



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).

JIS College of Engineering
www.jiscollege.ac.in

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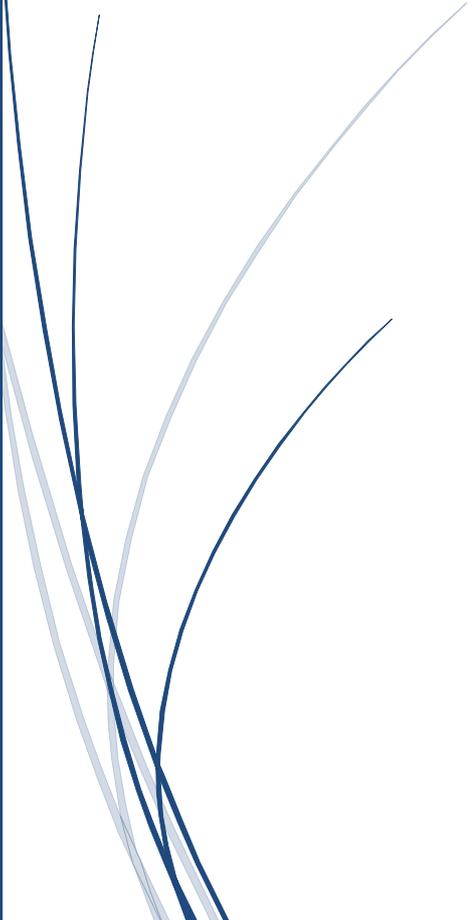
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SOP FOR ADMISSION PROCESS



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SOP FOR ADMISSION PROCESS

Objective: To elaborate the procedure for student admission

Responsibility:

- All teaching & non-teaching staff
- HoDs
- Admission Cell

Procedure:

Sl.	Activities	Responsibility
1.	Selection of faculty members to be put in charge of the admission process .	Principal, HoDs,
2.	Facilitating Admission	Admission Cell
3.	Scrutiny of documents for admission & registration process as per the eligibility criteria.	Admission Cell
4.	Admission through counselling and Collection of copies of relevant certificate and payment of fees.	Admission Cell
5.	Collection of data from enrolled student data for Identity card.	Admission Cell & System Administrator
6.	Intimation of orientation program for students.	Department coordinator, Admission

Documents to be checked at the time of Admission by Admission Cell:

- Original/Downloaded Admit & Rank Card (JEE Main/WBJEE/AMPAI)
- Original Allotment Sheet from JEE /AMPAI (As applicable)
- Attested Xerox of Xth , XIIth Admit & Marksheet
- 6 Copies of Coloured Stamp Size Photograph
- Medical, Eye & Blood Group Certificate
- Original Migration/School Leaving Certificate
- Original Affidavits as prescribed by AICTE (Anti Ragging)
- Identity Proof (as applicable)

Eligibility Criteria to be checked at the time of Admission by Admission Cell

Programme	Branch	Eligibility	Duration	
B.TECH	I	BIO MEDICAL ENGINEERING	<ul style="list-style-type: none"> · Candidates must be at least 17 (seventeen) years of age. There is no upper age limit. Candidates must pass Higher Secondary (10+2) Examination of West Bengal Council of Higher Secondary Education or equivalent examination from a recognized Council/Board with: · Individual pass marks in Physics and Mathematics as compulsory subjects along with Chemistry / Biotechnology / Biology / Computer Science) · Minimum of 45% marks in the Physics and Mathematics as compulsory subjects along with Chemistry / Biotechnology / Biology / Computer Science) taken together as well as pass in English with a minimum of 30% marks in the said qualifying examination. Valid Rank of qualifying examination (WBJEE/JEE(Main) /CEE-AMPAI-WB). 	4 YEARS
	II	CIVIL ENGINEERING		
	III	COMPUTER SCIENCE & ENGINEERING		
	IV	ELECTRICAL ENGINEERING		
	V	ELECTRONICS & COMMUNICATION ENGINEERING		
	VI	INFORMATION TECHNOLOGY		
	VII	MECHANICAL ENGINEERING		
B.TECH - (LATERAL) (Scholarship available)	I	BIO MEDICAL ENGINEERING	<ul style="list-style-type: none"> · Candidates must be a Diploma Holder in Engineering from an AICTE approved institute with minimum of 45% marks, or B.Sc. Degree holder from a UGC recognised university with minimum 45% marks, with a valid Rank of JELET (conducted by WBJEEB) 	3 YEARS
	II	CIVIL ENGINEERING		
	III	COMPUTER SCIENCE & ENGINEERING		
	IV	ELECTRICAL ENGINEERING		
	V	ELECTRONICS & COMMUNICATION ENGINEERING		
	VI	INFORMATION TECHNOLOGY		
	VII	MECHANICAL ENGINEERING		
M.TECH	I	COMPUTER SCIENCE & ENGINEERING	Candidates must be a B.E. / B.Tech Graduate /M.Sc in the respective field with a valid rank of GATE / PGET / AMPAI-WB.	2 YEARS
	II	ELECTRICAL DEVICES & POWER		

		SYSTEM		
	III	MECHANICAL ENGINEERING		
	IV	MOBILE COMMUNICATION & NETWORKING TECHNOLOGY		
MBA	I	MASTER OF BUSINESS ADMINISTRATION (Scholarship available)	· Candidates must pass Graduation (in any stream) or equivalent examination from a recognized University/Institute with a valid Rank / Score of MAT (conducted by AIMA) / WB-JE MAT (conducted by WBUT) / AMPAI-WB.	2 YEARS
BBA	I	BACHELOR OF BUSINESS ADMINISTRATION	· Candidates must be Higher Secondary / 12th standard pass with ENGLISH as a subject from a recognised Board.	3 YEARS
BCA	I	BACHELOR OF COMPUTER APPLICATION	· Candidates must be Higher Secondary / 12th standard pass with ENGLISH and Computer Application/ Mathematics/ Informatics Practices / Computer Science / Statistics as a subject from a recognised Board	3 YEARS
DIPLOMA	I	ELECTRICAL ENGINEERING	· Candidates must pass 10th Standard with English, Physical Science / Science, and Mathematics as subjects with minimum 35% marks from a recognized Board / Council. · Valid Rank of JEXPO (conducted by WBSETEC).	3 YEARS
		MECHANICAL ENGINEERING		

*To be amended from time to time.

SOP FOR ACADEMIC & ADMINISTRATIVE BODIES

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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.

Sl.	Names of academic and administrative bodies	Functions and responsibilities
1.	Governing Body	<p>Governing Body shall have powers to function subject to the existing provision in the bye-laws of JISCE and rules lay 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 Autonomies 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, 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 programmes of study leading to degree. • Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management • All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. • It administers the physical resources of the Institute. • Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations. • Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HoD and other Officers of the Institute in all matters of fundamental concern. • Ratifies and resolves the minutes of Academic Council, BOS, Finance Committee and IQAC

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<ul style="list-style-type: none"> • Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and MAKAUT etc.) • Monitors on the effective functioning of different non statutory committees of the college • Encourages and gives directions to apply for funds from different funding agencies
2	Academic Council	<ul style="list-style-type: none"> <input type="checkbox"/> To promote the overall academic affairs of the institute. <input type="checkbox"/> To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards <input type="checkbox"/> To consider matters of academic interest either on its own initiatives or at the insistence of the Governing Body and take proper action there on. <input type="checkbox"/> To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus and evaluation methods. <input type="checkbox"/> To introduce value added courses/ certificate courses which are required to meet industry needs <input type="checkbox"/> To prescribe courses of study leading to undergraduate and Post graduate degree of the institute <input type="checkbox"/> To develop the regulations for student's admission based on government policies. <input type="checkbox"/> To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university <input type="checkbox"/> To maintain proper standards of the examination <input type="checkbox"/> To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels <input type="checkbox"/> To promote research within the institute and acquire reports on such research from time to time for further guidance and advice <input type="checkbox"/> To prescribe measures for departmental coordination <input type="checkbox"/> Ratifies and resolves the minutes of Board of Studies <input type="checkbox"/> To make recommendations to the governing council for the following: <ul style="list-style-type: none"> i. Inception of new courses ii. Initiate measures for improvements of standards of teaching, Training and research iii. Institution of fellow ships, Travelling fellowships, scholarships, medals, prizes etc. iv. Establishment or discontinuation of courses / centers and formulate bylaws guiding the academic functioning of the institute admissions and examinations.

Sl.	Names of academic and administrative bodies	Functions and responsibilities
	Finance Committee	<p>The annual accounts and financial estimates of 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"> <input type="checkbox"/> 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. <input type="checkbox"/> No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee. <input type="checkbox"/> To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee. <input type="checkbox"/> Estimates the income from fees and other sources <input type="checkbox"/> Estimates the fund received from UGC/AICTE/any other funding agency <input type="checkbox"/> Prepares plan of expenditure for running of the institution on day to day basis <input type="checkbox"/> Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget. <input type="checkbox"/> Proposes the budget for the financial year for the departments and the institute. <input type="checkbox"/> To consider audited accounts of the Institute and submits the audited accounts to GC. <input type="checkbox"/> To make recommendations to the Governing Council for the following to: <ul 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.
4	Boards of Studies	<ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department

Sl.	Names of academic and administrative bodies	Functions and responsibilities
	Boards of Studies	<ul style="list-style-type: none"> <input type="checkbox"/> Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional/global developmental needs. <input type="checkbox"/> Approve the curriculum and its structure for all the programs of the department. <input type="checkbox"/> Advises innovative pedagogical methods teaching and evaluation methods <input type="checkbox"/> Suggest panel of names to the academic council for appointment of examiners <input type="checkbox"/> Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute. <input type="checkbox"/> To make recommendations to the Academic Council for the following: <ul style="list-style-type: none"> i. Starting of new courses ii. Initiate measures for improvements of standards of teaching, Training and research
5	Institute Academic Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Plan, monitor and control of the academic systems of all the Departments. <input type="checkbox"/> Introduce innovations in Teaching, Learning and Evaluation practices. <input type="checkbox"/> Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs curriculum revision or introduction of new disciplines. <input type="checkbox"/> Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.
6	Research Advisory Board	<ul style="list-style-type: none"> <input type="checkbox"/> Identifying the funding agencies <input type="checkbox"/> Finalize thrust areas for institutional R&D projects <input type="checkbox"/> Identifying the Research projects <input type="checkbox"/> Review the progress of the research projects <input type="checkbox"/> Review of new/ existing Center for Excellence in the Institute <input type="checkbox"/> Efforts looking for additional resources for research infrastructure <input type="checkbox"/> Contributing towards the development of curriculum. <input type="checkbox"/> Recognizing recent trends in science and technology <input type="checkbox"/> Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.
7	Internal Assurance Quality Cell (IQAC)	<ul style="list-style-type: none"> <input type="checkbox"/> Dissemination of information on various quality parameters of higher education. <input type="checkbox"/> Facilitating the creation of a learner-centric environment.

Sl.	Names of academic and administrative bodies	Functions and responsibilities
	Internal Quality Assurance Cell (IQAC)	<input type="checkbox"/> Development and application of quality benchmarks /parameters for all the academic and administrative activities of the institution. <input type="checkbox"/> Acting as a nodal agency of the Institution for coordinating quality-related activities. <input type="checkbox"/> Development of quality concerned culture in the institute.
8	Finance, Planning and Development Committee (FPDC)	<input type="checkbox"/> To advise the Governing Body/ Academic Council on matters related to academic management of the institute. <input type="checkbox"/> To estimate the future requirement of the infrastructural facilities, human resources and to plan future course of action. <input type="checkbox"/> To propose new programs & courses, increase in intake and plan for accreditation by various agencies. <input type="checkbox"/> To advise the Governing Body on all financial matters. <input type="checkbox"/> To scrutinize the budget submitted by the different depts. and monitor the utilization of departments budget. <input type="checkbox"/> To propose the budget for the financial year for the departments and the institute. <input type="checkbox"/> To consider and submit the audited accounts to BOG.
9	Staff Selection Committee	<input type="checkbox"/> Properly scrutinize and short list the applications as per the Job Requirements <input type="checkbox"/> Conduct the tests and rank the applicants as per the test scores <input type="checkbox"/> Conduct the Interviews and rank the applicants as per the Interview scores <input type="checkbox"/> Make final list of selected candidates and recommend for the approval by the Governing Council. <input type="checkbox"/> To select the qualified, meritorious, talented and efficient faculty. <input type="checkbox"/> Responsible for appointment of technical, administrative and other staff. <input type="checkbox"/> To recommend the Governing Body for approval/ratification of appointments made to different positions.
10	Purchase Committee	<input type="checkbox"/> Maintains the approval letters <input type="checkbox"/> Collects the quotations from various vendors <input type="checkbox"/> Compares the prices from these quotations <input type="checkbox"/> Finalizes the competitive prices <input type="checkbox"/> Places the Purchase Order <input type="checkbox"/> Settles the bills and submits the same for auditing purpose
11	Examination Committee	<input type="checkbox"/> Prepares relevant time tables of the Institute based on the Examination Time Table <input type="checkbox"/> Prepares and display an overall Supervision Duty List <input type="checkbox"/> The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<p>and the role and responsibilities of A report of same shall be submitted to the Principal.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Committee collects list of examiners for assessment and moderation of each subject from respective HODs. <input type="checkbox"/> Ensures that the evaluation and moderation process is completed on time <input type="checkbox"/> Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc. <input type="checkbox"/> Ensures that the entire exam related documents reach the university in time. <input type="checkbox"/> Conducts Internal Assessment examination as per academic calendar. <input type="checkbox"/> Distributes marks lists to the students after the results of various examinations received from the University. <input type="checkbox"/> Processes all Circulars, Guidelines, Office Orders, Notifications received by the University
12	<p>Departmental Academic Committee (DAC)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Departmental academic Committee (DAC) is responsible for the academic audit of the department <input type="checkbox"/> Plan, monitor and control of the academic system of the department <input type="checkbox"/> DAC also will consider the recommendations of Departmental Development Committee that relate to any of the development that must include programs of study, change in syllabus, Laboratory up gradation and maintenance, introduction of new courses and make further recommendations to the Board of studies. <input type="checkbox"/> Planning, monitoring and control of the academic system of the department concerned <input type="checkbox"/> Procure the additional infrastructural facilities required for strengthening the department as per the suggestions of the DDC (Department Development Committee) <input type="checkbox"/> Implementing the innovative practices in the Teaching and Learning methods <input type="checkbox"/> Implementing the innovative practices in teaching and evaluation system <input type="checkbox"/> Recommending for the establishment of the New/Additional infrastructural facilities for the department <input type="checkbox"/> Defines the educational objectives of the Department at all levels <input type="checkbox"/> Keeps the quality of teaching and learning at all levels in the Department under review at all times <input type="checkbox"/> Discussion on Industry visits

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<input type="checkbox"/> Reviews Result Analysis <input type="checkbox"/> Review on research proposals from different funding agencies <input type="checkbox"/> Review on research publications <input type="checkbox"/> Preparations related to NBA, NAAC and UGC etc. <input type="checkbox"/> B.Tech and M.Tech Projects <input type="checkbox"/> Decides Certificate Courses
13	Department Development Committee	<input type="checkbox"/> Collect feedback from all the stake holders viz. the students, staff, parents, Industry experts, academic peers etc regarding the course requirements, emerging trends and the corrections needed in the existing academic system and verifies whether it relates to the conduct of the course work or organizing the laboratories. <input type="checkbox"/> Analyze the feedback and make reviews <input type="checkbox"/> Review on FDP/Workshops/conferences/Any Other <input type="checkbox"/> Funding proposal to various funding agencies <input type="checkbox"/> Review on Budget utilization <input type="checkbox"/> Review on Infrastructure <input type="checkbox"/> Reconstitution of Committees <input type="checkbox"/> Result Analysis <input type="checkbox"/> Recommend the following: <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 for the requirements of new infrastructural facilities to the department concerned.
14	Class Review Committee	<input type="checkbox"/> Monitor the lesson Plan <input type="checkbox"/> Syllabus coverage/ <input type="checkbox"/> Student attendance and Academic performance <input type="checkbox"/> Assignments/ Tutorials/any other <input type="checkbox"/> Industrial Visits <input type="checkbox"/> Analyze the student Feedback <input type="checkbox"/> 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	<input type="checkbox"/> Reviews the faculty publications <input type="checkbox"/> Recommends the incentives for all those papers published in the peer reviewed journals <input type="checkbox"/> Suggests the faculty for further patent work
16	Library	<input type="checkbox"/> Collecting the requirements of the text books, reference books,

Sl.	Names of academic and administrative bodies	Functions and responsibilities
	Library & Information Resource Centre Committee	<p>journals and ensuring adequate number of copies are made available in the library as per norms.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning and implementing the library automation, procedures, digital library development and usage. <input type="checkbox"/> Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration. <input type="checkbox"/> Conducting annual stock verification
17	Grievance Redressal Committee	<ul style="list-style-type: none"> <input type="checkbox"/> All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. <input type="checkbox"/> Committee tries to settle the issues amicably in a time bound manner. <input type="checkbox"/> Introduces a reasonable and reliable solution for grievances of various issues received from students/parents <input type="checkbox"/> Ensures that the grievances are resolved on time impartially and confidentially.
18	Anti-Ragging Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. <input type="checkbox"/> Takes affidavits from the students and parents regarding Ragging during the Admission. <input type="checkbox"/> Provides helpline details inside and outside college premises. <input type="checkbox"/> Resolves the complaint received from the victim <input type="checkbox"/> Verifies the facts through enquiry <input type="checkbox"/> Awards disciplinary action against culprit.
19	Women Cell	<ul style="list-style-type: none"> <input type="checkbox"/> Eve teasing incidents in the campus and the college buses. <input type="checkbox"/> Inappropriate behavior towards women staff. <input type="checkbox"/> Improper treatment of girl students <input type="checkbox"/> Passing of unaesthetic and provocative comments and messages. <input type="checkbox"/> Equips the female students, faculty and staff members with the knowledge of their legal rights. <input type="checkbox"/> Safeguards the rights of female students, faculty and staff

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		members. <input type="checkbox"/> Provides a platform for listening to complaints and redressal of grievances
20	Disciplinary Committee	<input type="checkbox"/> Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises <input type="checkbox"/> Counsels the indiscipline students <input type="checkbox"/> Counsels the students about ill-effects of ragging Enlightens the students on the consequential administrative and legal implications. <input type="checkbox"/> Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours. <input type="checkbox"/> Ensures that all the students attend classes without bunking & prevent the students from leaving the college early <input type="checkbox"/> Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours. <input type="checkbox"/> 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, JISCE, The Annual Magazine	<input type="checkbox"/> Gathers and sorts information under various headings <input type="checkbox"/> Checks and edits the information <input type="checkbox"/> Does proof reading <input type="checkbox"/> Gives a final shape to the magazine <input type="checkbox"/> Invites quotations from the printers, identifying printer <input type="checkbox"/> Receives printed copies from printer and arranges for distribution
22	Extra Curricular & Co-Curricular Committee	<input type="checkbox"/> The committee shall plan for creating the infrastructural facilities <input type="checkbox"/> Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities <input type="checkbox"/> The committee is responsible for: <ul style="list-style-type: none"> o Event planning

