept indefinitely. The college archivist assists in the identification and classification of permanent records, and ensures that they are transferred to the archives once they become inactive. Examples of permanent records include meeting minutes, architectural drawings, organization charts, real estate records, endowment agreements, student theses, selected faculty papers, college policies, and photographs of events and buildings.



Duplicate Copies. Most records will eventually have multiple copies in several offices and departments at the college. There is only one “official copy” of any record, and the individual in the office designated by the department chair or director to hold the “official copy” is the official custodian and is responsible for the record’s retention and possible classification as an archival record. Copies may be kept as long as they are useful. For example, the Principal’s Office is the “**official custodian**” of **academic search files**. All other copies of materials related to a search may be destroyed when no longer needed. Office of Principal is responsible for retaining the record for the period required by law or longer if appropriate, and for transferring the record to the Archives, if appropriate. Whenever an office or person is designated as the official custodian of a document (pursuant to the schedule below) all other offices should consult with the official custodian before destroying copies of records that the official custodian is maintaining.

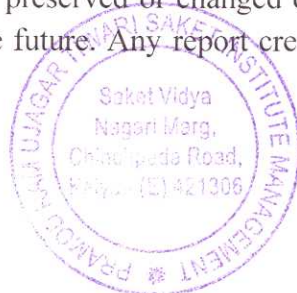
Destruction Methods: Destruction includes:

- Recycling is generally appropriate for all non-confidential paper documents, including public documents of other organizations, magazines, annual reports, newsletters, announcements, and drafts of policies or other memos which are not confidential.
- Shredding, using a cross-cut or strip shredder, should be used for all documents that should not be read by others after they are no longer needed. This is essential for any document containing personal information.
- Suspension of Record Destruction. In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the direction of the Principal. For this purpose, the Principal should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.
- Document Destruction Record. A Document Destruction Record (DDR), in a form attached as Attachment B, must be completed whenever official records are destroyed pursuant to this policy. The DDR may include categories of documents, rather than individual documents. DDRs shall be maintained in the office where the destroyed records were generated.

VI. ELECTRONIC RECORDS.

Many official records are created and maintained in an electronic format. These include documents on a computer hard drive, email and its attachments, and documents that have been scanned and reside on CDs or on other removable storage media. File maintenance of these records requires coordination among the places where they are stored – hard- drives on desk tops, laptops, on shared drives (network systems), and on removable storage media.

An electronic file that has permanent value to the college should be retained in the appropriate Master folder on the college’s server, rather than on a personal desktop computer, which is not designed for the permanent retention of records. All data on the college’s server is backed-up regularly in order to ensure business continuation in the event of a disaster or crisis. Therefore, individual offices only need to retain their copies of electronic records if they are useful for day-to-day business. One notable exception involves special compilations of data that offices or departments may create using data from Power Campus. Because of the way data is preserved or changed over time, it may not always be possible to re-create a compilation of data in the future. Any report created from special compilations, as opposed



to merely printing data from the system, should be retained by the office or department creating it as the official copy.

Some offices, academic departments, or units have created electronic data systems by purchasing software to help manage a specific database for research or other purposes. If it is determined that the records created by that database should be maintained for a specific period or should be permanently retained, the maintenance of the software license and the availability of it can be very important. Before purchasing or using specialized software for these purposes, the official custodian should discuss with Information Technology the purchase and any agreement needed in order to back up the data system.

All college faculty and staff entrusted with electronic data must adhere to these practices:

Appropriately secure data and keep it inaccessible to non-approved users when not in use;

- Use, retain, and dispose of data consistent with this policy for paper copies of records;
- Develop policies for the appropriate and frequent back-up of data systems and their storage in locations that will keep them available in the event of a disaster affecting the original data system;
- Dispose of electronic documents containing private or confidential data properly, which means erasing hard drives and disks so that the data are not retrievable.
- Consultation with Information Technology Services staff & System Administration on how to properly erase hard drives is vital before computers are transferred to other users or discarded;
- Treat electronic mail like any other electronic record. Mail that has information that should be retained according to a retention schedule should either be printed and filed as would any other paper record or saved to an archived e-mail file.

VII. PROTECTION OF VITAL RECORDS

One part of the college's records management program is the identification and protection of vital records. A record is vital when:

The re-establishment of an authentic replacement of a lost or unavailable record would be impossible or prohibitively difficult; and

Permanent loss of the record would abridge, jeopardize, or otherwise have a major negative impact on a significant right of an individual, a significant right or asset of the college, or the performance of an essential function of the college.

VIII. RETENTION PERIODS

The Retention Schedule is the most common types of records at the college with a required retention period. Almost every department or office in the college will have records that are not on the retention schedule but should be retained.



VITAL RECORDS MANAGEMENT POLICY

I. INTRODUCTION AND DEFINITION OF VITAL RECORDS

An important part of the college's records management program is the identification and protection of vital records. A record is vital when:

- The replacement of a lost or unavailable record would be impossible or prohibitively difficult; and
- Permanent loss of the record would abridge, jeopardize, or otherwise have a major negative impact on a significant right of an individual, a significant right or asset of the college, or the performance of an essential function of the college.

II. PURPOSE

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

- A. Establishment of criteria for identification of vital records; and
- B. Selection of secure and economical methods of protection.

Adherence to these guidelines should ensure that vital records of the college are reasonably protected as far as is economically possible from such hazards as fire, flood, and vandalism.

III. CRITERIA FOR IDENTIFICATION OF VITAL RECORDS

Three types of college records may be classified as vital:

A. Records essential to the protection of the rights of individuals;

Examples: current payroll records necessary to pay employees; permanent student transcripts necessary to show completion of course work; employee service records required for protection of tenure and retirement status

B. Records essential to the protection of the college's rights or assets;

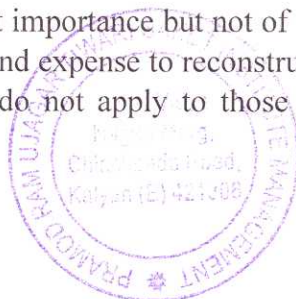
Examples: drawings and specifications required to repair and maintain the college's facilities; records necessary to establish college ownership of buildings, equipment, and land; promissory notes and evidence of other receivables

C. Records necessary for the execution of the college's contractual obligations and other essential functions.

Examples: significant contracts; accounts payable records; lease agreements

Identification of a particular record as vital is a matter of discretionary judgment that is most effectively exercised by the creators or users of the record, using the criteria in III.A, B and C, above.

Many types of records are of great importance but not of vital importance as defined in this policy. Such records may require much effort and expense to reconstruct if lost, or may have intrinsic historical value. The requirements of this policy do not apply to those important but not vital records, although the



standards and methods of protection outlined in this policy may be applied by any department to such records to the degree that the values, risks, and available resources for protection make such protection appropriate.

IV. PRE-IDENTIFIED VITAL RECORDS

The following college records have already been determined to be vital. For ease of reference, these records are also annotated in the Record Retention Policy by the symbol

(V) After the record listing.

- **Student Records**
 - Student transcripts and academic records
 - Student disciplinary records resulting in suspension or dismissal
 - Enrollment agreements
 - Patient medical records

- **Employee Records (Department of Human Resources)**
 - Payroll records
 - Individual employee personnel files
 - Health plan and life insurance enrollment, change and cancellation forms

- **Faculty Records (Principal's Office)**
 - Faculty personnel and R&D files

- **Institutional Records (Principal's Office & Registrar's Office)**
 - Managing Trustee records (including Board of Trustees minutes, corporate resolutions, bylaws and articles of incorporation)

- **Deeds**
 - Campus building records (including architectural drawings, floor plans, equipment inventory records, improvement records)

- **Endowment records, gift agreements, bequest files**

- Financial records (including general ledger, auditors reports, current accounts payable and receivable records)
 - Ownership records of vehicles and other major assets
 - AAGC membership records
 - Promissory notes



- Federal and state required statistics and reports
- **Library and Archives holdings**

Departments holding original copies of pre-identified vital records have the responsibility to ensure they are protected in accordance with the guidelines outlined in this policy.