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<ul style="list-style-type: none"> o Scheduling the events o Budget planning o Ensuring maximum possible participation o coordinating the student activities
23	Sports Committee	<ul style="list-style-type: none"> <input type="checkbox"/> To plan, conduct all sports in the college including competitions <input type="checkbox"/> Train students for inter college and inter university, state and national level competitions <input type="checkbox"/> Monitor and maintain the discipline in student players <input type="checkbox"/> For up keep of all play grounds, sports equipment, <input type="checkbox"/> For scheduling all the related activities without effecting the class/Lab work, examination schedules <input type="checkbox"/> To give System of development of sports and extra curricular activities <input type="checkbox"/> To plan for all the infrastructural facilities required as per norms through Professor In charge resources <input type="checkbox"/> To plan and monitor the maintenance of all the infrastructural facilities related to sports and games <input type="checkbox"/> To Organize competitions of Intramural, Republic Day Cup, Fresher's Day Cup, Independence Day cup etc., <input type="checkbox"/> To Organize Inter collegiate tournaments. <input type="checkbox"/> To Coach players to participate in All India Inter University and various Inter collegiate meets. <input type="checkbox"/> To Organize Annual Sports Fest.
24	Training & Placement Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Collects and maintains the students database for the purpose of T&P activities <input type="checkbox"/> Does the training need analysis for all third year students. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills. <input type="checkbox"/> Responsible for identifying placement opportunities across reputed organizations. <input type="checkbox"/> Arrange for interaction with industry and bridge the gap between Institute and industry. <input type="checkbox"/> Arranges for better conduct of industry – specific Training programmes <input type="checkbox"/> Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus. <input type="checkbox"/> Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students <input type="checkbox"/> The Training and placement Cell conducts lectures on personality development communication skills and conduct

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<p>mock sessions for improving presentation skills.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan, designs, and imparts Soft skills to the students. <input type="checkbox"/> Plan, designs and imparts personality development to the students. <input type="checkbox"/> Plan, designs and finishing schools to the students. <input type="checkbox"/> Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills
25	Hostel Committee	<ul style="list-style-type: none"> <input type="checkbox"/> To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel <input type="checkbox"/> To supervise all facilities/amenities and their up keep, receive complaints from students, redress of grievances etc. <input type="checkbox"/> To control, counsel the behavior of students in the hostel, monitor study schedules and patterns, etc. <input type="checkbox"/> To plan for all the infrastructure facilities required as per <input type="checkbox"/> Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel <input type="checkbox"/> Responsible for the receipts and the payments of the hostel
26	Alumni Coordination Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Responsible for the registration of all the outgoing students as alumni members and maintenance of the database. <input type="checkbox"/> Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers. <input type="checkbox"/> Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute. <input type="checkbox"/> Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc. <input type="checkbox"/> Responsible for establishing alumni chapters and conducting their annual meets frequently. <input type="checkbox"/> Identifies and forwards the information to main Chapter at JISCE regarding the Alumni occupying good positions in Industry / R&D / Academics / Business etc. <input type="checkbox"/> Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly. <input type="checkbox"/> Circulates the details of alumni to the present students for their benefit. <input type="checkbox"/> Invites the Alumni in good professional position for guest lecturers under discussions with HOD. <input type="checkbox"/> Host a Web Site for online registration of Alumni as well for funning information <input type="checkbox"/> Forwards information through E-News Letter and update the

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<p>Yearly Calendar of Events.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 HOD's / Principal / Management, if any action needs to be taken from their side. <input type="checkbox"/> Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni. <input type="checkbox"/> Collects Funds to develop Library / Equipment / computer centers, Buildings etc.
27	<p>Industry Institute Interaction Committee</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Arranges industrial visits, internships and industrial tours <input type="checkbox"/> Involves industrial experts to be on college Governing council, Academic council, BOS, Department Development committees, Training and Placement committee, etc. <input type="checkbox"/> Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs <input type="checkbox"/> Organizes student and Faculty Training at the Industry <input type="checkbox"/> Assists in bringing in sourcing live projects to be done by Final Year B.Tech and M.Tech Students <input type="checkbox"/> Tie-up with the Industry to implement Virtual development center <input type="checkbox"/> Plans and implements the Entrepreneur development programs within campus. <input type="checkbox"/> Assists in bringing the R&D Projects from Research Organizations <input type="checkbox"/> Guides in getting financial support from industry the R&D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc. <input type="checkbox"/> Assists in bringing the R&D Projects from Research Organizations <input type="checkbox"/> Facilitates in marketing the consultancy services offered by departments
28	<p>Canteen Committee</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To supervise, take steps for the maintenance of canteen facilities with hygiene <input type="checkbox"/> To maintain and control the quality of food supplied in the canteen <input type="checkbox"/> To modernize the canteen equipment and cooking procedures <input type="checkbox"/> To control and make suggestions to the canteen management <input type="checkbox"/> To plan for all the infrastructure facilities required as per norms

Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<p>through Professor In charge resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> To plan and monitor the maintenance of all the infrastructure facilities related to Canteen <input type="checkbox"/> To maintain the canteen premises clean and Hygiene.
29	RTI Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Facilitates the citizens to know about the organization or the matters related to the organization like budget, expenditure, employee's selection etc. <input type="checkbox"/> Resolves the issues received from affiliating University
30	Sexual Harassment Committee	<ul style="list-style-type: none"> <input type="checkbox"/> To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute. <input type="checkbox"/> To provide the healthy and safe environment in the Institute for the female students/employees. <input type="checkbox"/> To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution. <input type="checkbox"/> To resolve issues pertaining to girls or women sexual harassment.
31	SC & ST Cell	<ul style="list-style-type: none"> <input type="checkbox"/> Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems. <input type="checkbox"/> Looks after the work related to SC/STs matters and no other work is assigned to the Cell. <input type="checkbox"/> Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. <input type="checkbox"/> Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non- teaching positions in the institute and informs the same to the deserve people. <input type="checkbox"/> Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships
32	Minority Cell	<ul style="list-style-type: none"> <input type="checkbox"/> Plans to implement, coordinate and control all schemes related disadvantaged groups. <input type="checkbox"/> Conducts coaching classes for competitive exams and prepares students for professional examinations. <input type="checkbox"/> Ensures the safe and secure environment for minorities <input type="checkbox"/> Provides counseling for any emotional emergencies arising on account of any events in the institute

Sl.	Names of academic and administrative bodies	Functions and responsibilities
33	Internal Compliance Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Creates awareness about the internal compliance committee cell among the Institute academic and administrative units. <input type="checkbox"/> Promotes effective communication and collaboration among those responsible for compliance. <input type="checkbox"/> Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint. <input type="checkbox"/> Encourages an open-dialogue with the complainant from the committee members. <input type="checkbox"/> Monitors emerging compliance trends and circulate the information as needed. <input type="checkbox"/> Serves as a resource in developing or improving compliance related processes. <input type="checkbox"/> Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures. <input type="checkbox"/> Makes recommendations to senior management as to any resources or actions required for Institute compliance.
34	OBC Cell	<ul style="list-style-type: none"> <input type="checkbox"/> Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC. <input type="checkbox"/> Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing, training these communities in teaching and non-teaching posts in the University. To help them apply for post within the University a stipulated date and take follow up action where required. <input type="checkbox"/> Collects statistics on OBC students and employees. <input type="checkbox"/> Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees
35	Anti Drugs Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Educates the students about the ill effects of taking drugs through series of lectures, seminars etc. <input type="checkbox"/> Plans of preventive measures such as arranging counseling sessions for drug abused students. <input type="checkbox"/> Keeps the channels of communication open for all the students/faculty. <input type="checkbox"/> Organizes anti-drug student campaigns with a frequency of twice in a year.

3

SOP FOR ASSIGNMENT OF RESPONSIBILITIES

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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
- Heads of the respective Departments
- Registrar
- Principal

Procedure:

Sl.	Activities	Responsibility
1.	List the roles that are needed for each task in the procedure	Principal, Registrar & HoDs
2.	Include the responsibilities for each role	Principal, Registrar & HoDs
3.	Roles to be assigned to the individuals, and a list for assignment of different roles to be prepared.	HoDs
4.	Assign role to different members based on their knowledge and experience.	HoDs
5.	Review the roles of staff member periodically and rotate.	Principal, Registrar & HoDs

SOP FOR BRANDING OF AN INSTITUTION

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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 the team of faculty members can submit their proposal based on their research interest.
- Research proposal will help to get funds from funding agencies.
- Apply for project/ workshop/ seminar/ FDP proposal as per the instruction given by the funding agencies
- Get approval from HOD & Principal
- Budget allocation
- Details of resource persons must be submitted

Magazine/newsletter

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

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 can be published once in a year.
- A copy of periodicals must be kept in all the departments.

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

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

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

Performance of the faculty

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

5

SOP FOR COMPETENCIE

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SOP FOR COMPETENCIES

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

Responsibility:

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

Sl.	Activities	Responsibility	Target Dates
1.	Identify the recent trends and area to improve themselves	Faculty Member	As and when required
2.	Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands – on Training etc., on the corresponding field/area		
3.	If identified, Get the Approval from respective HODs and Principal		
4.	Attend the respective Program		
5.	Prepare a Write-up and delivery a seminar regarding the program attended.		
6.	Share the knowledge with the students.		
7.	Listed are the ways with which a faculty can improve the competency level: <ul style="list-style-type: none"> • Faculty Development Programs • Seminars, • Workshops, • Conferences, • Guest lectures, • Online Courses, • Certification Courses, • Publications, • Research Work, • Proposals to Funding Agencies • Industrial Training • Short – Term Courses etc. 		

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6

SOP FOR CONDUCTION OF MEETING

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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:

Sl.	Activities	Responsibility	Target dates/days
1	Preparation of Agenda for the meeting	Dean & HoD	Before 2 days
2	Posting the Agenda to all the teaching /non-teaching faculty members	HOD	Before 2 days
3	Preparation of materials that is required for the discussion in the meeting	HoD & Members	Before the meeting
4	Making arrangement such that they are unoccupied at the time of meeting	HoD & Members	A day before
5	Availability of the fixed venue & arrangement of chairs should be made	Attendees	A day before
6	A Reminder for the meeting	HOD	The Day morning
7	Arrival of members and HOD to the venue	HoD & Members	Before 10 minutes
8	Commencement of the discussion based on the Agenda with general greeting.(Adhering strictly to the agenda)	HoD & Faculty Members	On time
9	Taking Minutes	Assigned person	During the meeting
10	Work allotments that is made in the discussion should be noted	Concerned members	During the meeting
11	General discussions & suggestions	Dean, HoD & Members	Last session of the meeting
12	Refreshments can be provided to attendees	Attendees	Last session of the meeting
13	Ending of the meeting	HOD	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 been acknowledged by HOD & faculty & staff members	Dean, HOD & Members	Next day of the meeting
17	File the minutes	Assigned person	Next day of the meeting

SOP FOR ENVIRONMENT MANAGEMENT SYSTEM

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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.

(Annexure A)

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.

(Annexure B)

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.

(Annexure C)

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.

(Annexure D)

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.

(Annexure E)

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.

(Annexure F)

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.

(Annexure G)

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.

ANNEXURE

ANNEXURE A: GREEN CAMPUS

Purpose

Green campus management is an operational practice developed to control pollutant discharges by using routine maintenance procedures for mowing and debris control.

Maintenance of Garden/Green Area

STEP 1: Plants/Tree Care

- Regular watering of plants and lawns.
- Pruning of trees and plants/shrubs as and when required. Regular mowing and sweeping of lawn.
- Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees.
- Report damage/compromise to landscape areas or bare areas void of vegetation that may result in sediment being transported o site; prepare a repair schedule and implement repairs.

STEP 2: Lawn Care and Signage in Garden

Proper maintenance of garden benches, if any. Educate students to respect the utility of the lawns. Classify trees and plants by proper signage.

ANNEXURE B: COLLECTION AND SEGREGATION AND OF GENERATED WASTE

- Say NO to Plastics: The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles.
- Say Yes to Plastic Alternatives: Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.
- Process for Replacing Plastic Bottles and Bags:
- Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the institutions.
- Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags on the campus.

- Arrange collection points at all convenient locations to collect discarded bottles and bags.
- Arrange cloth and paper bag counters across the institution for anyone to purchase if required.
- The Principles of 'Refuse' and 'Reuse' will be promoted for eliminating usage of plastic in the Institutions.
- All the bags will be checked at the entrances of the Institution for any possible plastic bags or bottles being brought in and have them replaced with paper, cloth or jute bags. Reject any plastic bags being provided and use your own non-plastic bags instead. A handmade paper unit may be setup in the campus for selling paper bags.
- Segregation of Generated Waste: Segregation of the waste at source i.e. primary segregation will be executed at the laboratory, household, hostel kitchen, hostel dining halls, and canteen levels.
- Appropriate bins should be placed at every feasible location in Institutions i.e. wet waste in green bin, recyclable waste in blue bin, and hazardous waste in the red bin. Have a hazardous materials logo on the red bin to prevent its use for disposing e-waste.

ANNEXURE C:

HANDLING WET WASTE:

- Waste, particularly from kitchen, such as vegetable refuses, food scraps, etc. is wet waste. Wet waste is to be sent for composting using aerobic or anaerobic methods.
- Aerobic Method: Windrow composting, vermi-composting, and are some of the popular methods.

ANNEXURE D:

HANDLING HAZARDOUS MATERIALS

- Preparation of Sanitary Landfill
 - Landfill needs to be scientifically prepared without affecting groundwater and environment.
 - Certain types of non-bio-degradable wastes that cannot be recycled are to be sent to sanitary landfills. The main consideration while planning for a sanitary landfill is prevention of negative impacts on human health and environment.
 - A low-lying site away from human settlement is to be selected, a gravel bed is made so as to prevent leaching to and contamination of the surrounding soil.
 - After every filling or at periodical intervals, a sand cap or clay cap should be placed over the deposited material to prevent gases such as methane / carbon dioxide from causing air pollution.

OR

- Hazardous chemical waste should be collected periodically and the institute should assign the disposal of this waste to a vendor who specializes in proper disposal of hazardous waste materials.

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

1. Prepare Material Recovery Facility (MRF)

Each Institution to have one Material Recovery Facility (MRF) where non compostable waste can be temporarily stored in order to facilitate segregation.

Sorting and recovery of recyclables from various components of waste by authorized informal sector of waste pickers, recyclers or any other work force should be engaged by the Institution for the purpose before the waste is delivered or taken up for its processing or disposal.

OR

2. Extended Producer Responsibility (EPR)

One way is as mooted by the E-Waste Management Rules – 2016 i.e. Extended Producer Responsibility (EPR). Under EPR, manufacturers of computers and other electronic items should take back end of life products.

If some producers / manufacturers want to appoint a 'Producer Responsibility Organization' which on behalf of manufacturers, collect, dismantle and recycle end-of-life products that can be opted. Institution shall use such facility for the disposal of e-waste.

OR

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

ANNEXURE F
ENERGY AND WATER EFFICIENCY

a. Building Occupant Behavior

- Turn off laboratory equipment, lights, window air conditioners and/or any other energy consuming equipment when not in use;
- Shut fume hood sashes to appropriate safety levels when not in use;
- Turn off lights and equipment in common areas at the end of the workday and over the weekend;
- Turn off personal computers and equipment at the end of the workday and over the weekend;
- Utilize devices that power down automatically when not in use;

- Close windows and doors of conditioned spaces when the building is heating or cooling;
- Use task lighting and day lighting for office work rather than overhead lighting whenever possible; and
- The use of personal electric heaters in buildings is prohibited unless authorized by Facilities Operations.

b. Lighting

- Minimize interior and exterior decorative lighting;
- Utilize in-board and out-board switching for lighting fixtures;
- Project design must maximize use of day lighting and day lighting controls; and
- Disconnect all beverage vending machine lamps and specify use of energy saving vending miser devices.

c. Water Efficiency

- Utilize water capturing and/or reuse systems, such as storm water collection and HVAC condensate recovery, for non-potable uses;
- Use low water use flush valves and flow restrictors on faucets and showers in shower facilities, labs, and restrooms;
- Do not use single-pass cooling water for mechanical equipment in new construction or remodels;
- Eliminate existing equipment that uses single-pass cooling water systems; and
- Report water leaks, dripping faucets and fixtures that do not shut off to the Facilities Customer Service Center.

d. Renewable Energy

- Campus should support the development and installation of renewable energy sources on campus.

e. Housekeeping Practices

- Use eco-friendly chemical products that meet or exceed standards set forth by statutory bodies;
- Use products that contain no carcinogens, reproductive toxins, heavy metals or phosphates; have low VOC content; are readily biodegradable and nontoxic to humans and aquatic life;
- Use chemical dispensing stations that pre-measure chemicals and mix with water intended for equipment to protect worker safety and reduce water use;
- Use cleaning equipment that reduces noise levels, improves overall indoor air quality, and improves worker safety;
- Supplies will be selected to minimize waste at the source, promote use of recycled material, and to allow the materials to be recycled following use;
- Supplies will be selected to reduce the use of potable water; and

- Provide on-the-job training for housekeeping staff to ensure continuous delivery of a clean and healthy environment for building occupants.

f. The procurement of the following is discouraged to the maximum extent feasible and within limitation of existing laws and regulations:

- Asbestos-containing materials
- Mercury-containing materials
- Chlorofluorocarbons (CFCs)
- Hazardous substances requiring special handling and disposal
- Polystyrene products and packaging

g. Actively promote the reuse of surplus property available at the Surplus Property as an alternative to procurement of new products.

h. Transportation

- Sustainability measures should include ensuring safety and accessibility for all pedestrians, bicyclists, transit riders, parking customers and visitors who use the system;
- For students and employees, the campus should promote transit and other transportation alternatives to reduce single occupancy vehicle trips to and from and around campus.

ANNEXURE G AWARENESS GENERATION AND STAKEHOLDER INVOLVEMENT

Depending on the type of stakeholders, appropriate strategy and awareness creation shall be implemented. The broad steps will be as follows:

- Preparation and display of awareness material, and continuous awareness generation activities for each stakeholder group;
- Launching awareness generation activities including road shows, skits, posters, pamphlets, group meetings, and assembly announcements, etc.;
- Display adequate sign boards at appropriate locations across the Institution to prompt action and thereby lead to continuous involvement of all the stakeholders for the plan to be successful;
- Continuing activities at regular intervals to drive the focus and keep up the momentum; and
- All members in the campus must be encouraged to participate in competitions such as gardening and beautification of lanes. This will encourage residents to develop kitchen gardens and use waste water for the same thereby creating a clean and green campus.



8

SOP FOR FEES COLLECTION



For Official Use Only

SOP FOR FEES COLLECTION

Objective: To elaborate the procedure for fees collection.

Responsibility:

- Accounts Office
- HoD
- Registrar
- Principal

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of fees structure for the academic year for the respective years of course of study	Managing Trustee, JIS Group	By 25th May for odd sem & by 25th November for even sem.
2.	Intimating fees details through Notice from the Office of Principal or Registrar	Principal / Registrar	On 1 st June for odd & On 1st December for even sem.
3.	Preparing the details of the fees paid in the current semester by accounts and sharing for follow up.	Accounts	On 1 st July for Odd Sem & 1 st January for Even Sem.
4.	Follow up for the fees payment	HOD & Mentor	2 nd week of July / January
5.	Submission of fees collection report to the principal	Accounts	30 th July / 30 th January
6.	Follow up with the students to pay fees with late fine	HOD & Mentor	30 th September / 30 th March for fees payment.
7.	Submission of fees collection report to the principal	Accounts	30 th November / 30 th May

SOP FOR INTERNAL ACADEMIC AUDIT

For Official Use Only

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 engineers/researchers passing out from Engineering Institutions.