This list of pre-identified vital records is not intended to be all-encompassing. Additional vital records may be identified by departments as provided in Section III.

V. SELECTION OF METHODS OF PROTECTION

A. Each department is required to develop a written plan that identifies all vital records maintained by the department and describes how the department protects such records (hereinafter "protection plan"). This plan should be provided to the Records Management Committee Chair according to a schedule to be determined by the Records Management Committee. The following guidelines are provided to assist departments in the development of protection plans for vital records.

The two most important factors guiding the selection of a method of protection for vital records are the level of risk to the record and the cost of the proposed protection method. Departments should take these factors into consideration by evaluating the ratio of the effectiveness of the protection method to the cost of that protection method. Since it is possible to attain no more than relative security, the best choice is the one for which the cost of security is most closely in line with the degree of risk, i.e., the greater the risk to a record, the greater the cost that can be justified in protecting it.

B. Beyond the evaluation of actual risks of loss for vital records, three other factors have a measure of importance in the selection of protection methods:

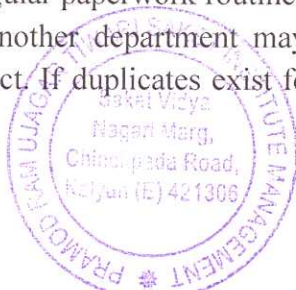
1. Need for accessibility. Vital records that must be close at hand and available for use at all times may require different methods of protection from those records that are infrequently used.
2. Length of retention. The best methods for protecting vital records of a short-term nature may be different from those methods best for long-term or permanent records.
3. Physical qualities of records. Susceptibility of records to destruction from heat, water, chemicals, and aging varies with both the record medium and the duration of retention.

Magnetic tape and film often require different protection from that needed for paper documents.

Paper itself varies greatly in its ability to withstand aging.

C. Six methods of records protection are reviewed below. More than one of those methods can be used to protect a given vital record. It is not uncommon to protect the active portion of a series of records through the preservation of existing duplicates while protecting the inactive portion through other means. Methods 5 and 6 should be considered secondary methods of records protection. For instance, if it is not feasible to implement methods 1, 2, 3, or 4 for reasons of economics, methods 5 or 6 should be used to provide at least a minimum level of protection.

1. Preservation of existing duplicate copies at another location. Many records already have a form of "natural protection" because of the regular paperwork routine. For example, legal counsel may retain the original copy of a contract, while another department may retain a copy of the same contract for reference during the life of the contract. If duplicates exist for a vital record series, the preservation of



those duplicates is very effective protection. The likelihood of both copies being destroyed at any one time is extremely low. This method is equally effective for long- and short-term retention, durable or fragile records, and high- or low-access requirements.

2. Creation of duplicate copies for preservation at another location.

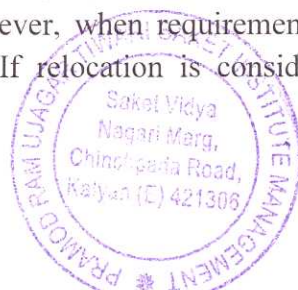
Duplicate "security" copies of many vital record series may be created. For example, copies of major gift agreements may be scanned so that they can be maintained electronically, while the original gift agreement is moved to a safe location either on or off campus. Methods of creating copies range from direct reproduction on copying machines to scanning paper copies into an electronic database. This kind of protection is as effective as the first method described. However, the cost of creating duplicate copies is sometimes relatively high.

3. Preservation of source records that would be used to reconstruct vital records. In many cases, documents that are sources for vital records are held by the college or a vendor. For example, statistical reports prepared for the government may be based on college records that are currently available. If such sources can be identified and agreements made for holding them for the length of time protection is required, this method of protection can be nearly as effective for all situations as the first two. Effectiveness is reduced only slightly because several source document series may be involved, any one of which might be destroyed. The overall cost of this method may be higher than the first method, because larger volumes of source records must be retained for longer periods than would ordinarily be the case. However, the net cost of this method will usually be much less than the cost of creating duplicate security copies.