Responsibility:

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

Procedure:

Sl.	Activities	Responsibilities	Target dates
1	Depute faculty members to maintain and consolidate the required files	All HODs	1st week of June
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs	1st week of June
3	Prepare the list of files to be maintained as per norms of NBA	Dean & All HODs	2 nd week of June
4	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of P/F courses , overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	All HODs and all faculty members	2 nd week of June
5	Mock preparation by Dept.	All the teaching and non-teaching staff members of the department	3 rd week of June
6	Conduct internal audit department wise.	Deputed internal auditor, Dean and HODs	4th week of June
7	Approval of audited reports.	Deputed internal auditor	1 st week of July
8	Grievances can be rectified & updated.	HODs and all faculty members	2 nd week of July

SOP FOR INDUSTRY INSTITUTE PARTNERSHIP CELL

For Official Use Only

SOP FOR INDUSTRY INSTITUTE PARTNERSHIP CELL (IIPC)

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, symposium, 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 the mutual benefit.
- To promote consultancy activities and research and developmental activities with industry.
- To enrich the teaching learning process through 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 trend by getting the requirement from the students for initiating different events, workshop in collaboration with different industries.

Committee Composition

Advisory Committee

- Principal – Chairman
- Dean R&D – Member
- HOD's – 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 in a year.

Sample E-mail to be shared with Industry Person to invite them to be member of IIPC Cell, JISCE.

Sub: Invitation to be Board Member of IIPC, JISCE

Dear Sir,

Greetings from JIS College of Engineering...!!!

I am pleased to invite you to be a member of our Industry Institute Partnership Cell (IIPC).

Industry Institute Partnership Cell of JIS is established to bridge the gap between the institute and industry and thus enhancing the relationship among each other.

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

Function of the Cell

The institute has set up an Industry-Institute Partnership Cell with the following objectives:

- 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, symposium, 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 tie-ups or MoUs with Industries for the mutual benefit.
- To promote consultancy activities and research and developmental activities with 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.

Requesting you to kindly accept our invitation.

Thanks & Regards,
Name of the Coordinator of IIPC
Designation, JIS College of Engineering
Contact Details:

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

Sample Format of MoU
MEMORANDUM OF UNDERSTANDING

The MOU is made on the dd/mm/yyyy between:-

- (1) Name of the Industry
Address
Hereinafter called abv.

And

- (2) JIS College of Engineering
Block-A, Phase-III, Kalyani, Nadia,
West Bengal-741235
Hereinafter called JISCE

This Memorandum of Understanding (MOU) sets for the terms and understanding between the _____ of JISCE and _____ of _____ to established Industry Institution collaboration project.

Background

Brief about the industry.....

JIS College of Engineering (JISCE) is an engineering college located in West Bengal, India. The college was established in 2000. The Institution is declared Autonomous by the University Grants Commission (UGC) in 2011. It is affiliated to Maulana Abul Kalam Azad University of Technology (MAKAUT). The institution is approved by All India Council for Technical Education (AICTE).

Purpose

This MOU shall undertake the following activities:-

- _____ would allow the industrial visits of students (JISCE) for half/full day to provide them with an exposure to various equipment, instrument available at _____.
- _____ will conduct Workshop/Seminar at JISCE
- _____ will conduct Grooming Session at JISCE
- JISCE and _____ shall make provisions to share their respective facilities in order to promote academic and research interaction in the areas of cooperation.
- Practical training of JISCE students at _____.
- Joint guidance of student projects/thesis.

- JISCE faculty member/s or _____ can share their consultancy for product/process modification, modernization, trouble shooting, etc.

Duration

- a) This MOU shall be effective from the date of its approval by competent authorities at both ends.
- b) The duration of the MOU shall be for a period of 5 years from the effective date.
- c) During its tenancy, the MOU may be extended or terminated by a prior notice of not less than six months by either party. However, termination of the MOU will not in any manner affect the interests of the students/faculty/scientists who have been admitted to pursue a programme under the MOU.

IN WITNESS WHEREOF PARTIES HERE TO HAVE ENTERED INTO THIS AGREEMENT EFFECTIVE AS ON XXX.

JIS College of Engineering

Name of the Industry

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

Sample format for approach letter for Industrial Visit

Sub: Request for Industrial visit in your esteemed organization

Dear Sir,

Greetings from JIS College of Engineering!

JIS College of Engineering is the flagship institute under JIS Group Educational Initiative spearheading professional education for over a decade (Established in 2000) with a spectrum of 93 distinct verticals of professional programs at 26 educational institutions with a staggering enrolment of more than 35,000 students. JIS College of Engineering is located at the academic and industrial hinterland of Kalyani. Institute earned highest laurels in terms of accreditation by NAAC – A' Grade, NBA, and AICTE. The institute offers courses which are approved by AICTE and affiliated to MAKAUT (formerly WBUT). The institution has been awarded Autonomous status by UGC in the academic year 2011, which makes it the first of its kind in West Bengal. Detailed information is available at: www.jiscollege.ac.in.

The institute nurtures engineering & management acumen of global standards, innovation and professionalism entwined with free and passionate environment of idea exchange, skill enhancement with a focus on integrity, ethics and human values. The institute takes pride of transforming talents and life of thousands of its present and past students with an impeccable professional track record.

In this context we are requesting you to allow our B.Tech students to have a day-long visit to your esteem organization.

The visit may be conducted in _ days with a batch of _ on each day.

The preferable dates maybe within dd/mm/yy, or as per your convenience.

This will complement their knowledge and trigger the passion to be a complete professional in the days to come.

Your kind cooperation in this regard is highly appreciated.

Thanks & Regards,

Name

Designation, JISCE

Contact:

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

SOP FOR PREPARATION OF MONTHLY REPORT

For Official Use Only

SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate the procedure for preparing Monthly Report.

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Sharing of the various activity option sheet to all faculty members.	Department Monthly Report coordinator	1 st working day of Every month
2.	Day to day update of the shared sheet along with photographs	All the teaching/non-teaching staff members	Every working day
3.	Consolidation and Preparation of department Monthly Report.	Department Monthly Report coordinator.	Final week of every month
4.	Submission to HoD for necessary approval for Department Monthly Report.	Department Monthly Report coordinator.	Last working day of Every month
5.	Consolidation and Preparation of Institution Monthly Report.	Institution Monthly Report coordinator	1 st week of Subsequent month.
6.	Submission to Principal for necessary approval for Institution Monthly Report.	Institution Monthly Report coordinator	6 th working day of every month
7.	Presentation of MIR to Managing Director	Principal / Registrar / Dean / HoD	7 th working day of every month
8.	Releasing the Monthly Report to all teaching/non-teaching staff members.	Principal of the institution	8 th working day of every month

SOP FOR NBA, NAAC & NIRF

For Official Use Only

SOP FOR NBA, NAAC & NIRF

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

Responsibility:

- Principal / Registrar
- Dean
- HoD
- All Teaching Staff
- All Non-Teaching Staff

Procedure: NBA

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of details required for Prequalifier application	Faculty Incharge	15 days before the application Submission
2.	Internal Verification of Prequalifier application	Principal, Dean & HODs	10 Days before the application submission
3.	Preparation of final Copy application and Uploading in the e-nba portal	Faculty In charge	10th Day
4.	Criterion Incharge meeting with Principal regarding the preparation of SAR and files	Faculty In charge of concerned department, HOD	11th to 15th day
5.	Preparation of SAR and related files	Faculty Incharge & HOD	16th to 60th day
6.	Verification by Department HODs	Faculty Incharge & HoD	61st to 65th day
7.	Improvisation of SAR and Files from the feedback and comments of Dean	Faculty Incharge, HoD & Dean	66th to 70th Day
8.	Verification by Principal and Other Department HODs	Principal, Registrar & Other Department HODs	71st to 75th day

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

Procedure: NAAC

Sl.	Activities	Responsibility	Target dates/days
1.	Criterion Incharge meeting with Principal regarding the preparation of SSR and files	Director IQAC	1st to 5th day
2.	Preparation of SSR and related supporting documents	Director IQAC, Coordinator IQAC	6th to 50th day
3.	Verification of Criteria	Criteria In charge	51st to 55th day
4.	Improvisation of SSR and Files from the feedback and comments of Principal / Registrar	Coordinator IQAC & Criterion In charge	56th to 70th Day
5.	Verification by Principal and Registrar	Director IQAC, Coordinator IQAC & Criterion In charge	71st to 75th day
6.	Improvisation of SAR and Files from the feedback and comments of Principal	Coordinator IQAC & Criterion In charge	76th to 80th day
7.	Final SSR verification by Principal, Registrar & Expert	Director IQAC, Coordinator IQAC & Criterion In charge	81st to 85th day
8.	Submission of SSR	Director IQAC & Coordinator IQAC	86th to 90th day
9.	File updation	Coordinator IQAC & Criterion In charge	91st to 120th day
10.	Conducting Mock NAAC visit	Principal & 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

Procedure: NIRF

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of Application	Nodal Officer	1st to 10th day
2.	Verification of parameters	Incharge of concerned parameter	11th day to 15th day
3.	Constructive suggestion from Principal/ Registrar	Principal/ Registrar	16 th day to 20 th day
4.	Final application preparation after making correction	Nodal Officer	20th to 25th day
5.	Online Uploading of Application	Nodal Officer	Before last date

SOP FOR PREPARATION OF INSTITUTIONAL BUDGET

For Official Use Only

SOP FOR PREPARATION OF INSTITUTIONAL BUDGET

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

Responsibility:

- Finance Committee

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Establishment of a budget implementation team to start working on budget Planning & Preparation	Finance Committee	1 st week of February
2.	To start working on Budget preparation, based on the requirement and new high priority spending initiatives.	Finance Committee	2 nd week of February
3.	Reviewing and Prioritizing the on- going and new activities by Budget Committee & sending it to Chairperson and Management Trustee	Finance Committee	3 rd week of February
4.	Preparation/Developing of Budget plan	Finance Committee	4 th week of February
5.	Reviewing current program budget structure (Program budgeting), developing program narratives and performance indicators based on actual resources.	Finance Committee	1 st week of March
6.	Study the requirements through sending an internal budget circular to all Department faculties.	Finance Committee	1 st week of March
7.	Conducting a Department Brain storm session for Budget Preparation.	Finance Committee	2 nd week of March
8.	Prioritizing requirements and finalizing proposals for Budget preparation for Current Academic year .	Finance Committee	3 rd week of March
9.	Preparing Detailed proposal of Internal Department Budget and Submitting the proposals to chairperson and Managing Trustee.	Finance Committee	3 rd week of March
10.	Preparing final draft budget for current academic year	Finance Committee	4 th week of March

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

Composition of Finance Committee:

Sl.	Head	Position in the Finance Committee
1.	Principal	Chairman
2.	Finance Officer MAKAUT	Member Nominated by MAKAUT
3.	Registrar, JISCE	Member Nominated by BOG
4.	Associate Professor, JISCE	Member Nominated by Principal
5.	Accounts Assistant, JISCE	Convener

SOP FOR PURCHASE OF CONSUMABLES

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SOP FOR PURCHASE OF CONSUMABLES

Objective: To elaborate the procedure for purchasing consumable.

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target days
1.	List of consumables required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 st week of April
2.	The purchase committee in-charge will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Purchase Committee in- charge and Lab in- charges	2nd week of April
3.	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the Purchase Committee in-charge	Purchase Committee in- charge and Lab in- charges	3rd week of April
4.	With the approval of the Purchase Committee in-charge regarding the suppliers, quotations have to be collected from those companies.	Purchase Committee in- charge and Lab in- charges	3rd week of April
5.	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. The approval of the purchase for the actual amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4 th week of April

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

SOP FOR PURCHASE OF EQUIPMENTS

For Official Use Only

SOP FOR PURCHASE OF EQUIPMENTS

Objective: To elaborate the procedure for purchasing equipment

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target days
1.	List of equipment required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 st week of Feb
2.	An expertise team (set of Faculty members) within the Department will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Expert team and Lab in-charges	4th week of Feb
3.	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the expertise team.	Expert team and Lab in-charges	1st week of March
4.	With the approval of the expertise team regarding the suppliers, quotations have to be collected from those companies.	Expert team and Lab in-charges	2nd week of March
5.	Based on the quoted price, the approximate cost for the entire requirements should be calculated and the approval of the purchase for the approximate amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4th week of March

6.	A demo should be made available to the set of Faculty members about those equipment's functions and specifications from all companies.	Non-teaching staff, Faculty members	1 st week of April
7.	The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on.	Faculty members	2 nd week of April
8.	A meeting should be organized with Purchase committee in charge and the expertise to discuss about the outcome of the demonstrations made by the companies.	Purchase committee in- charge and Faculty members	3 rd week of April
9.	Recommendations are collected by the purchase committee in charge from the Faculty members and the expertise team and the pros and cons are to be discussed.	Purchase committee in- charge and Faculty members	3 rd week of April
10.	The Purchase committee in charge may request all the companies to give the best revised price again after the demonstrations.	Purchase committee in- charge	4 th week of April
11.	With the new revised cost, a comparative statement has to be prepared and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted.	Purchase committee in- charge and HOD	4 th week of April
12.	The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by expertise team. Different products can be from different suppliers.	Purchase committee in- charge and HOD	4 th week of April
13.	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in- charge, HOD and Principal	1 st week of May

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

SOP FOR RECORD MANAGEMENT POLICY

For Official Use Only

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, regardless of 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 JISCE
- Published reports and other documents produced by entities other than JISCE
- 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 Principal & Registrar

The Office of Principal & 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 application of this policy in particular circumstances.

B. Responsibilities of College Archivist

JISCE 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. Some records may be closed for 20 years or longer, depending on the nature of the records, and may only be used by permission. 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.

ACT = while active, employed, or enrolled

PERM = permanent

SOL = Statute of Limitations

V = vital record

*(Annexure C) Attached

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 air-borne 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

JISCE 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 JISCE 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 20 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 JISCE
- 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 galleys 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 (approx 15 ½" x 12" x 10 ½").

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.

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If unorganized, put in logical order.

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

Label boxes.

- Include Name/Author, Type of files (e.g. correspondence), Subject (e.g. bridge construction),
- Date range, and Box number. Also, note if the file contains fragile materials. For example:
 - John George
 - Correspondence, Stadium funding bill
 - 1990s – 2002
 - Box 4

Create an inventory (box and folder list) for the boxes.

- List each box, and the titles of the folders in the box.
- Place the folder list for each box into that box where it can be easily found.
- Send copies of list(s) to the archivist.

ANNEXURE B

DOCUMENT DESTRUCTION RECORD

Department _____

Date _____

Description of records:

Method of destruction:

- Confidential Not confidential
- Document moved off-site to _____ (location)

.....
Destruction carried out by:

Name

Signature

Departmental approval:

Print Name

Signature

ANNEXURE C

DOCUMENT RETENTION

Note: Sample Documentation Retention files is attached below which is just for explication.

Alumni

Alumni records (individual files)

Gift records

Original gift letter agreements, signed by donor

PERM (V) Planned

Gifts (trusts, life income, agreement, annuities)

PERM (V) Correspondence,

e-mail

ACT+5

(some correspondence may be appropriate for the Archives; consult Archivist)

Gift transmittal ledger or journal

PERM (V)

Sponsored research files

Includes correspondence with the funder (electronic, hard copy, and/or report of significant phone calls), pre-award submission, award notification, and post-award documents, including interim progress reports. 3 years from date of final expenditure report

ADMISSIONS

APPLICATION MATERIALS FOR STUDENTS WHO ENTER 1

Acceptance Letters

5 years

Applications

ACT + 5

Correspondence

ACT + 5

Entrance Exams and Placement Scores

ACT + 5

Letters of Recommendation

Prior to matriculation

Advanced Placement Records

ACT + 5

ASSOCIATE ACADEMIC DEAN

Individual student files regarding violations of Academic

Honor Code

Violations resulting in academic suspension or dismissal

PERM (V)

All other violations

ACT (then destroy)

CAREER DEVELOPMENT OFFICE

Internship learning agreements

PERM (V)

COMMUNICATIOIS

PERM (V)

INSTITUTIONAL PUBLICATIONS (These should be retained by individual departments as long as needed. Two copies of each should be sent by the Office of Communications to the archives for permanent retention.)

Alumni Newsletters
Alumni Directories
Annual Report
Bulletins and Course Catalogs
Student Newspapers
Institutional Newspapers/Newsletters
Student Directories
Employee Directories
College Press Publication List

RECORDINGS/PRESS RELEASES

Two copies of records of significant events at the college should be sent to the archives for permanent retention, including, but not limited to, photos, recordings, and press clippings.

WEBSITE

Because web sites have replaced many publications, they are a significant archival record of the college and its operation. Web masters and others creating web page content should capture copies of their web site's content as e-files on CD or DVD and send them to College Archives for permanent retention. The college currently lacks space to retain archived copies on its servers and web sites are not routinely backed-up. If a Web site is changed without preserving the original content, it cannot be retrieved from the college servers.

DEAN OF STUDENTS

Individual student disciplinary files

Violations resulting in expulsion, suspension, or revocation or withholding of degree

PERM(V)

All other violations

ACT (then destroy)

Individual student medical issue files (e.g., medical withdrawals, accommodations)

ACT (then destroy)

Note: duplicates of the above records maintained in other offices should be destroyed after the student leaves the college or graduates

FACILITIES/ RECORDS

Building Permits	ACT
Building permits	ACT
Building Plans and Specifications	PERM (V)
Building layouts, evacuation routes	PERM (V)
Operating permits	ACT
Maintenance Records	5 years
Motor Vehicle Records	
Titles	ACT
Maintenance records	ACT
Policies and training	5 years Air
Emissions (annual and semi-annual)	PERM
Waste Water emission (county reports)	PERM
Hazardous waste manifests	3 years
(maintained by Chemical Hygiene officer)	
Laboratory Practices	
(standard operating procedures, lab inspections maintained by	
Chemical Hygiene officer) -	3 years
Contracts and Agreements	6 years
Major assets/buildings	PERM (V)
Fire protection systems records	3 years
Elevator inspections	3 years
Fume hood testing records	3 years
Portable extinguisher inspection records	3 years
Warranty records	ACT
Abatement records (asbestos)	PERM (V)

FACULTY

Academic program materials, including curricula, course syllabi, student theses	ACT, then archives
Personal faculty papers	
<i>See attached Guide to Transferring Materials to the College Archives</i>	

FINANCE/BUSINESS/COMPTROLLER'S OFFICE

FEDERAL TAX RECORDS (V)	
Form 990	PERM
Form 990-T	3 years
5500 tax reports	PERM
Employee tax withholding	7 years
Depreciation schedules	ACT + 6
Excise tax return	PERM
Fringe benefit returns	PERM
Income tax returns	PERM

Payroll tax returns	PERM
Pension tax returns	PERM
Property tax returns	PERM
Sales tax returns	PERM

ACCOUNTS RECEIVABLE RECORDS (V)

Accounts Receivable Invoices	4 years
Accounts Receivable Ledgers	4 years
Cash Receipts	4 years
Uncollected Accounts (non-student)	4 years
Collection Records	ACT
Cash disbursement register	4 years
Perkins repayment records after 12/87	3 years
Promissory Notes (Perkins loan) before 12/87	3 years after paid in full

ACCOUNTS PAYABLE RECORDS (V)

Purchase Requisitions/Work Orders	4 years
Invoices	4 years
Checks	4 years
Accounts Payable Ledgers	4 years
Payment/Disbursement Records	4 years
Expense Reports	4 years
Insurance Payments	4 years
Royalty Payments	4 years
Check register	4 years
Reversed check register	4 years
Cancelled checks	4 years
Major assets	PERM
Contracts	ACT + 3*

*Certain contracts may need to be retained longer, such as construction agreements, warranty agreements and agreements relating to major assets and buildings. Some of these are noted in other sections of this policy. Questions should be referred to legal counsel.

CAPITAL PROPERTY RECORDS (V)

Equipment Inventory	ACT
Depreciation Schedules	ACT + 6
Mortgage Records	ACT + 4
Property Improvement Records	PERM
Deeds and closing records	PERM

INSURANCE	
Certificates of insurance	ACT + 6
Insurance policies	PERM (V)
Incident reports, accident reports	6

FINANCIAL RECORDS (V)	
Account Ledgers	ACT + 4
Description of Accounting System	PERM
Balance Sheets	4 years
General Ledgers	PERM
Account Ledgers	4 years
Auditor's Reports	PERM
Bank Reconciliation Reports	7 years
Cash receipts/deposits	7 years
Endowment reports	PERM
Journals (year-end)	PERM
Journals (monthly)	ACT + 4
Trial balance	PERM
Budget control	PERM
Sponsored research awards	
Supporting records -	3 years from submission of final expenditure report*
Audit data collection form and reporting package -	3 years from date of submission

* (for indirect cost rate proposals or cost allocations plans, contact legal counsel)

FINANCIAL AID

Individual student financial aid files, including (V)	ACT +3
Applications	
Award letters	
Repayment history	
Correspondence	
Family financial information	
Work study student files	3 years after fiscal operations report
Stafford and PLUS MPNs	3 years after awarded
FISAP	3 years after report submitted

HEALTH AND COUNSELLING CENTER

Student health files ACT +	5 years
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HUMAN RESOURCES

Superseded Job Description	5 years
Collective Bargaining Agreements	PERM
Superseded Employee Handbooks	10 years

PERSONNEL FILES (including student employees) (V)	
Individual Applicants Who Are Not Hired	
Employment Applications	ACT + 2
Note: ACT = hiring date of successful applicant	
Resumes	ACT + 2
Reference checks	ACT + 2
Background Investigation Search	ACT + 2
Individual Applicants Who Are Hired (Staff)	
Personnel file, containing	ACT + 7
Employment Applications	
Background Investigation Results	
Resumes	
Beneficiary Designation	
Promotions	
Attendance Records	
Employee Evaluations	
Transfers	
Personnel Actions	
Disciplinary Warnings and Actions	
Layoff or Termination Notices	
Letters of Recommendation	
MEDICAL FILES (V)	
(faculty and staff; medical records are maintained in separate general medical file separate from personnel file while employee is Active, then added to personnel file upon employee's departure)	
RECRUITMENT FILES	
Job Announcements and Advertisements	PERM
Search committee records, including employment applications, resumes, and all applicant search materials	2 years after candidate hired
Applicant tracking record	PERM
Resume of finalist	PERM
PAYROLL RECORDS (Vault in Comptroller's Office) (V)	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Form	7 years
W-4 Form	7 years
Payroll registers	7 years
Payroll cancelled checks	7 years
Garnishments (maintained in separate file)	ACT +1

PENSION AND BENEFITS RECORDS (V)

Individual Employee File

Education Assistance	Act + 7
Disability Records	Act + 7
Payments to State Unemployment Compensation Funds	4 years

General Files

Benefit plan documents, disclosure of plan description, annual reports and summary of annual reports, summary plan descriptions	6 years
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All recorded information used in compiling required reports (such as vouchers, worksheets, receipts, applicable resolutions, and participants' elections and deferrals) should be retained 6 years from filing 6 years

NOTE: for historical reasons, plan documents should be maintained permanently.

INSTITUTIONAL AND LEGAL RECORDS

Articles of Incorporation	PERM (V)
By-Laws PERM (V)	
Minutes of Board of Trustees Meetings	PERM (V)
Minutes of Board of Trustees Committee Meetings	PERM (V)
Licenses	ACT +6
Deeds and Titles	PERM (V)
Attorney Opinion Letters	ACT + 4
Leases ACT + 6	

College policies	ACT + 10
Contracts	ACT + 4
Contracts for major assets, construction, etc.	PERM (V)
Patent and Trademark Records	ACT + 6
Accreditation records	PERM (V)

LITIGATION RECORDS

Claims	ACT or SOL
Litigation Files	ACT + 2
Other Court Documents and Records	ACT
Settlements	PERM (V)
Releases	SOL
(generally 3 years, but check with legal counsel)	
Judgments	PERM

INSTITUTIONAL RESEARCH

Fact Books	PERM
Supporting statistical reports	PERM
State and Federal Statistical Reports (electronic)	PERM
Surveys (alumni, student, faculty) Data files	3 years
Weekly Headcount reports	PERM

OFFICE OF INTERNATIONAL STUDIES

Individual student files	ACT + 4 years
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PRINCIPAL'S OFFICE

FACULTY FILES

Course Evaluation Forms	3 years after end of semester
Retired and deceased faculty	1 year after end of semester
Full and half-time faculty files (V):	
Annual Records	PERM
Appointment Letters	PERM
Curriculum Vitae	
.. Most Recent	PERM
.. Others	ACT
Grants And Awards From External Entities	PERM
Grants And Awards from JISCE	ACT

LEAVE INFORMATION

Reports	PERM
Other information	ACT
Miscellaneous	ACT or Archive
Tenure Review (preliminary, tenure and promotion files)*	
Letter from president	PERM

Other information	ACT
PART-TIME FACULTY FOLDERS (V)	
Faculty Appointment Authorization form	ACT + 5
Appointment letter	PERM
Payroll authorization for each semester	ACT + 5
Curriculum vitae	PERM.
ACADEMIC SEARCH FILES	ACT + 2
Note: ACT = hiring date of successful applicant	
VISA RECORDS	
H1b files Act	+ 3 years
PUBLIC SAFETY	
Incident reports	years
Parking registration records	4 years
Parking citations	4 years
Lost/found property information	4 years
Daily logs	7 years(V)
Annual security report	7 years
Drug-Free Schools biennial review	PERM
Evacuation drill records	4 years
REGISTRAR	
INDIVIDUAL STUDENT RECORDS (V)	
Academic action authorizations (dismissal, etc.)	ACT + 5
Academic records (including narrative evaluations, etc.)	PERM
Advanced Placement	ACT plus 5
Application for Graduation	ACT plus 1
Application for admission or reinstatement	ACT + 5
Audit authorizations	1 year
Change of grade forms	PERM
Class lists	PERM
Correspondence (relevant, verifications, requesting records, e.g.)	ACT + 5
Course Drop/Add Slips	2 years
Class Schedules	ACT plus 1

Credit by exam reports/scores (e.g., AP)	ACT + 5
Credit/no credit approvals (audit, pass/fail, etc.)	2 years
Curriculum change authorizations	ACT + 5
Date of Graduation and Degree Award	PERM
Degree Audit Records	ACT + 5
Disciplinary and Honor Code Violation Files resulting in expulsion or suspension (maintained separately from academic files in Dean of Student's and Associate Academic Dean's offices)	PERM
FERPA documents (requests and disclosures)	Life of underlying record
Foreign Student (I-20) Forms	ACT plus 5
Grade Reports	1 year
Graduation authorization	ACT + 5
Transfer Credit Evaluations	ACT plus 5
Military documents	ACT + 5
Name Change Authorizations	ACT plus 5
Pass/Fail Requests	2 years
Personal Data Forms	ACT + 1
Registration Forms	2 years
Transcripts	PERM
Transcript Requests	1 year
withdrawal authorizations	ACT + 2

STUDENT ACTIVITIES

Clubs, associations,	
Final publications, photos, artwork, memorabilia, policies	PERM
Administrative records	PERM
Other records	ACT
Student Radio and T.V. Stations programming (archive)	PERM
Student publications (archive)	PERM

DEPARTMENT, and COMMITTEE FILES (including academic departments, divisions, task-forces, and other college working groups)

Departmental and committee files are critical for documenting the history of the college and should be kept, managed, and archived in a manner consistent with the guidelines provided in this policy. Each department and committee should establish an ongoing process of records management for the department/program to ensure that personnel transitions do not interrupt ongoing records management. If a current committee chair or department head maintains records in his or her own office or on his or her own computer exclusively, that individual is responsible for transferring all electronic and paper records to the departmental assistant or next committee chair when his or her term ends, so that record-keeping and management is not

interrupted. In the case of confidential materials in the possession of the chair or department head, those should be marked as such (and placed in a sealed envelope, if appropriate) and maintained within the department/ committee files. Personnel records in the possession of the department (including records relating to student employees) should be forwarded to the Department of Human Resources when the employee is no longer employed by the college. The departmental assistant(s) are a key link in long term maintenance of departmental records. The assistants should be entrusted with knowledge of all departmental records and assist in their maintenance, even if the records are physically kept in the department chair or head's office.

These records may be transferred to the archives once they are inactive and/or have met their retention schedule. Please see the Guide to Transferring Records to the College Archives for additional information.

Agendas, minutes, reports, surveys	PERM (V)
Correspondence, memoranda other documentation related to significant policy and decision-making	PERM (V)
Syllabi	PERM (V)
Photographs and other media documenting the college and/or events	PERM
Handbooks, policies	ACT then archives
Subject files on particular events/subjects	ACT then archives
Manuscripts	ACT then archives
Speeches	ACT then archives
Student papers, theses, exams	ACT then archives
Contracts	ACT + 3 years*

*Certain contracts may need to be retained longer, such as construction agreements, warranty agreements and agreements relating to major assets and buildings. Some of these are noted in other sections of this policy.

SOP FOR POSTING ON SOCIAL MEDIA

For Official Use Only

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, JIS College of Engineering (JISCE) 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 JISCE 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 JISCE 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 JISCE; 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 JISCE logos for endorsements or images on personal social media sites.
- Do not use JISCE name to promote any product, idea which does not pertain to the institution.
- JISCE 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 endeavors 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 JISCE.

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 JISCE 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 JIS College of Engineering.
- Before posting it may be approved from Principal 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.
- While designing any post in the official template of JISCE, Brand Manual of JIS Group to be followed.
- Logo of JISCE & JIS Group 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.

SOP FOR STATUTORY COMPLIANCE

For Official Use Only

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, MAKAUT, UGC, HEI
- Annual Report to MAKAUT, Report for JISCE 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
- Preparation of Application for temporary/permanent Affiliation to MAKAUT
- Preparation of NIRF related data

Responsibility:

Principal/ Registrar/ Dean / 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
- MAKAUT File
- UGC File
- NBA File
- NAAC File
- Governing Body File
- Advisory Committee File
- Minutes File
- Head Office File

SOP FOR STOCK VERIFICATION

For Official Use Only

SOP FOR STOCK VERIFICATION

Objective:

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

Responsibility:

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

Procedure:

Sl.	Activities	Responsibilities	Target Dates
1	End of year stock verification can be planned	Registrar and HODs	1 st week of April
2	Depute faculty for physical verification during end of academic year	HODs	2 nd Week of April
3	Stock verification at laboratories and library	HODs and All faculty members	2 nd week of April
4	Registered stock, available stock, condemned and other discrepancies are reported.	HODs and All faculty members	2 nd week of April

SOP FOR TRAINING & PLACEMENT CELL

For Official Use Only

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** For Official Use Only

- ❖ Submission of conveyance claim.

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.

Date: DD/MM/YYYY

Dear Sir / Madam,

You are aware that the Educational Initiative of JIS group, considered as one of the largest educational establishment in the State of West Bengal, offers 140 different ongoing programs in 30 educational institutions with an enrolment of 37,000 students. Enclosed you will find a pamphlet incorporating a synopsis of our institutions, locations in Kolkata and its suburbs and courses offered at our colleges. All the courses are approved by AICTE and affiliated to WBUT. Our colleges are also NIRF, NAAC and NAB accredited. Detailed information in this regarding may be viewed at: www.jisgroup.ac.in / www.jisgroup.info .

2. Our faculty nurtures enthusiasm of students to learn, help facilitate exchanging ideas and prepare them intellectually with diverse skill sets to face a vibrant work force on completion of their chosen curriculum and field of specialization. Achievement of academic excellence, high level of personal conduct and integrity are our main focus which you will find attractive. Our passionate learning environments not only strengthen existing talents but also challenge students to develop a pleasant and meaningful personality.

3. **As in the past, we take this opportunity to invite you again to visit our campus, initiate a phone call or write to us and consider sending a team of Officers from your Human Resources Department to conduct campus recruitment for students completing their course in the current academic year 2020-21** We would be glad to provide you and your team all the requisite logistic facilities and support services for conducting campus recruitment process and look forward to hosting your team at your convenience. Kindly let us know your selection criteria to enable us to prepare and meet your requirements.

4. Our Placement Officers will send you relevant "Placement brochures" and / or contact / meet in person officers of your HR Department to apprise them further about campus recruitment. Should your HR officials require any clarification, please feel free to contact us or any of the placement officers listed below. It would be greatly appreciated if an acknowledgement of this communication is sent to us by email and our invitation for campus recruitment is forwarded to recruiting officers / HR officials concerned.

In closing, please accept our best wishes.

Sincerely,
(Name of Placement Officer & Signature)

Name & Designation
Company
Address

{Formal Letter and / or E mail exclusively for companies **who had conducted campus recruitment during the last 4 years**}

Date: DD/MM/YYYY

Dear Sir / Madam,

We are pleased to inform you that the Educational Initiative of JIS group, considered as one of the largest educational establishment in the State of West Bengal, offers 140 different ongoing programs in 30 educational institutions with an enrolment of 37,000 students. Enclosed you will find a pamphlet incorporating a synopsis of our institutions, locations in Kolkata and its suburbs and courses offered at our colleges. All the courses are approved by AICTE and affiliated to WBUT. Our colleges are also NIRF, NAAC and NAB accredited. Detailed information in this regarding may be viewed at: www.jisgroup.ac.in / www.jisgroup.info .

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4. Our Placement Officers will send you relevant "Placement brochures" and / or contact / meet in person officers of your HR Department to apprise them further about campus recruitment. Should your HR officials require any clarification, please feel free to contact us or any of the placement officers listed below. It would be greatly appreciated if an acknowledgment of this communication is sent to us by email and our invitation for campus recruitment is forwarded to recruiting officers / HR officials concerned.

In closing, please accept our best wishes.

Sincerely,

(Name of Placement Officer & Signature)

Name & Designation

Company

Address

{Formal Letter and / or E mail exclusively for companies who have not conducted campus recruitment during the last 4 years}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

Dear Sir/Madam,

SUB: Campus Recruitment for the students in the current academic year 20XX - XX

With reference to the above mentioned subject; we are pleased to forward you an Invitation Letter to visit our Institutes to conduct Campus Recruitment. In addition you may wish to check more details from our website www.jiscollege.ac.in/ www.jisgroup.org which incorporates the course contents, names & professional qualifications of faculty members and infrastructure available in all our Institutes.

2. You are aware that JIS Group runs 30 Institutions with an enrolment of over 35000 students covering diverse courses including M.Tech, B.tech, MBA, MCA, and M.Pharm, B.Pharm & other PG & Under Graduate programmes.

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

4. **You may click the given links: <http://jisgroup.info/pdf/Management-Placement-Brochure-10.pdf> and <http://jisgroup.info/pdf/Science-Placement-brochure-10.pdf> to have complete access of our Placement Brochure relating to all disciplines of Management Programs & Engineering Programs respectively. *[Check the links for Engineering, Computer application etc. as applicable]***

5. We look forward towards an enduring & rewarding relationship with your esteemed organization as we strongly believe that students from our institutions are competent to take up assignment offered, with a high degree of personal conduct and integrity.

Looking forward to your appointment to discuss further about the proposal

Thanking you.

Warm regards & best wishes,
Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

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

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

Please refer to our discussion regarding enlisting JIS Colleges for consideration of campus interview by your esteemed organization. We understand that you would be finalizing your list shortly. We are hopeful that you would favourably consider our request.

2. The credentials of our colleges are known to you and, as such, we can assure you that we accord high priority for our students' welfare. In addition to various skill development programs, we lay special emphasis on core subjects to facilitate students achieving highest standard of academic excellence.

3. We are confident that our students would meet your expectations.

Thanking you.

Warm regards & best wishes,

Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.

Mobile Number
Email ID:

{E-mail reminding companies for expeditious action on our request for campus recruitment}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

This is in continuation of our earlier Email dated dd/mm/yyyy and subsequent telephonic conversation with you on dd/mm/yyyy regarding Campus Recruitment at JIS Group of colleges.

2. As notified earlier, we are preparing a database of [Number] students pursuing studies in different streams of **Engineering / Management / Computer Application** [*use as applicable*], and we would be able to furnish the details as soon as we hear from you about your requirements.

3. We are drawing up schedule for Campus Recruitment for various companies for the months of January, February and March, 20XX. Therefore, it would be useful to receive indications of your requirements as also feasible dates for Campus Recruitment to be conducted in the coming months.

4. In view of the fact that we accord high priority to your reputed organization, we have no hesitation to allocate 'Priority Slot' to enable you to have wider choice of meritorious students. We are confident that our students would prove to be asset to your esteemed organization.

Awaiting your response

Thanking you.

Warm regards & best wishes,
Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

{E-mail inviting companies to convey dates of campus recruitment.}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

I would like to extend a note of appreciation for giving our students an opportunity to be considered for placement in your esteemed organisation.

2. Our students will be advised to visit the venue for the interview. It is requested that a short Job description be provided to us so that we can put up the same on our Notice Board as also brief the students appearing for the interview.
3. While we have noted that the students are required to be present at the venue on dd/mm/yyyy, we are awaiting the details of the venue and schedule for the Interview process, Names of your recruitment team and details thereof. Information by return Email would be greatly appreciated.
4. We take this opportunity to thank you once again and, at the same time, assure you that we would continue our interaction with your organisation in the years to come.

Thanking you.

Warm regards & best wishes,
Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

{E-mail expressing a note of appreciation for conducting / accepting to conduct campus recruitment.}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

We would like to extend a note of appreciation for giving our students opportunity to appear in the interview held on dd/mm/yyyy.

2. We understand that our students met the members of the interview board at your premises. We would be grateful if you could send us a short report about the performance of our students briefly touching upon shortcomings too. This will enable us to conduct improved preparations for students appearing for future interviews.

3. Looking forward to your decision.

Thanking you.

Warm regards & best wishes,
Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

{E-mail expressing a note of appreciation for recruiting students of our Institutes }

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB: Letter of Appreciation for recruiting students of our Institutes

Dear Sir/Madam,

On behalf of JIS Group Educational Initiatives, we wish to record a note of appreciation for offering placement (no. to be quoted) to students of (name of the institution).