4. Storage in special equipment such as fire resistant cabinets, safes, or vaults. Original and unique copies of vital records can be protected from most hazards through the use of special storage equipment. While the protection thus obtained is not absolute, its relative effectiveness is only slightly lower than the first three methods. However, of all protection methods, the use of special storage equipment is usually the most costly. This method should be considered only when the other methods are physically not feasible.

5. Removal of hazardous conditions from area of storage. By removing unnecessary hazards such as combustible materials and steam or water pipes and by eliminating undesirable conditions such as airborne chemicals and extremes of heat or humidity, a relative improvement can be achieved in protection of records. Since the effectiveness of this method is low, it should be considered only when other methods are economically unfeasible.

6. Relocation of records to a less hazardous area. Because of differences in construction, some college buildings are less hazardous for records storage than others. The effectiveness of relocation as a method of protection can be equal to or slightly better than that for removal of hazardous conditions. Cost will be equally low or lower. However, when requirements exist for frequent access to the records, this method may not be feasible. If relocation is considered, the college archivist and the director of



Facilities Management Services should be consulted to determine the relative safety of various proposed storage areas.

VI. RESPONSIBILITIES

A. Departments and Offices

The individual department is responsible for reviewing its records in relation to the guidelines set forth in this policy, identifying by title those records that are vital, and consulting with legal counsel and other departments, as appropriate, regarding the location of each vital record and the type of protection given to it. Development of a written protection plan, as identified in Section V, is mandatory. In cases where protection is not provided for any vital record, a short explanation should be included in the departmental protection plan.

B. Records Management Coordinators

Each Records Management Coordinator is responsible for coordinating the development of department protection plans in his/her area of responsibility and for reporting the status of the plans' development to the Records Management Committee. Coordinators shall be appointed by the college president and shall serve as a member of the Records Management Committee.

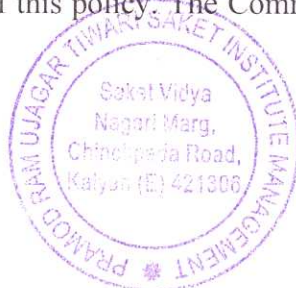
Coordinators shall be appointed for the following areas of responsibility:

- Student Records (Registrar, Financial Aid, Dean of Student's Office, Career Development Office, Student Activities, Residence Life, Athletics)

- Employee Records (Department of Human Resources)
- Faculty Records (Principal's Office, Faculty Committees)
- Institutional Records (HO, Principal's Office & Registrar's Office)
- Library and Archives holdings

C. Records Management Committee

The Records Management Committee is responsible for the overall management and periodic review of this policy. The Chair of the Committee shall be appointed by the President, and the committee shall be composed of the records management coordinators, together with the College Archivist, the Vice President for Planning and Information Technology, and Legal Counsel. The Committee will prescribe the required frequencies of vital records protection plans, which will be not less than once every five years. The Committee shall meet regularly to evaluate the sufficiency of protection plans, evaluate the need for resources to assist in the protection of vital records at the college and provide advice to departments in the implementation of this policy. The Committee shall also report regularly to the Risk Management Committee.



Annexure A

Special Collections & Archives

Guide to Transferring Materials to the College Archives

PRUTSIM Archives is the college's official repository for all historically valuable non-current records generated and received by college offices and employees during the course of official college business. Permanently valuable historical records document the growth and development of the college, including its physical plant and grounds, curriculum and research, relationship with the local community, and the activities of its student body, faculty, and alumnae/i. Current or active records are documents that must be consulted frequently or accessed immediately for legal, operational, or administrative policy purposes. Some of these will eventually come to the archives; others will be destroyed.

Please see PRUTSIM Records Management Policy that determines the college's official records retention schedule. Once records have met their retention schedule, they will either be disposed of or transferred to the archives for permanent retention. Some records may be closed for 7 years or longer, depending on the nature of the records and may only be used by permission.

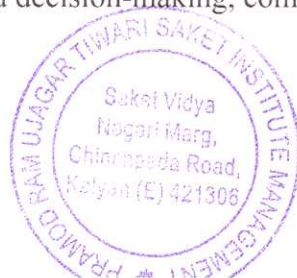
I. SELECTING MATERIAL – for College Archives, official records

The archivist is always available to work with faculty and staff to determine what materials to transfer.

Types of records to transfer to the archives:

In general, significant records created in the conduct of college business are appropriate for transfer to the archives. Also, records that chronicle a department's activities are part of the institutional memory and would be helpful to future students and historians. Records that are valuable to understanding the organizational culture, differing points of view, and how decisions were made should also be preserved. Many of these records will be closed for 25 years and only accessible with special permission. Specific records appropriate for the archives include:

- Constitutions and by-laws, minutes and proceedings, transcripts, and lists of officers of the varied official college offices and governing bodies
- Select office files, including incoming and outgoing official correspondence and memoranda and subject files related to projects, activities, functions, and special events
- Annual budgets
- Historical files related to policy and decision-making, committee and task force reports, and surveys
- Manuscripts, lectures, speeches



- Publications: two copies of all newsletters, brochures, journals, handbooks, monographs, programs, posters and announcements issued by the college or its departments. The college archives should be on all official mailing lists
- Reports of external groups about the college, including surveys, audits, accreditation reports, and planning documents
- Academic program materials, including curricula, feasibility studies, class schedules, and course syllabi
- Audiovisuals, including photographs, negatives, and transparencies; maps, plans, films, sound and video recordings, microforms and other illustrative media.

PLEASE LABEL AND IDENTIFY THESE MATERIALS AS COMPLETELY AS POSSIBLE.

- Records and minutes of campus organizations funded and/or sponsored by the college
- Artifacts and memorabilia of permanent significance to the college's history

Records that generally are disposed of after their current use:

- Records of specific financial transactions
- Routine correspondence of transmittal and acknowledgement
- Correspondence not specifically addressed, such as circulars and memoranda, except for one record copy maintained by the generating office
- General administrative and management files
- Student academic and employment records
- Recommendations and other personnel files that were to be destroyed after use; e.g., search committee files on individuals not hired by PRUTSIM
- Replies to questionnaires once the results are recorded and published

II. PERSONAL FACULTY PAPERS– For Special Collections, non-official records

The college collects the papers of faculty for the Special Collections. These are materials not produced while conducting official college business. The line between institutional and personal records may be difficult to determine, so please contact the archivist with questions.

The Special Collections consist of non-official materials such as rare books, personal papers, manuscript collections, objects, artifacts, institutional/organizational records, and other materials that reflect the history of the college, curriculum, programs, current collection strengths, and the history of Baltimore and Maryland.

Material of particular interest for Special Collections:

- Biographical material, including curriculum vitae, resumes, published and unpublished biographical sketches, and memoirs, reminiscences, and wills



- Correspondence: outgoing and incoming letters relating to all facets of one's career, including correspondence with colleagues, publishers, organizations; personal letters to and from friends, relatives, and business associates
- Business or organizational records: agendas, minutes, reports, correspondence, annual reports, charters, articles of incorporation, constitutions, by-laws, handbooks, newsletters or other publications, organizational charts, brochures, and press releases
- Published articles and monographs; drafts and manuscripts of articles, papers, books, and speeches, critical works
- Audiovisuals, including photographs, films, and sound and video recordings
- Photographs: prints, negatives, slides
- Typescripts, drafts, and galley proofs of publications, when they reflect the creative process
- Books, research papers, articles, and reprints written by others unless of direct significance
- Research notes and data, if a summary is not available
- Memorabilia, scrapbooks, diaries, notebooks, journals
- Maps, printed items
- Research files: outlines, research designs, raw data, notes, analyses, and reports of findings

Records that should not be transferred to the Archives without prior consultation:

- Detailed financial records, canceled checks, and receipts
- Human resources, payroll, or otherwise confidential material
- Detailed financial records, canceled checks, and bills/receipts
- Grade books and rosters
- Non-personally addressed mail and routine letters of transmittal and acknowledgement
- Junk mail, duplicates, mailing lists, and date books and calendars
- Routine correspondence, including memoranda and letters of transmittal and acknowledgement
- Duplicates and multiple copies of publications
- Artifacts and memorabilia unless of particular significance to the college.