2. We are confident that our students would join the vibrant workforce in your esteemed organisation and you would find their performance to be of highest order. We hope that the recruited students would contribute successfully to achieve the desired goal of your organisation.

3. In closing, we hope to continue cordial relationship with you and your colleagues and build up a lasting relationship in the coming years. We look forward to participate in your further recruitment drive this academic session as also in the coming years.

Thanking you.

Warm regards & best wishes,
Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

{E-mail expressing a note of appreciation **even if students are** not recruited **by the company concerned.**}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB: Letter of Appreciation for interviewing our students of our Institutes

Dear Sir/Madam,

On behalf of JIS Group Educational Initiatives, we wish to record a note of appreciation for conducting interview to recruit our students.

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

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

Thanking you.

Warm regards & best wishes,
Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

Explanatory Note – 2 - Students' Profile

- ❖ 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***) may be prepared in Excel Spread Sheet following the data entries as given below. ***Apart from sending the list to the companies concerned, the list should be shared with VP Corporate Relations and Placement officers / Officials on duty for organizing campus recruitment.***

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

10 th Class	YOP	12 th Class	YOP	Diploma	YOP

First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	Semester Average.	No. of Year Gap	E-mail ID

- ❖ Format for reporting attendance of candidates and reporting about absentee candidates is reproduced below. ***This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of Colleges concerned.***

Sl. No.	Name of the Company	Date of Interview	No of Students Short listed	No. of Students appeared for Exam	<u>No. of Students absent</u>	No of students selected for final Interview / Exams	Remarks, if any

- ❖ Format for reporting the result of recruitment drive is reproduced below. ***This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of colleges concerned.***

Name of the College:

Stream	Total Eligible	Applied for the Name of the Company	No. of successful candidates	Remarks

3. Visit to Companies (Kolkata & adjoining areas)

Explanatory Note - 3

- ❖ Format for submission of conveyance claim is reproduced below. The claim should be submitted on a **monthly basis** specifying the names of the companies visited, mode of travel (Taxi, Auto, Bus, Metro, Private car, shuttle service etc.) and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department.

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

Signature of the claimant
Name of Placement Officer & Designation

Date

Approved by:

Name & Designation

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

Explanatory Note - 4

- ❖ Format for submission of conveyance claim is reproduced below. The claim should be submitted immediately after returning from tour, specifying the names of the companies visited, **(journey details, lodging expenses, local conveyance, daily allowances / refreshment, miscellaneous expenses etc.)** and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department along with relevant vouchers.

Tour Bill

Name of the Employee :
Designation :
Department : Training & Placement
Duration of the tour : dd/mm/yyyy to dd/mm/yyyy
Places visited :

Journey details:

Date	Mode of Journey	From	To	Amount (Rs.)
dd/mm/yy				
Total (A)				

Lodging Expenses:

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

Local Conveyance:

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

Daily Allowances / Refreshment:

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

Miscellaneous Expenses:

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

Sl. No.	Total Expenditure	Amount (Rs.)
1	Journey details (A)	
2	Lodging Expenses (B)	
3	Local Conveyance (C)	
4	Daily Allowances / Refreshment (D)	
5	Miscellaneous Expenses (E)	
6	Grand Total (F)	

Total Expenditure :

Advance Received :

Amount Refunded :

Signature

Date:

Approved by:

Name & Designation

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)

- Name of Company
- Date of visit
- Name of person visited
- Person's designation
- Person's contact no (mobile no. & landline no.)
- Person's email id
- Agenda of visit
- Outcome
- Next follow up action
- Approached for the batch
- Approached for the department
- Date of next follow up action

Name:

Designation of Placement Officer

Training & Placement Cell,

JIS Group Educational Initiatives.

Mobile Number

Email ID:

6. PAS – Personal Appraisal System : **Explanatory Note - 6**

PERSONNEL APPRAISAL SYSTEM (PAS)

PERFORMANCE RECORD

PAS Cycle: 20XX- 20XX

Performance Period: 01/07/20XX-30/06/20XX

Name :
Gender : Male / Female
Email :
Designation :
Address :
College Phone No :

Signatures Completed PAS for Period and Cycle indicated above.

First Reporting Officer

Name :
Designation :

Signature..... Date.....

Second Reporting Officer (Reviewing Officer)

Name :
Designation :

Signature..... Date.....

Staff Member

Name :
Designation :

Signature..... Date.....

Accepting Authority

Work Plan of Unit

I have the received a copy of the work plan for my unit. Yes No

OBJECTIVE

To achieve XX% placement through Campus interview as was done in 20XX.

GOALS / PERFORMANCE EXPECTATIONS

Run an efficient placement cell

- Consultation with Directors / Principals of Colleges and Placement Officers
- Identify new companies for inclusion in the roster
- Provide statistics of key actions taken
- Project targets of achievement

PLAN OF ACTION

[July to October; November to February; March to June]

	November	March	July	Annual
Inclusion of new companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of standardized letters sent to various companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of names senior officers to be invited for lectures / seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Target for Placement of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Training (With out Financial involvement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCOUNTABILITY				
Actual Placement of Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SELF ASSESSMENT

A brief write-up not exceeding 150 words may be submitted highlighting the achievements and constraints, if any, in the performance of the assigned task.

(NAME)

FIRST REPORTING OFFICER

Evaluation and Comments on the Work Plan and Accomplishments

Core Values and Core Competencies: [Please tick (√) the appropriate box]

	Unsatisfactory	Developing	Fully Competent	Outstanding
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning & Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability Judgment / Decision-Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating

- Consistently exceeds performance expectations
- Frequently exceeds performance expectations
- Fully successful performance
- Partially meets performance expectations
- Does not meet expectations

Recommendation

a) Increment	Accelerated	Normal	Not eligible
b) Promotion	Accelerated	Normal Course	Not eligible

Brief comments / suggestions including training needs to enhance skill sets and professional expertise may be recorded. [Not exceeding 100 words]

First Reporting Officer

Sign off Date

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

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

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

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

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

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

Second Reporting Officer (Reviewing Officer)

Sign off Date

Accepting Authority

SOP FOR WEBSITE UPDATE & MAINTAINANCE

For Official Use Only

SOP FOR WEBSITE UPDATION AND MAINTENANCE

Introduction

JIS College of Engineering website showcases and communicates our vision and mission to students, faculty and staff, and the stakeholders. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, JIS College of Engineering website is a marketing tool. It is integral that JIS College of Engineering website projects an image that is consistent with the quality programs and events that make the College dynamic.

Objective:

The objective of JIS College of Engineering website is to provide access to up-to-date and well-organized information to students and the stakeholders about registration, classes, programs, events and services. While the website serves as a tool for current students, it is also a vehicle to promote our programs and services to prospective students, their parents, and the society at large.

Responsibilities:

- Website In-charge
- Faculty In-charge from each department
- HoD

Procedure:

Sl.	Activities	Responsibility	Target Dates/Days
1	Assign in charge for our college website.	Registrar and Principal	-
2	Website in charge ought to exhibit all the information effectively.	Website in charge	Every working day
3	Website should be monitored	Website in charge, faculty in charges, HOD'S and Principal	Every working day
4	Depute one faculty from each department to coordinate with website updation	Faculty in charges from each department	-
5	Sharing of google sheet by Website In-Charge with the assigned faculty of each department for the collection of data.	Faculty in charges from each department	15 th Day of every month
6	The status of each department web page should be monitored.	Faculty in charges and HOD'S from each department	Every Wednesday.

7	Academic schedule updation	Faculty in charges and HOD'S from each department	Before the commencement of each semester.
8	To post the events/ workshop/ conference/ symposium/ students contest /etc., the event in charges should	All the faculties and HOD's	1 month before the commencement of the events
9	News and events Photo gallery update	All the faculties and HOD's	Two days after the events
10	Web page details , verification and approval	Principal	As an when required
11	Removal of old data from website	Website in charge	As an when required
12	Archiving of the file in cloud / drive.	Website in charge	Archiving the data just before the removal.

SOP FOR WHATSAPP GROUP

For Official Use Only

SOP FOR WHATSAPP GROUP

JIS College of Engineering has created WhatsApp Group. WhatsApp group will provide a platform to connect and scope of networking among stakeholders. People in the group will stay updated about college happenings.

Each JIS College of Engineering WhatsApp Group is created for the following purpose:

- Knowledge sharing and collaboration with other members.
- Handholding, mentorship, advisory and guidance through quick communication to the members.
- Connecting the members of the group to create cohesiveness among them.

Following protocol that all member need to follow:

- Respect the purpose and objective of each group.
- Don't use groups just to send memes, videos, pictures and news, without reading and reacting to the content shared by others. The purpose of WhatsApp groups is to establish collective conversations with others.
- Never send content, information or "news" that HASN'T been verified.
- If you feel uncomfortable in a group for any reason, feel free to leave or "mute" the notifications. It's better to be criticized for leaving than for always complaining.
- Before sending a complaint to a group, identify the "administrator" and share your thoughts with him/her.
- Don't get angry if someone doesn't respond to your messages in a group. No one is obliged to do so. Better send him/her a direct message.
- Before sending a video, picture, meme or any content, analyze if such material will be in the interest of the majority of the members of the group.
- When forwarding a message, picture or video and you're choosing multiple recipients, avoid sending it to all your groups, since hardly the same content will be suitable or of interest to all.
- Avoid sending any content that is violent.
- Avoid unnecessary debates.
- When replying to a specific comment from a person, use the "reply" function to make sense of your comment and avoid confusion.
- When noticing that you're having a dialogue with a single member of the group, consider changing the conversation to direct message, because the rest of the group may not be interested in reading your conversation with another person.
- Keep in mind that your words can be interpreted in multiple ways, so use short sentences that can't be misinterpreted.
- Don't abuse emojis. There are some that don't require explanation, but others can be interpreted in different ways and generate confusion.

- Avoid sending videos or files that are very large, since nobody likes to saturate the memory of their smartphone or waste their data/internet plan on nonsense.
- WhatsApp messages that require a response must end with "Please Respond"
- WhatsApp communication may only take place between Monday to Sunday from 8:30 AM to 10:30 PM.

Agreement to terms, rules & guidelines:

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

Important: Removal from the Group

Any deviation from the group guidelines will be taken seriously and offenders will be removed from the group permanently without notice. Also Admins reserve the right to remove the offenders from all the associated groups of JISCE.

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SOP FOR WORK FROM HOME

For Official Use Only

SOP FOR WORK FROM HOME

Overview

JISCE is committed to providing a healthy, safe and flexible working environment for its staff.

The purpose of JISCE Work from Home Policy is to optimize for the benefits while limiting the risks, ultimately setting up our employees to be as successful outside the office as they are in it.

During mandatory Work from Home situations (such as a health or safety crisis like COVID-19), it helps ensure that our employees are set up for success and that they can continue to remain healthy and productive.

Responsibilities:

All Teaching & Non – Teaching Staff Members

Head of the Department

Dean

Registrar

Principal

Requirements for home based work

Staff responsibilities

Staff approved to work from home must:

adhere to all the policies and procedures of JISCE

be contactable during the normal span of hours

ensure fitness for work requirements are met. If staff members are unwell or unable to work due to other reasons, then leave entitlements are to be accessed

ensure home worksite complies with health and safety requirements at all times

report any health, safety and wellbeing hazards, near misses and incidents

maintain accurate and up to date records of hours worked at home within normal span of hours

Head responsibilities

The HoD must:

ensure the staff member is working in accordance with their Working from Home assignment and adhering to JISCE policies and procedures,

review and sign off on records of daily task performed as required

monitor and review the WFH agreement on a regular basis as recorded in the WFH agreement

schedule communication meetings including methods of disseminating information to staff who are working from home

where practicable, provide equipment and tools required to perform the tasks required (does not include workstation furniture, additional services or costs)

accurately document the ownership and usage arrangements of the equipment and assets.

Indemnity

The staff member indemnifies JIS College of Engineering against all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the institution.

Services

Not all on-campus services are available or supportable when used from home. The staff member accepts this and agrees not to impose any overheads on the University for additional services.

Work from Home Includes:

- Defining eligibility to work from home.
- Establishing an approval process.
- Setting regular working hours.
- Creating attendance and availability standards.
- Streamline communications channels.
- IT support.
- Maintaining security standards.
- Continuing internal communication programs, including all-hands meetings.
- Maintaining a dress code for Business Meetings.
- Recording acknowledgement of receipt.
- Gathering feedback and iterate.

SOP FOR ACADEMIC PERFORMANCE MONITORING

For Official Use Only

SOP FOR ACADEMIC PERFORMANCE MONITORING

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

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of course information for academic year	Concerned subject teacher	1 st week of April
2.	Verification and approval of course information	HoDs	2 nd week of April
3.	Preparation of course content for 60% of syllabus	Concerned subject teacher	Real time
4.	Sharing the course plan and course information with students through google classroom	Concerned subject teacher	4th week of June
5.	Implementation of class room lecture delivery	Concerned subject teacher	1st week of July
6.	Monitoring class room lectures of each faculty by respective mentors	Dean	Continuous
7.	Preparation of question paper for continuous internal assessment based on revised blooms taxonomy	Concerned subject teacher	4th week of July
8.	Evaluation and distribution of answer sheets on stipulated time.	Concerned subject teacher	Within 3days from commencement of exam
9.	Capstone components should be assigned and evaluated through appropriate tools	Concerned subject teacher	As scheduled in course plan
10.	Preparation of question bank	Concerned subject teacher	2nd week of October
11.	Receiving feedback from students	HoDs	4th week of October
12.	Mapping of end semester examination result with CIA to figure out the attainment level	Concerned subject teacher	After announcement of end semester result

SOP FOR ACADEMIC PERFORMANCE INDEX

For Official Use Only

SOP FOR ACADEMIC PERFORMANCE INDEX

Objective:

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

Responsibility:

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

Procedure:

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

SOP FOR ACADEMIC REVIEW MEETING

For Official Use Only

SOP FOR ACADEMIC REVIEW MEETING

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

Responsibility:

- All the teaching/non-teaching staff members
- Heads of the respective Departments & Deans
- Mentors
- Principal, Registrar

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Planning of academic review meeting	Principal, Registrar, Dean & HODs	After the end of Internal test I & II (Twice in a semester)
2.	Intimation through circular from the head of the institution with regards to conduct of academic review meeting	Principal	Last day of Internal test I & II
3.	Mentors have to intimate the parents in regards to meeting through phone	Mentors	Seven days prior to the meeting
4.	Mentors have to prepare the consolidated marks (Internal test & end semester exam), individual academic performance and attendance percentage of students	Mentors & HOD	Three days after the completion of Internal test I & II
5.	Discuss about the performance of the students	Parents, Mentor and Faculty members handling the classes, HOD	Day of Academic review meeting
6.	Getting feedback from parents	Mentors	Day of Academic
7.	Venue Preparation	Dean & AO	The day before the meeting
8.	Arrangement of refreshments and food	Dean & AO	Day of Academic

SOP FOR ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS

For Official Use Only

SOP FOR ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS

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

Responsibility:

- All the Faculty members
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target Dates/Day
1.	Visit websites frequently to identify the interesting and useful programs to participate	Faculty member	Not Applicable
2.	Gather information about the identified programs such as number of days, dates, topics, conducting institution, registration fees and	Faculty member	Not applicable
3.	Discuss with HoD about the program and getting approval by HoD and principal	Faculty member	Before the registration closing date
4.	Register for the program with all necessary documents mentioned by the organizing institution	Faculty member	Before the registration closing date
5.	Make necessary alterations for the academic works with other faculty members and get approved by the HoD and Principal	Faculty member	One week before the program
6.	Submit write up about the program and submit it to the HoD	Faculty member	Within three days after the program
7.	Get Claim Form from office to get the registration fees	Faculty member	Within 10 days after the program

SOP FOR CONDUCTION OF BOARD OF STUDIES MEETING

For Official Use Only

SOP FOR CONDUCTION OF BOARD OF STUDIES MEETING

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

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Identify the members for Board of Studies : Educationalist, Stakeholders, senior faculty members of department	BOS Chairman	3rd week of December
2.	Communicating with the identified persons for their consent	BOS Chairman	3rd week of December
3.	Date finalized for conduction of BOS meeting for validating curriculum	BOS Chairman and CDC members	4 th week of December
4.	Intimation of the meeting date sent to BOS members	BOS Chairman	4 th week of December
5.	Curriculum received from CDC and sent to BOS members	BOS Chairman	1 st week of January
6.	Comments received from BOS members conveyed to CDC members	BOS Chairman	2 nd week of January
7.	BOS meeting convened and suggestions are noted	BOS In-charge	2 nd week of January
8.	Suggestions and corrections noted are handed over to Department CDC In-charge	BOS Chairman	2 nd week of January
9.	Final draft received from Department CDC In- charge	Department CDC In-charge	2 nd week of January
10.	The corrected final curriculum is submitted to standing committee	BOS Chairman	2 nd week of January

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

*CDC = Curriculum Development Committee

SOP FOR PREPARATION OF CLASS & INDIVIDUAL TIME TABLE

For Official Use Only

SOP FOR PREPARATION OF CLASS & INDIVIDUAL TIME TABLE

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

Responsibility:

- All the teaching/non-teaching staff members
- Department Time Table coordinators
- Institution Time Table coordinator
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of academic calendar for the year.	Principal / Dean / HoDs	1 st week of April
2.	Releasing the academic calendar to all teaching/non-teaching staff members	Principal/ Dean / HoDs	2 nd week of April
3.	Registering students responses on elective courses for the coming semester	HoDs	3 rd week of April / Oct
4.	Sharing the course option sheet with all faculty members	HoDs	4 th week of April / Oct.
5.	Conducting department meeting on course allocation based on responses & competency	HoDs & faculty members	1 st week of May / Nov
6.	Course allocation meeting details to be used for class time table preparation	Department Time table coordinator	1 st week of May / Nov
7.	Call for 1 st common meeting of all department time table coordinators for sharing the information on service courses	Dean	2 nd week of May / Nov

8.	Detailed Time table preparation (both class-wise & individual) and circulation to all teaching & non-teaching members	Department Time table coordinator	3 rd week of May / Nov
9.	Call for 2 nd Common meeting of all department time table coordinators for finalization	Departmental time table coordinator, HoDs, Dean and Principal	3 rd week of May / Nov.
10.	Preparation of department Master Time table	Department Time table coordinator	4 th week of May / Nov.
11.	Preparation of Institution Master Time table	Dean	4 th week of May / Nov.
12.	Approval by Principal for Class, Individual and Master Time Table	Principal	4 th week of May / Nov.

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SOP FOR CLASSROOM ALLOTMENT

For Official Use Only

SOP FOR CLASSROOM ALLOTMENT

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

Responsibility:

- Department Coordinator
- Heads of the respective Departments
- Administrative Officer

Procedure:

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

6.	Based on the student strength and lecture hall size, each department can segregate their students into sections.	Department Coordinators	3 rd week of April / November
7.	<p>Classroom allocation in Main Building / CMS</p> <p>i. Each floor of the block can be allotted to a particular department.</p> <p>ii. If sufficient no: of lecture halls are not available, allotment can be done in the next floor.</p>	Department coordinators & AO	4 th week of April / November
8.	A common meeting of all department coordinators & AO can be convened to prepare the final classroom allocation chart	Department coordinators & AO	4 th week of April

SOP FOR CONDUCTING REMEDIAL CLASS

For Official Use Only

SOP FOR CONDUCTING REMEDIAL CLASS

Objective: To elaborate the procedure for conducting coaching class.