III. PREPARING MATERIAL

The following measures are helpful prior to transferring materials. The archivist is available to assist in this process.

Pack records in boxes.



- Do not overfill boxes. Use records storage boxes if possible

Put documents in folders before packing into boxes. Please do not put loose papers in boxes.

- Label folders if possible with subjects and dates.
- Remove hanging holders
- If materials are in binders, keep in binders and place in box.

Box similar materials together--do not mix different kinds of files.

- Separate boxes for work done in separate areas/projects. For example, keep records related to work on a faculty committee separate from papers related to work on a city commission.
- Separate boxes for different series or types of material. For example, keep public relations materials separate from general correspondence.
- Keep physical types separate. For example, do not mix videotapes, paper press releases and photographs all together.

Keep materials in original order

- When removing items from file drawers, or from shelves, place in box in order as found.

Keeping materials in the order which they were used is helpful for researchers.



ANNEXURE B

DOCUMENT DESTRUCTION RECORD

Department _____

Date _____

Description of records:

Method of destruction:

Confidential

Not confidential

Document moved off-site to _____ (location)

.....
Destruction carried out by:

Name

Signature

Departmental approval:



Print Name

Signature



17. SOP FOR POSTING ON SOCIAL MEDIA



SOP FOR POSTING ON SOCIAL MEDIA

1. Purpose:

Social media has become a powerful tool for communication and propagation that have a significant impact on an organization and professional reputation. As its uses obviate the discrimination between personal voice and organizational voice, Saket Institute of Management adopts the policy elucidated in the ensuing paragraphs to help protect personal and professional reputations while participating in social media.

The main aims of this SOP are: -

- To streamline guidelines for use of social media for educational and constructive purposes and to prevent misuse of social media.
- Guide employees and students to use social media while effectively complying with online ethics and adherence to Saket Institute of Management organizational rules and regulations.
- To make the employees and students cautious about ethical principles and legal compliance when they use social media.
- To caution them about discrimination and defamation online, and how to demonstrate appropriate behavior on social networks.

2. Scope

This standard operating procedure applies to employees and students of the JISCE till they have the privilege of lien with the institution as employee or student.

3. Responsibilities

All heads of departments and administrative divisions will ensure adherence to these guidelines by their students and subordinates as the case may be.

4. Procedure / Guidelines Both in professional and academic roles, the employees and students need to follow the same behavioral standards online as they would in real life. The same laws,



professional expectations, and guidelines for interacting with co-workers, teachers, students, supporting staff and general public apply online as in the real world. Employees and students are liable for anything they post on social media – those who violate the Institution’s policy regarding social media do so at the risk of disciplinary action.

Precautionary Measures for Social Media Sites:

- Protect confidential and personal information – do not post confidential or personal information, and photographs of others without their permission.
- The employees and students must follow the code of conduct of Saket Institute of Management while posting on social media.
- Social networking sites are not appropriate forums to engage in differences of opinion with respect to professional or organizational issues or discussing the performance or competence of employees.
- All employees and students are prohibited from posting defamatory posts both in photographic or writing form against anyone within or outside Saket Institute of Management; specifically, they should be very cautious in commenting on heads/employees of organizations. Political posts are strictly prohibited, failing which disciplinary action will be initiated against the concerned employees/students.
- Respect copyright and fair use when posting, be mindful of the copyright and intellectual property right of others.
- Do not use Saket Institute of Management logos for endorsements or images on personal social media sites.
- Do not use Saket Institute of Management name to promote any product, idea which does not pertain to the institution.
- Saket Institute of Management reserves the right to monitor social networking sites.

Appreciable Practices Social Media Sites:

Think twice before posting:



- Privacy does not exist in the world of social media.
- Consider what could happen if a post becomes widely known and how that may reflect both on the initiator of the post and the Institution.
- Be aware that search engines can turn up posts years after they are created, and comments can be copied and saved.

Make endeavours for accuracy:

- Get the facts straight before posting them on social media.
- Review content for grammatical and spelling errors, especially if posting on behalf of Saket Institute of Management.

Be respectful:

- Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas.
- Be careful in with respect to your tone and selection of words, for words have different meanings in different tones/contexts.

Be mindful of your audience:

- Be aware that a presence in the social media world is or can easily be made available to the public at large and this includes JISCE's stakeholders such as prospective employees/students and society.
- Consider this before publishing to ensure that your post will not alienate, harm, or provoke any of these groups.

Identify your views as your own:

- If you identify yourself as Saket Institute of Management staff member/student on your personal site, it should be clear that the views expressed are not necessarily those of the Institution



Photography:

- Consider adding a watermark to protect your intellectual property.
- Photographs of other staff / students must not be published without prior consent of the persons appearing in such photographs.

Organizational posts:

- Only the authorized persons may post on behalf of Saket Institute of Management.
- Before posting it may be approved from Director, Dean- Academic or the concerned authority.
- The accuracy of the information must be ensured while posting on behalf of the organization.
- The deputed Social Media Coordinator should monitor the official pages for derogatory comments and should remove it instantly.
- Check and recheck the sentences to avoid syntactic errors and semantic ambiguity.
- Logo of Saket Institute of Management must be added properly in each and every post.
- All the staff members must “LIKE” each and every post of the institute.

5. Monitoring:

Social media coordinator along with departmental coordinator will monitor the activities of their staff/students.

6. Corrective Action:

Any employee/student found or established to be violating the rules, will be dealt with under the college rules, for the time being in force.



**18. SOP
FOR
STATUTORY
COMPLIANCE**



SOP FOR STATUTORY COMPLIANCE

Purpose:

The purpose of the Statutory Compliance Cell is to assist the Principal's Office and help the Administrative Authorities in planning future course of action, coordination of Institute activities, corresponding with UGC, AICTE, University, Higher Education and Management and in making necessary arrangements to organize Management Meetings in our Institute.

Scope:

Scope of the Statutory Compliance Cell is so wide because it is not limited to a particular extent. The following important functions constitute the major scope of the Cell:

- Preparation of Agenda and Notes, Minutes and Action Taken Report on Advisory Committee, Board of Governance Meetings
- Compliance-cum-Progress Report along with Mandatory Disclosure to AICTE for annual approval of existing courses
- Correspondence with AICTE, UGC.
- Annual Report to, Report for Saket Institute of Management Annual General Body Meeting and preparation of Monthly and Annual Reports of Institute
- Preparation of AQAR related data
- Preparation of NBA Application to AICTE
- Preparation of Institute Brochure
- Preparation of Application for New Courses

Responsibility:

Director/ Registrar/ Dean- Academic/ Administrative Officer

Structure:

It is headed by a faculty in-charge whose responsibility is to supervise the above mentioned works. He will be assisted by an Administrative Officer & Administrative Assistant.



Files to be maintained:

- AICTE File
- UGC File
- NBA File
- NAAC File
- Governing Body File
- Advisory Committee File
- Minutes File
- Head Office File



**19. SOP
FOR STOCK
VERIFICATION**



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 IT lab technical support persons
- Director, Dean-Academic

Procedure:

Sl.	Activities	Responsibilities	Target Dates
1	End of year stock verification can be planned	Registrar and Dean-Academic	1 st week of June
2	Depute respected responsible person for physical verification during end of academic year	Dean-Academic	2 nd Week of June
3	Stock verification at Computer lab and library	IT Lab In charge , Librarian	2 nd week of June
4	Registered stock, available stock, condemned and other discrepancies are reported.	Dean-Academic and All faculty members	2 nd week of June