Responsibility:

- All the teaching staff members
- Mentors
- Department Remedial class Coordinator
- Heads of the respective Departments
- Dean

Procedure:

Sl.	Activities	Responsibility	Target days
1.	After each monthly test identify the slow learners	Subject Teacher	6 th day of each monthly test
2.	Prepare students name list both class wise and subject wise	Remedial Class coordinator	7 th day of each monthly test
3.	Call for common meeting of all department remedial class coordinators for sharing the information	Dean	7 th day of each monthly test
4.	Prepare schedule and get approval from HoD.	Coordinator	7 th day of each monthly test
5.	Circulation of the schedule to the respective subject teacher along with subject wise student name list.	Remedial Class coordinator	7 th day of each monthly test
6.	Circulate the remedial class schedule & class wise name list to students through Mentors	Mentors	7 th day of each monthly test
7.	Remedial class attendance must be monitored in daily basis and absentees details may be intimated to respective Mentors.	Subject Teacher	Daily basis
8.	In case of absentees mentors must take corrective action.	Mentors	Daily basis
9.	At the end of each semester the subject teachers are asked to submit the attendance and evaluation sheet to the coordinator for maintaining record.	Subject Teacher and Department Remedial class Coordinator	After last working day of each semester.

SOP FOR COURSE CONTENT DEVELOPMENT

For Official Use Only

SOP FOR COURSE CONTENT DEVELOPMENT

Objective: To elaborate the procedure for course content development

Responsibility:

- Faculty Members
- Academic Coordinator

Time and Duration:

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

Procedure:

Sl.	Activities	Responsibilities
1.	Concerned Faculty Members to prepare the course contents as per the prescribed Syllabus.	Faculty Members
2.	Content in the form of PDF, PowerPoint presentation, Audio or Video formats or a blend of all these	Faculty Members
3.	Each unit should conclude with Questionnaire for easy revision	Faculty Members
4.	Any video/Web reference can also be added to the course contents	Faculty Members
5.	Academic Coordinator to verify the course contents of each faculty member	Academic Coordinator

SOP FOR COURSE OUTCOMES

For Official Use Only

SOP FOR COURSE OUTCOMES

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

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Framing of course outcomes based on the syllabus contents [4 to 8 outcomes]	CDC members	2 nd week of May
2.	Validation of course outcomes	HoDs & CDC members	3rd week of May
3.	Final approval of syllabus along with outcomes	Academic Council & BOG	FinaMay
4.	Attainment calculation		At the end of each internal tests and
5.	Attainment value verification [70%-75%-- core subjects, >60% - other subjects]	HoDs & CDC members	-
6.	If attainment value below 60%, reframe the syllabus/outcomes in next regulation	HoDs & All faculty members	-

*CDC = Course Curriculum Development Cell

SOP FOR CURRICULUM DEVELOPMENT

For Official Use Only

SOP FOR CURRICULUM DEVELOPMENT

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

Responsibility:

- Subject Experts of respective Departments
- Heads of the respective Departments
- Principal
- CDC members

Procedure:

Sl.	Activities	Responsibility	Target Date
1.	Analyzing the need for curriculum revision	HODs in consultation with stakeholders	November 1 st week
2.	Constitution of Curriculum Development / Revision Committee	Principal	November 2 nd week
3.	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, CDC Members	November 2 nd week
4.	Call for meeting 2 : Submitting new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	Institution CDC Coordinator	November 3 rd week
5.	Submission and Appraisal of the Preliminary Draft to management , core companies & Educationalists	Department CDC incharges / HODs	December 1 st week
6.	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum & syllabi	Department CDC incharges	December 3 rd week
7.	Making modifications against suggestions from core companies and educationalists	Department CDC incharges / HODs	December 4 th Week

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

SOP FOR ENROLMENT OF STUDENT FOR EXAMINATION

For Official Use Only

SOP FOR ENROLMENT OF STUDENT FOR EXAMINATION

Objective: to elaborate the steps leading up to the enrolment of the student for semester examination

Responsibility:

- All Faculty
- HODs
- Controller of Examinations
- Asst. Controller of Examinations
- Students

Sl.	Activity	Responsibility	Remarks
1.	Notification of Examination in college website and notice board with details of fees payment	Controller of Examination	One month before the commencement of the exam
2.	Notifying students from the department	Faculty, HODs of respective departments	One month before the commencement of the exam
3.	Submitting Fees within due date	Student	Three weeks before the commencement of the exam
4.	Filling of Examination Form	Student	Three weeks before the commencement of the exam
5.	Collecting Provisional Admit Card a. After collecting the examination form and fee receipt, the student details are entered on the University Portal by deputed person from the Admin. Office. b. After entering the details, the Admit Cards of the students are printed (who have completed the STEP 3). c. Notice is displayed on the college Notice board and	Student, office of the controller of examination	Two weeks before the exam

	<p>website to inform the students to collect their provisional admit card and check if any corrections has to be made.</p>		
6.	<p>Returning Back Provisional Admit Card</p> <p>a. After collecting the provisional admit card students have to check if any correction(s) is/are required or not.</p> <p>b. In case, correction is required the student has to intimate the same to the Admin Office. Admin. Office gives the new provisional admit card to the student with specified correction(s) (same day or on next working day).</p> <p>c. All the students have to return back Their provisional admit card to admin office after (i) pasting their recent passport size photograph and (ii) signature in the specified duration mentioned in the notification</p>	<p>Student, office of the controller of examination</p>	<p>One week before the exam</p>
7.	<p>Collecting Final Admit Card</p> <p>a. After receiving the provisional admit card with signature and photograph, admit cards are sent for approval from the Principal.</p> <p>b. Once, all the admit cards are signed by the Principal, the notice is displayed on the college Notice board and website to inform the students to collect their final admit card.</p>	<p>Student, office of the controller of examination</p>	<p>Three days before the commencement of the exam</p>

SOP FOR FEEDBACK ABOUT FACULTY

For Official Use Only

SOP FOR FEEDBACK ABOUT FACULTY

Objective: To elaborate the procedure for Collecting feedback about faculty

Responsibility:

- All teaching staff
- All the students
- Heads of the respective Departments
- Peer evaluators

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback <ul style="list-style-type: none"> • To be collected from students (Online) • To be collected from Peer Evaluators 	HoDs	Beginning of every semester
2.	Sharing of feedback forms with students through Google forms	HoD	Mid of the semester
	Sharing of feedback forms with Evaluators		1 st week of Reopening of classes
3.	Collection of Feedback from students	Students	Within one week (After the form is shared)
	Faculty Evaluation	Peer Evaluators assigned by HoD	Twice or Thrice in a Semester
4.	Consolidate the collected feedback from students	HoD	Within one week (After the form is filled)
	Consolidate the collected feedback from Evaluators	Peer Evaluators assigned by HoD	Within two days (After the faculty is evaluated)
5.	Necessary actions will be taken based on feedbacks for faculty performance improvement	HoD and Principal	Immediate

SOP FOR PREPARATION OF LAB MANUAL

For Official Use Only

SOP FOR PREPARATION OF LAB MANUAL

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

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Preparation of rough draft of the lab manual containing objectives of the lab course and course contents (list of experiments) for that corresponding lab.	Lab In-charges.	1st week of June (odd), December (even).
2.	Submission of Hardware/ Software requirements for the corresponding lab.	Lab In-charges, HoDs.	
3.	Approval of Rough draft of Lab Manual	Lab In-charges, Academic Coordinators.	
4.	Preparation of fair draft of Lab Manual which includes the following: List of Experiments. List of additional Experiments. Aim, Objectives, Procedures/ Algorithm, Background theory, Sample output/readings, Conclusion/Inference.	Lab In-charges.	
5.	Approval of Fair draft of Lab Manual	Lab In-charges, HoDs, Academic Coordinators	
6.	Preparation of Pre-Lab, Post-Lab questions for Online posting for each lab session.	Lab In-charges.	
7.	Preparation of Final Binding of Fair draft of lab manual and verification.	Lab In-charges, HoD Academic Coordinators.	

SOP FOR LIBRARY

For Official Use Only

SOP FOR LIBRARY

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to enhance knowledge for research and development activities of the faculty and the students.

Objective: To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

Procedure:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Membership of Library

- For becoming the members of the library the faculty and students have to fill in the library form with the details and get it signed by the Librarian. All the students of the college become members in the library after their enrolment into the course offered by the college.
- After the signing of the library form library cards are issued to the students.

Roles and Responsibilities of the Librarian

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.

- To see to that the issued books will be returned in proper condition otherwise action will be taken

Processing of the Books/ CDs/DVDs

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the user.

SOP FOR ONLINE CERTIFICATION COURSE

For Official Use Only

SOP FOR ONLINE CERTIFICATION COURSE

Responsibility:

- All Faculty
- Mentor
- Department Coordinators
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility
1.	Providing information about available courses and sites.	HoDs, Coordinator, Mentors
2.	Motivating staff and students to join	Coordinator, Mentors
3.	Maintaining a register of the no. of candidates in each course	Mentors & Coordinator
4.	Detailed instructions given about the course assignments and the time frames	Coordinator
5.	Arranging suitable lab for effective Learning	Coordinator
6.	Ensuring that the registered Candidates attend the exams.	HoDs , Coordinator, Mentors
7.	Announcement of Result	HoDs & Coordinator
8.	Ensuring that credits are given to the candidates	HoDs and Mentors

SOP FOR ONLINE CLASSROOM CREATION AND MAINTENANCE

For Official Use Only

SOP FOR ONLINE CLASSROOM CREATION AND MAINTENANCE

Objective: To outline the schedule, conduction and maintenance of online classes

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Creating Online Classroom for each Course offered (Both Theory and Practical Courses)	Course faculty	5 weeks before the commencement of semester classes
2.	Uploading Course Information- Unit-wise, Lesson Materials (Lecture Notes) / Lab Experiments for all Units / All Experiments, PPTs, eBooks, etc.	Course Faculty	To be completed 2 weeks before the Commencement of Semester Classes
3	Sending Classroom code and adding students to Online Classroom	Course Faculty	1 week before the commencement of Semester Classes
4.	Confirmation of Installation of Online Classroom on a Cell Phone/ Laptop of students and completing Course Registration.	Student Class Representative to Course Faculty	Three days before the commencement of Semester Classes
5.	Sharing a Classroom calendar and a Google Calendar with students for (i) viewing classwork due dates (ii) giving auto reminders, (iii) view class events and (iv) sharing event links to open in Classroom	Course Faculty	One day before the commencement of Semester Classes

6.	Posting Question Papers with defined Rubrics and Marks (grades)	Course Faculty	Five Minutes before the commencement of test
7	Posting Answer Keys of test	Course faculty	Immediately after the Test is over
8.	Posting Weekly Quiz following GATE Pattern.	Course faculty	Every Friday
9.	Posting one Assignment every 2 weeks	Course Faculty	As per the Assignment Schedule published
10.	Grading Assignments/ Tests	Course Faculty	Within three days after the due date
11.	Reviewing and Reporting non-attendance and/or poor Grade scorers to the Principal	Course faculty to HoD	Within one week after Due dates of the activities
12.	Posting Department and Institution events, circulars, etc	Course Faculty	Immediately on receipt of oral/ written orders.

SOP FOR PROJECT GUIDES

For Official Use Only

SOP FOR PROJECT GUIDES

Objective: To elaborate the procedure for Guiding Student projects

Responsibility:

- All the Project Supervisors.
- Project Coordinators.
- Final year B.Tech students
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target Dates/Days
1.	UG students are to decide on their team members for their final semester project with their proposed project domain and title.	Final year B.Tech students, Project Coordinators.	2 nd week of July
2.	HODs shall allocate the Project Supervisors based on their area of expertise.(not more than 3 batches to a supervisor)	HoDs	3 rd week of July
3.	Ensuring that students have regular discussion meetings with their Project guides.	Project Supervisors, Project Coordinators, HoDs	Every week starting from July till April
4.	Verification of Student project log book.	Project Supervisors.	On Every project discussion meet.
5.	Approval of PPT: Abstract, Existing, Proposed system. 30% of proposed work. 80% of proposed work. 100% of proposed work.	Project Supervisors.	Before 0 th review Before 1 st review Before 2 nd review Before final viva-voce
6.	Preparation of faculty panel list, timing and venue for review.	Project Coordinators, HoDs	2 days prior to every

7.	Organizing project reviews: 0 th review, 1 st review, 2 nd review	Project Supervisors, Project Coordinators,	From start of semester, Within 3 weeks Within 6 weeks Within 11 weeks
8.	Displaying approved review marks to the students.	Project Coordinators, HoDs	Within 2 days from each review
9.	Preparing schedule for Redo students (Insufficient content, Plagiarism, poor presentation Genuine Absentees)	Project Coordinators, HoDs	Next day of review
10.	Organizing final project viva-voce.	Project Coordinators, HoDs	Within 16 Weeks from the start of semester
11.	Evaluation of Project report submitted in each of the Phase – I & Phase – II.	Project Supervisors, HoDs	1 week before the viva-voce
12.	Ensuring that If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.	Project Coordinators, HoDs	On the same day of viva-voce
13.	Ensuring that If a candidate fails in the viva-voce examinations of Phase-I he/she has to redo the Phase-I in the subsequent semester. If he / she fail in the viva-voce examination of Phase-II he/she shall resubmit the Project report within 60 days from the date of viva-voce. The resubmitted project will be evaluated during the subsequent academic session.	Project Coordinators, HoDs	On the same day of viva-voce.
14.	Collecting copies of the approved project report after the successful completion of viva examinations.	Project Supervisors, Project Coordinators.	On the same day of viva-voce

SOP FOR RESEARCH PROPOSAL

For Official Use Only

SOP FOR RESEARCH PROPOSAL

Objective: To elaborate the procedure for preparing Research Proposal.

Responsibility:

- All the Faculty members
- Researchers
- Heads of the respective Departments
- Dean R&D

Procedure:

Sl.	Activities	Responsibility
1.	Individual researchers will undertake periodic reviews of the research calls of relevance to their research	Researchers/ Faculty members
2.	Researchers contacted by an organization / individual to join a consortium already created or to investigate the possibility to collaborate with JISCE in any capacity are to inform the Head of the department by e-mail of their intention to contribute to the application process	Researchers/ Faculty members
3.	Researchers will upload any relevant documentation to Research Funding agencies	Researchers/ Faculty members
4.	Researcher to log the application through funding agency portal	Researchers/ Faculty members
5.	Researcher to provide contact details of all potential partners involved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers/ Faculty members
6.	Researcher to meet with Research coordinators to prepare the budget proposal for the project	Researchers/ Faculty members
7.	Researcher to meet with Head of the department to identify potential resources needed to complete the project	Researchers/ Faculty members & HoD
8.	The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about Timelines for proposal Submission Other upcoming calls and proposals	Principal Investigator, Co Investigator
9.	Researchers are required to <ul style="list-style-type: none"> • Upload the draft proposal Provide supporting documentation (budget Plan of activities etc.)	Researchers / Faculty members

10.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers / Faculty members
11.	Second stage Approvers to review final proposal	Researchers / Faculty members
12.	Researcher to submit proposal	Researchers / Faculty Members
13.	<p>Researcher is to ensure that all finalized document versions are uploaded</p> <ul style="list-style-type: none"> • Description of work (final version to be submitted) • Detailed projected Project budget breakdown - full proposal 	Researchers / Faculty members
14.	<p>Researcher is required to requested to provide copies of the following documents</p> <ul style="list-style-type: none"> • Evaluation report with scoring (for successful and non-successful projects) • Details of Grant Preparation (when proposal has been successful) 	Researchers / Faculty members
15.	<p>Researchers are requested to upload copies of the following documents from the implementation of the project</p> <ul style="list-style-type: none"> • Deliverables for which JISCE is responsible • Milestones for which JISCE is responsible • Dissemination and Communication Plans • All budgetary and financial communications • Interim Project Activity Reports • Final reports 	Researchers / Faculty members
16.	Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference papers etc.	Researchers / Faculty members
17.	Details of all the published research work to be submitted at the Office of Dean R&D for records.	Researchers / Faculty members
18.	Dean R&D to keep a record and prepare a consolidated report of R&D activities and to submit it to Principal at the end of academic year.	Dean R&D

SOP FOR SPONSORING FACULTY FOR HIGHER STUDIES & PROGRAM

For Official Use Only

SOP FOR SPONSORING FACULTY FOR HIGHER STUDIES & PROGRAM

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

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Releasing the academic schedule to all teaching staff	Principal & HoDs	Start of the Academic Year
2.	Grouping the faculty members based on their specialization	HoDs	Start of the Academic Year
3.	Conducting department meeting to confirm the need of higher studies to the faculty	HoDs	Start of the Academic Year
4.	Finalization of number of faculties need to pursue to higher studies	HoDs	Start of the Academic Year
5.	Selection on the area of research topic, Guide and duration of the research	Faculty members	Start of the Academic Year
6.	Collection of all necessary documents need for higher studies	Faculty members	Start of the Academic Year
7.	Completion of the entire registration process of the concerned university	Faculty members	Start of the Academic Year
8.	Outcome from the research work to the Institution	Faculty members	Start of the Academic Year
9.	Verification of bills and research work of the Faculty member	HoD, Principal	Start of the Academic Year
10.	Submission of the entire report copy containing all particulars for the remuneration to the work	Faculty members	Start of the Academic Year
11.	Approval for remuneration to the faculty considering the norms	Principal	Start of the Academic Year

SOP FOR SUBJECT ALLOTMENT

For Official Use Only

SOP FOR SUBJECT ALLOTMENT

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

Responsibility:

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

Procedure:

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

SOP FOR PREPARATION OF SYLLABUS

For Official Use Only

SOP FOR PREPARATION OF SYLLABUS

Objective: To elaborate the procedure for preparing the syllabus.

Responsibility:

- All the teaching/non-teaching staff members
- Curriculum Development Cell – Coordinators
- Heads of the respective Departments
- Syllabus validation committee

Procedure:

Sl.	Activities	Responsibility	Target days
1.	After every semester collect the suggestion from concerned staff and student regarding syllabus	Syllabus validation committee using feedback mechanism	At the end of each semester.
2	Discuss the outcomes and objective for each subject in the domain by brain storming.	HODs , faculty members	2 nd week of April
3	Release the comments received from Industry experts and other stake holders like senior batch students, staff who have handled the subject recently.	Respective HoDs	3 rd week of April
4	List out the most important concepts to be learned by an undergraduate student in that subject	Staff members in each domain	3 th week of April
5	Frame a draft syllabus using some benchmark syllabus and feedback from stake holders.	Assigned Faculty with subject expertise	4 th week of April

6	Discussion on prerequisite, reference books, other fine tuning	Staff members in each domain	1 st week of May
7.	Preparing the second draft based on the discussion done	assigned faculty	2 nd week of May
8.	Discussion regarding the assessment component suitable for each subject from the list of assessment methods	Staff members in each domain	2 nd week of May
9.	Preparing the final draft with all type of mapping done.	Assigned faculty	3 rd week of May
10	Evaluate the syllabus using a rubrics	Syllabus validation committee	4 th week of May
11.	Validation of syllabus using an External expert	Syllabus validation committee	4 th week of May
12.	After incorporating the changes make the final draft to be submitted for BOS meeting	Assigned faculty	Final working day of May

SOP FOR ORGANIZING & CONDUCTING FIRST YEAR'S ORIENTATION PROGRAM

For Official Use Only

SOP FOR ORGANIZING & CONDUCTING FIRST YEAR'S ORIENTATION PROGRAM

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

Responsibility:

- Principal of the institution.
- All the Heads of the Departments.
- Heads of the various organizing committees
- Mentor of First year classes.
- All the teaching/non-teaching staff members.