**20. SOP
FOR
TRAINING
&
PLACEMENT CELL**



SOP FOR TRAINING & PLACEMENT CELL

Content

1. Campus Recruitment: Explanatory Note – 1

Text of -

- Formal Invitation Letter (For companies who had conducted Campus recruitment during the last 4 years)
- Formal Invitation Letter (For companies who have not conducted Campus recruitment during the last 4 years)
- Furnishing of Website Links
- E-mail inviting companies to conduct campus recruitment.
- E-mail reminding companies for expeditious action on our request for campus recruitment
- E-mail inviting companies to convey dates of campus recruitment.
- E-mail expressing a note of appreciation for conducting / accepting to conduct Campus recruitment.
- E-mail expressing a note of appreciation for recruiting students of our Institutes.
- E-mail expressing a note of appreciation even if students are not recruited by the company concerned.

2. Students Profile: Explanatory Note - 2

- Format of submission of students' data base for short listing of candidates for campus recruitment (Subject to amendment based on selection criteria by different companies)
- Format for reporting attendance of candidates and absentee candidates.
- Format for reporting the result of recruitment drive.

3. Visit to Companies (Kolkata & adjoining areas): Explanatory Note - 3

- Submission of conveyance claim.



4. Visit to Companies (Cities / Locations other than Kolkata and adjoining areas.):

Explanatory Note – 4

- Submission of conveyance claim.

For Official Use Only

5. Progress report to be submitted on a monthly basis: Explanatory Note – 5

- It is essential to submit progress report highlighting success & failure of efforts to senior management in the format given below. (Including reasons for failure to achieve target)

6. PAS – Personal Appraisal System:

Explanatory Note – 6

Personal Appraisal System is an integral part of the performance record of all placement officer / officials rendering help to students entering the job market. PAS cycle is broadly concurrent with the academic sessions and begins on 1st July of a given year to 30th June of the following year. The comments of the reporting officer and reviewing officer should form the basis of career enhancement prospects and promotions. The self-assessment of officer reported upon, is intended to give an opportunity to placement officers to record their achievements, constraints to reach the target as also to explain the reasons for failure, if any.

The accepting officer can take a holistic view before deciding on the performance rating of the individuals concerned and take decision on promotion, training needs, reallocation of work etc. based on recommendations / observations of reporting and reviewing officers as also the statements recorded by the officer reported upon as incorporated in self-assessment



Explanatory Note – 1

- At the commencement of each academic session, a circular letter needs to be issued to various companies inviting CEO / CMD / HR Officers to conduct campus recruitment at JIS Group of Colleges. One letter should be addressed to companies which have conducted campus recruitment during the last four years and the second letter should be issued to companies which did not conduct campus recruitment at JIS Colleges during the last four years.
- The same letter could be used by Placement Officers while meeting HR Officers on a one to one basis during the academic session.
- Most of the companies request for website details. Unfortunately, the HR officers are reluctant to search the specific information they require and, therefore, they request website links to various courses of study as incorporated in the placement brochure. Consequently, it becomes essential to provide links for engineering, computer application etc
- As a follow up action to issuance of circular letter and / or direct contact with various companies, it is essential to send an E mail inviting companies to conduct campus recruitment and seeking appointment.
- Format for E mail reminding companies for expeditious action on our request for campus recruitment
- It is imperative to finalize the dates of campus recruitment as also to ascertain the details of the venue and the schedule for the interview process.
- On completion of the interview process, a note of appreciation for conducting campus recruitment should be sent.
- Format for expressing a note of appreciation for recruiting students of our Institutes
- E Mail expressing a note of appreciation even if students are not recruited by the company concerned.




Director (In-Charge)
Pramod Ram Ujagar Tiwari
Saket Institute of Management
Saket Vidya Nagari Marg,
Chinchpada Road, Kalyan (E) 421 306