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Orientation programme date to be finalized	Principal	1 st week of July
2.	Chief Guest to be finalized	Coordinator and Principal	3 rd week of July
3.	Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee	Principal	3 rd week of July
4.	Roadmap pamphlets (department wise)	Heads of respective Department	3 rd week of July
5.	To inform newly admitted students and their parents about orientation Programme	Communication Committee, Faculty Advisors and	3 rd week of July
6.	Invitation and Agenda Finalization	Principal & Organizing Committee head.	15 days before orientation
7.	Meeting of committee members with the Organizing Committee head to discuss about their roles & responsibilities.	Principal, Organizing Committee head and Committee Members	15 days before orientation
8.	Meeting with the transport committee to finalize the bus routes and timings.	Committee Head and Transport Committee Members	15 days before orientation

9	Meeting with the seating committee to finalize the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee Members	15 days before orientation
10.	Meeting with the Reception Committee	Committee Head and Reception Committee members	15 days before orientation
11.	Meeting with the Food Committee to finalize <ul style="list-style-type: none"> • The menu for lunch and the list of volunteers. • Number of participants 	Committee Head and Food Committee members	15 days before orientation
12.	Meeting with the stage committee to finalize <ul style="list-style-type: none"> • the flow of events on stage • stage decoration, • arrangement of Design of stage backdrop and the introduction videos. 	Committee Head and stage Committee members	15 days before orientation
13.	Finalization of academic schedule for academic year	Principal & HoDs	1 week before orientation
14.	To check the readiness of all committee works with committee Heads and Members	Principal and Organizing Committee Head	4 days before orientation
15.	Welcome Message from principal and HoDs to all the students and parents	Principal & HoDs	4 days before orientation
16.	Sending Time table, Academic schedule, syllabus and course information to students.	HoD	2 days before orientation
17.	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoDs	1 day before Orientation

Guidelines of Induction Program as directed by AICTE

Background - Induction Program was discussed and approved for all colleges by AICTE in March 2017. It was discussed and accepted by the Council of IITs for all NITs in August 2016. It was originally proposed by a Committee of IIT Directors and accepted at the meeting of all IIT Directors in March 2016.

Need - When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. The incoming undergraduate students are driven by their parents and society to join engineering without understanding their own interests and talents. As a result, most students fail to link up with the goals of their own institution.

Objective - The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Induction Programme is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

Outcome - Engineering institutions were set up to generate well trained manpower in engineering with a feeling of responsibility towards oneself, one's family, and society. The graduating student must have values as a human being, and knowledge and meta-skills related to his/her profession as an engineer and as a citizen.

Duration – 3 Weeks

Modules to be covered during the Induction Programme:

- *Physical Activity*
- *Creative Arts*
- *Universal Human Value*
- *Literary*
- *Proficiency Modules*
- *Lectures by Eminent People*
- *Visits to Local Area*
- *Familiarization to Dept./Branch & Innovations*

Link to AICTE Guide:

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

***Note: Amendments to be made as per the guidelines of AICTE and to be executed by JISCE accordingly from time to time.**

SOP FOR ORGANIZING FDP, SEMINAR, WORKSHOP

For Official Use Only

SOP FOR ORGANIZING FDP, SEMINAR, WORKSHOP

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

Responsibility:

- All the Faculty members of respective departments
- Event Coordinator
- Heads of the respective Departments
- Deans

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Identify the Program dates based on the department event calendar	Event coordinator	Not Applicable
2.	Conduct department meeting to identify the area of training required	Faculties, HoDs	45 Days before the event
3.	Prepare the proposal document and getting confirmation and approval	Event Coordinator, HoDs, Dean	40 Days before the event.
4.	Form the committee to coordinate the activities.	Event Coordinator, HoDs	40 Days before the event
5.	Identify, contact and invite the resource persons	Event Coordinator	35 Days before
6.	Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation.	Committee members, Event Coordinator, HoDs	30 Days before the event
7.	Set up the hardware and software needed for the event	Committee members	1 week before the event
8.	Design the certificates for the participants	Committee members	1 week before the event
9.	Make all the necessary arrangements such as accommodation, refreshments for the resource persons and participants	Committee members, Event Coordinator	3 Days before the event, the day of event
10.	Get feedback from the participants	Event Coordinator	On the day of event
11.	Post Publication of the event on social media	Event Coordinator	One to Two days after the event.
12.	Prepare final report about the event	Event Coordinator	Two days after the event
13.	Submit all the expense details to the HoD and Accounts	Event Coordinator	Five days after the event

SOP FOR DEGREE AWARDING CEREMONY

For Official Use Only

SOP FOR LEADING UP TO DEGREE AWARDING CEREMONY

Objective: To elaborate the procedure for graduation day ceremony.

Responsibility:

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

Procedure:

Sl	Activities	Responsibility	Remarks
1.	Confirmation with Controller Of Examinations regarding the arrival of degree certificate.	Principal & HoDs	After Convocation of the affiliated University gets over
2.	Check with concerned teacher whether degree certificates are in line with Provisional list.	HoD and CoE	After consultation with Exam cell
3.	Selecting and finalizing members for executing different roles / responsibilities	Dean	20 days before the ceremony.
4.	Select a chief guest and date.	Principal	Any Convenient day based on availability of Chief Guest.
5.	Intimation to graduates through mail, WhatsApp, Facebook etc.	HoDs & Mentors	Once the day is confirmed, intimation should be made.
6.	Registration should be done through online form hosted in the College website, Mentors should keep a track on the number of registration.	HoDs & faculty members	In a daily basis registration made should be monitored.
7.	Invitation should be designed and sent to graduates and Dignitaries.	Principal, HoDs & all faculty members	10 days before the ceremony.
8.	Back drop banner should be designed.	Principal & HoDs	3 days before the ceremony.

9.	Process of physical registration	Registration Committee	On the day of Ceremony.
10.	Seating arrangement, Hall arrangement, Stage Arrangement.	Venue Committee	A day before the ceremony all arrangement should be made at the venue.
11.	Arrangements of Certificates	Certificate Committee	A day before the ceremony and on the day of ceremony.
12.	Agenda of the Ceremony to be decided, Pledge, Rules to be followed by Graduates inside the hall to be finalized.	Dean	10 days before the commencement of the ceremony.
13.	Invitation to Press, Press Release Circulation of the same to media house and posting on social media.	Publicity Committee	A day before the ceremony and on the day of ceremony.

Sample Program Schedule



JIS COLLEGE OF ENGINEERING

CONGREGATION

for the Conferment of Degrees

Month Day, 20XX at XX:XX AM

ORDER OF PROCEEDINGS

XX:XX	The Congregation will take seats.
XX:XX	The Academic Procession will enter the Hall
XX:XX	Felicitation of Guests on the Dias & Lighting Up of the Ceremonial Lamp
XX:XX	The Vice – Chancellor will declare the Congregation open.
XX: XX	Welcome Address by the Principal
XX:XX	Review of Events by the Registrar
XX:XX	The Vice-Chancellor will confer the Degrees
XX:XX	The Chief Guest will address the Congregation
XX:XX	The Vice-Chancellor will declare the Congregation closed
XX:XX	National Anthem
XX:XX	The Academic Procession, headed by the Principal and the Vice – Chancellor, will leave the Hall

The Congregation is requested to stand during the entry & exit of the Procession

Note: The format of program schedule is indicative only. Appropriate amendments may be incorporated

Sample Letter to be sent to VC MAKAUT for conferring degree

Degree Awarding Ceremony 20XX

Dear Sir,

Greetings from JIS College of Engineering!

You have been kind enough to grant us your precious time and consent for holding Degree Award ceremony for the past ___ years.

We shall be much obliged for your kind consent and presence for our proposed Degree Award Ceremony in the _____ week of _____ 20XX.

Hence, we would appreciate if you could kindly grant both the permission and the date that is convenient to you to preside over the ceremony.

Kind regards

Registrar
JIS College of Engineering

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

Sample Press Invitation

Press Invitation

Dear Sir/ Madam,

Greetings from JIS College of Engineering...!!!

JIS College of Engineering is a premier institution under JIS Group which is going to organize __ **Degree Award Distribution Ceremony on dd/mm/yyyy** at Dr. B.C. Roy Auditorium, JISCE from _____ onwards.

XXX students of JIS College of Engineering will be awarded the Degree Certificate by _____ - Honorable Vice Chancellor - MAKAUT.

It is a matter of great pleasure inviting you along with your media personnel to attend and cover the event as per aforementioned schedule followed by lunch.

Looking forward to your graceful presence and involvement to make the event successful.

Thanking You.

Sincerely Yours,

Principal
JIS College of Engineering

RSVP – Name of Publicity committee in charge with contact details

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

Invitation Letter for Delegates

To
Name of the Delegate
Designation & Affiliation
Address

Sub: Degree Awarding Ceremony 20XX

It is a matter of great pleasure to invite you to grace our Degree Awarding Ceremony on dd/mm/yy at B.C.Roy Auditorium in our campus.

While your presence will certainly cheer our new graduates, please be seated by _____ am as the proceedings begin at _____ sharp.

Looking forward to greeting you on the day.

Principal

RSVP:

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

Invitation email to be sent to Graduates

Sub: Invitation to Degree Award Distribution Ceremony 20XX - for Graduate 20XX

Dear Students,

Greetings from JIS College of Engineering!

Hope you are excited about the celebration of your Graduation Day i.e. __ Degree Award Ceremony 20XX, which is going to be held on dd/mm/yy in the auditorium of JIS College of Engineering. It's a day which comes only once in a Lifetime for every graduate and cherished for the entire lifetime.

The Registration Link is now available at JISCE website Central Top Panel.

Message Display: __ **Degree Award Distribution Ceremony** _____

It is hereby requested to you to do online Registration Process immediately or copy paste the following link in the address bar to register <http://122.252.249.26:98/Forms/frmConvocationForm.aspx> and make the event a grand success !!

My best wishes for your progressive and happy career ahead.

From
JIS College of Engineering

Note: The format of all letters / E-mails is indicative only. Appropriate amendments may be incorporated

Working Committee for executing Degree Award Ceremony

Core Committee:

Controller of Examination, JISCE

Asst. CoE, JISCE

OIC – Exam, JISCE

Committee	Assigned Responsibilities
Anchoring & Front Stage Management Committee	Anchoring the entire program preparing the program schedule Front stage management
Back Stage Management Committee:	<ol style="list-style-type: none"> 1. Preparing certificate (with all sorts of necessary features, signature, hologram etc.) in final form. 2. Final arrangement of the department wise certificates of the awardees after physical registration as per the final list and hand it over to the team of Back Stage management at least 15 min. before the commencement of the programme. 3. Guiding each of the present awardees for proper dress up before entering the hall. 4. Certificates distribution process.
Logistics-Stage Preparation and Decoration Committee:	Logistics-Stage Preparation and Decoration including sound system & Robe (For Awardee).
Invitation, Reception & Refreshment of external experts:	<ol style="list-style-type: none"> 1. All sorts of invitation of the delegates for the programme. 2. Reception& Refreshment of all delegates for the programme. 3. Robe for delegates.
Hall management Committee:	<ol style="list-style-type: none"> 1. Pasting names on chairs & maintaining proper sitting arrangement. 2. Ensuring all audience is keeping their phone in silent mode. 3. Guiding awardees from seat to stage and then stage to seat during certificates distribution process. 4. Maintain the overall decorum of the hall.
Registration Committee:	<ol style="list-style-type: none"> 1. Completion of department wise online registration of the awardees willing to be present on that day and preparation the department wise list (alphabetically) at least one day before the date of ceremony. 2. Completion of department wise physical registration of the present awardees and preparing the department wise final list alphabetically (strike through the absentees) at least half an hour before the commencement of the programme.
Publicity Committee:	Overall Publicity of the programme including website, electronic & print media.

Refreshment Committee	Arrangement & distribution of refreshment for the awardees.
Photography Committee	<ol style="list-style-type: none"> 1. Still photography inside the hall (Ensure one photo of each awardee at the time of receipt of certificate). 2. Full video coverage of the programme inside the hall. 3. Still photography in studio which has to be arranged in Auditorium of CMS building (Ensure one photo of each awardee after completion of the programme inside the B.C. Roy Auditorium).
Transport Committee:	Arrangement of all sorts of transports required for the programme (including cars for delegates).

SOP FOR AWARDS AND APPRECIATION

For Official Use Only

SOP FOR AWARDS AND APPRECIATION

Objective: To recognize and felicitate the outstanding performers in different categories.

Responsibility:

Award and Appreciation Committee

Sl.	Activities	Responsibilities	Tentative Days
1.	Formation of Award and Appreciation Committee	Dean	30 days before
2.	Identifying different category of awards	Award and Appreciation Committee	Immediately after the formation
3.	Evaluating the budget and submission with detailed proposal to Principal/ Registrar for approval	Award and Appreciation Committee	25 days before
4.	Selecting the Chief Guest	Principal	As Applicable
5.	Preparing the list of award winner	Award and Appreciation Committee	20 days before
6.	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award and Appreciation Committee	18 days before
7.	Design / Prepare the Certificate for the awardee	Award and Appreciation Committee	15 days before
8.	Intimating awardees and sending invitation	Award and Appreciation Committee	10 days before
9.	Venue Preparation	Logistics Committee	7 days before
10.	Arrangement of refreshment for the guest & participants	Refreshment Committee	7 days before
11.	Publicity	Publicity Committee	Pre & Post event

12.	Presenting the award to the winner by Chief Guest	Chief Guest / Principal	On the day
13.	Sending congratulations note along with the photograph of the ceremony with the participants	Award and Appreciation Committee	One day after the program
14.	Preparation of Report	Award and Appreciation Committee	Two days after the program
15.	Submission of bill and statement of expense to accounts	Award and Appreciation Committee	Five days after the program

SOP FOR CONDUCTION OF TECHNICAL SYMPOSIUM

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SOP FOR CONDUCTION OF TECHNICAL SYMPOSIUM

Objective: To elaborate the procedure for conducting Technical Symposium.

Responsibility:

- All the teaching/non-teaching staff members
- Event coordinators
- Institution (overall) coordinator
- Heads of the respective Departments
- Dean
- Registrar
- Principal

Procedure:

Preparation and submission of a Technical symposium proposal to the Management.

The following details has to be done as preparatory work:

- Selection of name and theme for the symposium
- Selection of month and date to conduct the event
- Selection of organizing committee members from each department and event coordinators (staff and students)
- Discussion and finalization of events to be conducted by each department
- Selection of venue and timing schedule to conduct events
- Design of website, posters and invitation for the event

The following details has to be prepared for conducting events

- Preparing the call for project / papers and poster presentation with topics and themes
- Publicize the call for project / papers (via a website, email, regular mail) with deadline for proper submission
- Find reviewers and establish their area of expertise
- Accept project / paper submissions (via web site submission, email)
- Send out confirmations of receipt of project / paper submission
- Assign reviewers to each project/paper and Circulate the papers to each reviewer
- Follow up with reviewers to ensure they are on track and Collect reviewer comments
- Make the final project / paper selections. Notify participants for acceptance or rejection
- Prepare accepted list of project/papers for presentation on the day of the event

Registration Process

- Determine early-bird and final registration dates
- Decide on a registration procedure
- Determine the price for the symposium
- Determine which payment options you will accept (e.g. cheque, visa, MasterCard)
- Decide on a cancellation policy
- Create the registration form, including additional items such as: Meals and dietary requirements, Accommodation, Transportation, Sessions and workshops
- Publish your registration form (online and/or on paper)
- Send confirmation of registration to participants upon receipt of payment

Arranging student and staff coordinators for various committee

Establishing various committee .

Guest of Honor and Judges for the events

- Research and select judges for the events
- Arrange for speaker accommodation and transportation and confirm arrival times
- Arrange for speaker compensation

Budget Preparation for the event

Prepare a detailed budget for the event with the following details

- Stationary for conducting events
- Certificates, poster and invitation
- Purchase of Registration kit (File, notepad and pen)
- Registration fee details (for each event or a common fee)
- Decide on registration fee amount for internal and external participants
- Tea and refreshments
- Lunch
- Gifts and honorarium for chief guest
- Prize amount for event winners

Submission of event proposal to Managing Director along with the above details.

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SOP FOR HOSTEL

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SOP FOR HOSTEL

1. Hostel Rules & Regulation:

- Student should read the rules before signing the application form.
- Rules to be displayed in the hostel also.
- No Boarder shall remain absent from the Hostel without permission from the Warden. They should simultaneously inform the Hostel Warden in writing the absence. Student shall not leave the station without prior permission of the Warden.
- Food cannot be served to boarders in their rooms except for valid reason of illness. Any such service shall require prior permission from the Warden.
- No extra person is permitted to stay in the room of any boarder whatsoever may be their relation.
- Any student, whose name is removed from the rolls of the Institution, shall by that very fact, cease to have any right to occupy a room in the hostel and must vacate it. Accordingly, he/she shall not be allowed to take food from hostel.
- Students are not allowed to put up any notice or convene any meeting of any sort within the hostel premises except the meetings of Hostel Management Committee without the permission of the College Authority.
- The room of any boarder can be inspected any time by warden/assistant warden or by any member of the College staff authorized by the Principal. /Registrar.
- Cleanliness: Students shall keep their room, Corridor and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No students shall store any cooked food in the room.
- Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. The parents should give an undertaking to cooperate with the authority and should be available on call.
- Students are advised not to waste food. Outsiders are not allowed in the canteen area. Hostel warden will be present at Canteen area during Breakfast/Lunch/Dinner time.
Timings for Canteen.

Breakfast - 8.30 am to 9.30 am
Lunch - 12.30 am to 1.30 pm
Dinner - 8.30 pm to 10.00 pm

These timings shall be strictly followed by the hostellers.

2. Admission Procedure of Hostel

- Student should apply at least 7 days before for accommodation.
- Application form with attached one passport size photograph will be submitted to the Hostel Warden for hostel accommodation.
- Admission form for hostel accommodation has to be endorsed by the Registrar/Administrative Officer.
- Admission in the hostel will be provisional subject to Allowed to Keep Term Rule.
- Room Inventory form will be filled during check-in & Check out by the students in the hostel.

3. Issued Related to Parents/Relatives/Visitors

- Parents/Guardians should give an undertaking to co-operate with the Hostel Wardens and should be available on call as and when required and disclose all contact details.
- Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

4. Use Of Electronic/Electric Item

- Each student shall use only electric connection already fitted to their rooms. Uses of all un-authorized electric appliances such as heaters re STRICTLY PROHIBITED.
- Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be penalised financially for any item found missing from their room. Students shall also be penalised if they will fully damage or have been damaged on account of misuse or unfair wear and tear.
- Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the students involved.

5. Induction Programme:

There will be a common Induction programme for the Hostel students where students would get an opportunity to interact with the students of Hostel.

6. Celebration of Birthdays

- It shall be with prior written permission of the Hostel Authorities.
- It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There shall not be any kind of physical discomfort.
- No outside guest will be allowed.
- Violation of the rule shall be penalized.

7. Attendance of Students in Hostel

- Undertaking form will be taken from students for attendance.
- No student will be allowed after 8.00 pm in the Hostel Premises without prior permission of the Hostel Authorities.
- Attendance of the students in the hostel will be taken strictly between 10.00 pm to 10.30 pm.
- Students are not allowed to remain absent from their hostel during the night hours without permission of the Warden.
- Any late comer will have to sign in a separate register.
- Strict Disciplinary action will be taken to the late comers which may lead up to suspension from the Hostel.

8. Rules for Hostel Leave :- No boarder will be allowed to leave the hostel in the mid of the semester, In that case student must have to submit Hostel leaving application to the Warden One month before. Before leaving the hostel, they must have to clear all dues of the hostel & they have to take clearance certificate issued by A/C section, failing which their due will be continued.

Disciplinary action as per JISCE Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay

and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.

3. The management reserves the right to terminate the occupancy of the student for any wilful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded.
4. Every student shall stay in the accommodation allowed to him/her by the authority. Any change accommodation without the permission will not be allowed and may invite disciplinary action.
5. The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Hostel warden.
6. Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
7. No gambling of any kind shall be allowed on the premises of the hostel .
8. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
9. Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Hostel.
10. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
11. Hostel authorities will not be responsible for any loss of money, jewellery or personal belongings of any student. Students are advised not to keep any cash/jewellery or any costly items in the room .
12. Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to the Warden/College Authority.
13. . Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the Hostel Administrator will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion.

UNDERTAKING BY THE STUDENT

I.....D/O-S/O,Mr./Mrs.....
staying in Room No..... in Hostel has read the
above Rules and Regulations and I undertake that I will sign on the attendance register before
10.30 pm (unless exempted) failing which shall be liable for censure/fine/disciplinary action.

Name of the Student:

Programme: Year:.....

Signature of the Student Date

UNDERTAKING BY THE PARENT

I _____ F/O - /M/O Ms. /Mr.
_____ who is studying in
_____ and residing in _____ Hostel in

Room No. _____, has read and understood the above Rules and Regulations and I
undertaken that I will cooperate with the Hostel Authorities and I will also provide all the
medical information, if any, of my ward to the Hostel Authorities and will be available on call
and promise to visit and take care of my ward, as and when required.

My Contact Details are:

_____ I hereby undertake that my ward and me are responsible for incidents, whatsoever, and
ensure
that my ward shall follow the norms of Symbiosis International University code of conduct
while he/she is inside or outside the hostel.

Name of the Parent: _____

Signature _____ Date: _____

UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student:

Stream: _____ Year _____

Room No:

Purpose:

Night Out:

Contact Number:

I hereby undertake to return on expiry of the permitted duration. I will be back at _____ (time) _____ (date).

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said duration.

Signature of the Student _____ Date: _____

SOP FOR HOSTEL QUALITY COMMITTEE MEETING

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SOP FOR HOSTEL QUALITY COMMITTEE MEETING

Objective: To elaborate the procedure for hostel quality committee meeting

Responsibility:

- Administrative Officer (AO)
- Hostel Warden
- Hostel Student Council Members (Each year)

Procedure:

Sl.	Activities	Responsibility	Target Dates/Days
1.	Meeting to be conducted in the hostel premises	AO & Hostel Warden	15 th of Every month
2.	Discussion will be on the following: <ul style="list-style-type: none"> • Hostel Facilities • Student Sickness Monitoring • Menu Discussion • Room Facilities • Water Facilities • Internet Connection • Study Hour's Discussion • Attendance Monitoring • Housekeeping facilities • Medical Emergencies • Other Grievances 	AO & Hostel Warden	Not Applicable
3.	Necessary steps to be taken in case of any complaints	Principal, Registrar, AO & Hostel Warden.	One or two days after the meeting
4.	Action Taken Report should be prepared and presented in the next meeting.	AO & Hostel Warden.	Set Date

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SOP FOR CANTEEN

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SOP FOR CANTEEN

A. Canteen Quality and Hygiene Control

Objective: To maintain standard and quality of food served and to regulate cleanliness & hygiene within the canteen premises.

Responsibility:

Canteen Manager
Canteen Supervisor
All Canteen Staff

Sl.	Activities	Responsibility
1.	<p>Dressing Standards:</p> <ul style="list-style-type: none"> • All Canteen workers must wear clean clothes preferably uniform. • Also, Canteen workers must wear gloves, apron and hair net or cap either disposable or to be washed daily. 	Canteen Supervisor and All Canteen Staff
2.	<p>Maintenance of Hygiene:</p> <ul style="list-style-type: none"> • Placing of hand wash in Kitchen & Dining area. • Cleaning of hands before preparing food. • Mopping and dusting is done in morning and afternoon. The frequency may increase based on the requirement. • Immediate cleaning after the spillage of the food. • Maintenance of covered dustbin inside the kitchen and outside the dining area. • Insect Repellant to be placed in canteen premises. • Eating/Drinking is not allowed in the cooking area. • Chewing tobacco and Smoking is strictly prohibited inside the canteen premises. 	Canteen Supervisor and All Canteen Staff
3.	<p>Maintaining Quality:</p> <ul style="list-style-type: none"> • Certified food commodities (Agmark/FSSAI) are allowed for cooking. No loose items like oil, spices, etc. must be allowed. • Food grade disposable is preferred. • Regular inspection to be carried out. • A suggestion/complaint box must be installed in the canteen which should be checked regular basis and action should be taken. • Prices of all available food item for sale to be displayed (including packaged food). 	Canteen Manager Canteen Supervisor

B. Canteen Committee

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to ensure proper functioning of the Institute Canteen in serving the Students, Staff and Guests of the Institute and to give guidelines to the Canteen Committee for smooth running of the Canteen.

Scope:

Applicable for all the events in the institute

Responsibility:

The canteen committee members

Structure:

The Canteen Committee is headed by a Professor of the Institute and Comprises members from the faculty, Administrative Officer and students of the Institute. The Committee shall monitor the affairs of the Institute Canteen under the directions of the Management.

Details of Activities:

- The Committee shall meet at least once in a month to review the functioning of the Canteen.
- The suggestions given by the members and the resolutions made in the meetings must be recorded in the minutes of the meeting.
- The menu for breakfast, meals and snacks are fixed by the Committee and a sub-committee will look into monitoring of the implementation of the menu suggested.

The following sub-committees are formed:

- for fixing and monitoring the menu.
 - for verifying the quality of provisions and vegetables etc. and also for verifying the quantity and quality of various food items.
 - for checking and ensuring cleanliness.
 - for checking discipline in the canteen.
- The names of the members of the Canteen Committee will be displayed in the Canteen.
 - Ordering of Snacks, Lunch etc.: Snacks & lunch can be ordered by the proper authority.
 - The standard format will consist of the details as given below:
 - Date and time of supply.
 - Place where the items are to be supplied.
 - Details of snacks or Menu for lunch etc.
 - No. of persons for which arrangement is to be made.
 - The rate on which both the Officer arranging and the Canteen In-charge had agreed.

Passing on Advance Information to Canteen:

- Sufficient advance information is to be given to the Canteen regarding expected congregation of students or staff or public or VIPs etc., so that arrangements can be made for tiffin or lunch or snacks.
- The information regarding closure of the Institute for a holiday or cancellation of class work should be passed on to the canteen to minimize loss to the Canteen.

Records to be maintained:

- Minutes of the Committee meeting
- Complaint file
- Action file
- Circular file

SOP FOR CAMPUS CLEANLINESS

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SOP FOR CAMPUS CLEANLINESS

Objective:

To keep the campus clean and maintain the hygiene.

Responsibilities:

Supervisor

Administrative Officer

Housekeeping Staff

1. Class Room Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

2. Laboratory Cleaning:

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

3. Corridor, Elevator & Staircase Cleaning:

Priority	Task	Frequency
1	Clean Staircase	Daily
2	Clean and disinfect drinking fountain(s)	Daily
3	Empty trash receptacle	Weekly
4	Spot mop floor	Weekly
5	Grills	Weekly
6	Spot clean doors, windows and walls	Weekly
7	Clean all horizontal surfaces, windows and door walls	Weekly
8	Clean mats and grids under mats (if any)	Quarterly
9	Vacuum all supply and return air vents	Quarterly
10	Dust ceiling area and light fixtures	Quarterly

4. Office Cleaning:

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Spot mop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly

5. Restroom/ Staffroom Cleaning:

Priority	Task	Frequency
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily
6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly

6. Entrance and Lobby Cleaning:

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Dust mop floors and mats	Daily
3	Dust all horizontal surfaces	Daily
4	Spot mop floors (wet)	Daily
5	Disinfect door handles (inside and out)	Daily
6	Dust mop and wet mop entire area	Weekly
7	Clean floor grills	Monthly
8	Dust ceiling area and light fixtures	Monthly
9	Wash trash receptacle	Yearly

7. Garden/Loan cleaning:

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

SOP FOR CLASS ROOM MAINTENANCE

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SOP FOR CLASS ROOM MAINTENANCE

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

Responsibility:

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

Procedure:

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

SOP FOR LABORATORY MAINTENANCE

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SOP FOR LABORATORY MAINTENANCE

Objective:

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

Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target days
1	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Teaching Assistant(s)	1 st week of April
2	Maintain the Analytical equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab technician(s)	2 nd week of April
3	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co- coordinators.	3 rd week of April
4	The "Equipment Calibration/Maintenance log" has to be filled and signed and kept in file in HoD office and a copy in the lab coordinator's office.	Lab coordinators. & HoDs	4 th week of April
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab.	Lab-Coordinator, Teaching assistant(s)	1 st week of May.
6	A sticker with "Calibrated on dd/mm/yy" shall be pasted on the equipment.	Lab technician(s)	2 nd week of May

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

SOP FOR MENTORSHIP

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SOP FOR MENTORSHIP

Objective: To elaborate the procedure for Mentorship.

Responsibility:

- All the Mentees
- Heads of the respective Departments.
- Mentors

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Allocation of mentees to the Mentors	HoDs and Mentors	1st week of August
2.	Categorizing the mentees based on the SWOT analysis and motivating them based on their levels.	Mentors	1st week of August
3.	Monitoring the Mentees discipline.	Mentors	Daily Basis
4.	Conducting Mentors ward meeting to counsel and to motivate the mentees.	Mentors	Daily Basis
5.	Conducting the Mentors ward meeting to know the work progress and their involvement with their academics.	Mentors	Daily Basis
6.	Recording of the Minutes of Mentorship meeting in the Mentor Log book.	Mentors, HOD	Weekly Basis
7.	Motivating the mentees to attend the online Coding Contest and other events to improve their programming skills.	Mentors	Daily Basis
8.	Motivating the mentees to do online courses and monitoring the status.	Mentors	Weekly Basis
9.	Motivating the mentees to participate in co-curricular and extra-curricular activities conducted in other reputed colleges.	Mentors	Daily Basis
10.	Maintaining the mentee record and mentee database.	Mentors	Daily basis

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

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

SOP FOR COMMUNICATION SKILL ENHAMCEMENT

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SOP FOR COMMUNICATION SKILL ENHAMCEMENT

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

Responsibility:

- Mentors
- Heads of the respective Departments
- Communication Expert

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Grouping of students based on their written, oral & presentation skills	Mentors & HoDs	End of 1 st week after Orientation Programme in the First Year/Second Year (Lateral Entry Students)
2.	Grouping of students with average / poor written, oral & presentation skills: <ul style="list-style-type: none"> • English Medium students not ready to showcase their written, oral & presentation skills • English medium students not able to enhance their written, oral & presentation skills • Bengali medium students 	Mentors & HoDs	End of 2 nd week after Orientation Programme in the First Year / Second Year (Lateral Entry Students)
3.	Continuous & exclusive training for all the three different need based groups	Communication Expert / Mentors	3 hours / week / Saturday

4.	Monthly Assessment & Submission of Report to HODs	From Communication Expert through Mentors to HoDs.	4 th Friday of the month
5.	Semester Assessment & Submission of Report to HODs	Communication Expert / Mentors	Final working day of the semester.
6.	Segregation of students based on their performance in Final Assessment	Mentor & HoDs	1 st week after the commencement of the 5 th semester
7.	Continuous training for the students, who are still not able to give their best in written, oral & presentation skills	Communication Expert	Till the end of 6 th Semester
8.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes / competitions	Mentor / HoDs	Continuously in the 3 rd & 4 th years of study

SOP FOR MONITORING DUTY

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SOP FOR MONITORING DUTY

Objective: To maintain the discipline in the campus and regularity of all students during class hours on all working days.

Responsibility:

- Mentors
- Heads of the respective Departments
- Dean Student Affairs

Procedure:

Sl.	Activities	Responsibilities
1	Depute faculty members for each day to monitor the disciplinary and regularity of students in various venues.	All HODs & Dean
2	Students shall be strictly monitored for their proper dress code and identity card with institution lanyard.	All Faculty members
3	Attendance will be noted from each class and submitted to respective HODs before break.	Deputed faculty for the day
4	During observation if any student is found late, he/she will be warned.	Mentors and Deputed faculty for the day
5	Faculty may also exercise their own discretion for permitting any late comer to enter the class by giving/withholding attendance.	HODs, Mentors and Deputed faculty for the day
6	Strict action will be taken on continuous irregularities on analyzing the reason behind it.	HODs, Mentors
7	Mentors and HoDs shall continuously keep track of the student's progress.	HODs, Mentors

SOP FOR CLUB ACTIVITIES

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SOP FOR CLUB ACTIVITIES

Objectives: To coordinate the club activities.

Responsibility:

- Club in charge
- Club coordinators

Procedure:

Sl.	Activities	Responsibility
1.	Introduction about the club during Induction Program	Club Coordinator
2.	Sharing the member Registration form with all students	Club Coordinator
3.	Registering students responses	Club Coordinator
4.	Selecting club coordinators	Club In Charge
5.	Scheduling club activities	Club Coordinator
6.	Detailed instructions given about the activity	Club Coordinator
7.	Discussion with the students about activity	Club Coordinator
8.	Organizing and executing programs through clubs	Club In charge & Club Coordinator
9.	Preparation of report and recording the activities.	Club In charge & Club Coordinator
10.	Announcement of Result and Honoring	Club In charge & Dean

SOP FOR STUDENTS FEEDBACK

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FOR STUDENTS FEEDBACK

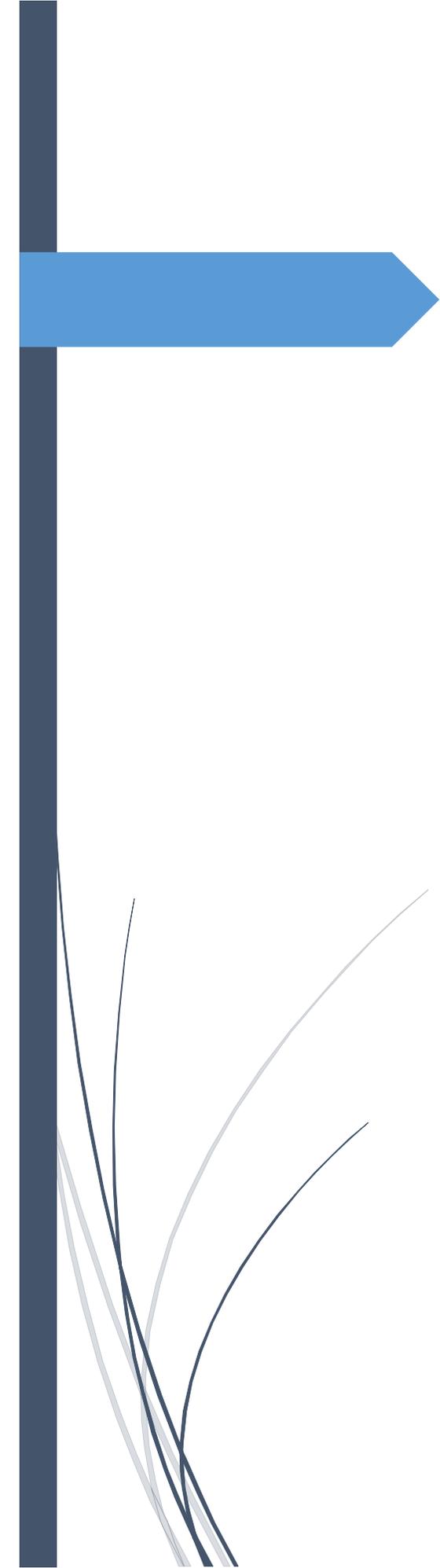
Objective: To outline the procedure for student's feedback regarding different areas of the interest.

Responsibility:

- Mentor
- All the students
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback and sending to students.	HoD	As an when required
2.	Mentor shall monitor and collect the feedbacks from students.	Mentors & students	
3.	Consolidate the collected feedback from students	HoD	
4.	Necessary actions will be taken based on feedbacks	HoD and Principal	



AMENDMENT TO SOPs

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AMENDMENT TO SOPs:

These SOPs will be strictly followed by all concerned and any changes, modifications, and improvement herein will be recorded/updated in the revision history given below: -

File. No	Suggested Revision in brief	Revising Authority	Effective Date	Remarks (attach the revision document)

Amendments Approved By:

Principal

Date:

Amendments Approved By:

Registrar

Date:



About JISCE

JIS College of Engineering is the flagship institute under JIS Group Educational Initiative spearheading professional education for over a decade (Established in 2000) with a spectrum of 130 distinct verticals of professional programs at 30 educational institutions with a staggering enrolment of more than 37,000 students.

JIS College of Engineering is located at the academic and industrial hinterland of Kalyani. Institute earned highest laurels in terms of accreditation by NAAC – A' Grade and NIRF Ranked. The institute offers courses which are approved by AICTE and affiliated to MAKAUT (formerly WBUT).

The institution has been awarded Autonomous status by UGC in the academic year 2011, which makes it the first of its kind in West Bengal.

The institute nurtures engineering & management acumen of global standards, innovation and professionalism entwined with free and passionate environment of idea exchange, skill enhancement with a focus on integrity, ethics and human values. The institute takes pride of transforming talents and life of thousands of its present and past students with an impeccable professional track record.

Mission

- Our mission is to provide excellent educational infrastructure and academic ambiance conducive to higher learning by setting up centers of excellence and instill a sense of ethics and value system among the students.
- We are committed to provide opportunities to the students to develop their full potential and professional growth and to spread the light of higher education.

Vision

Our Vision is to generate a stimulating academic environment for higher learning and to bring about a harmonious development of personality among the students by fostering leadership values and importing high degree of professional skills

Objective

To nurture research and knowledge initiative, to empower students with education and employment opportunities, to establish worldwide network with industry and to entrust our enterprise as well as change our students with social responsibilities.