



CRITERION – VI	
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
KEY INDICATOR	6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT
METRIC NO.	6.2.1

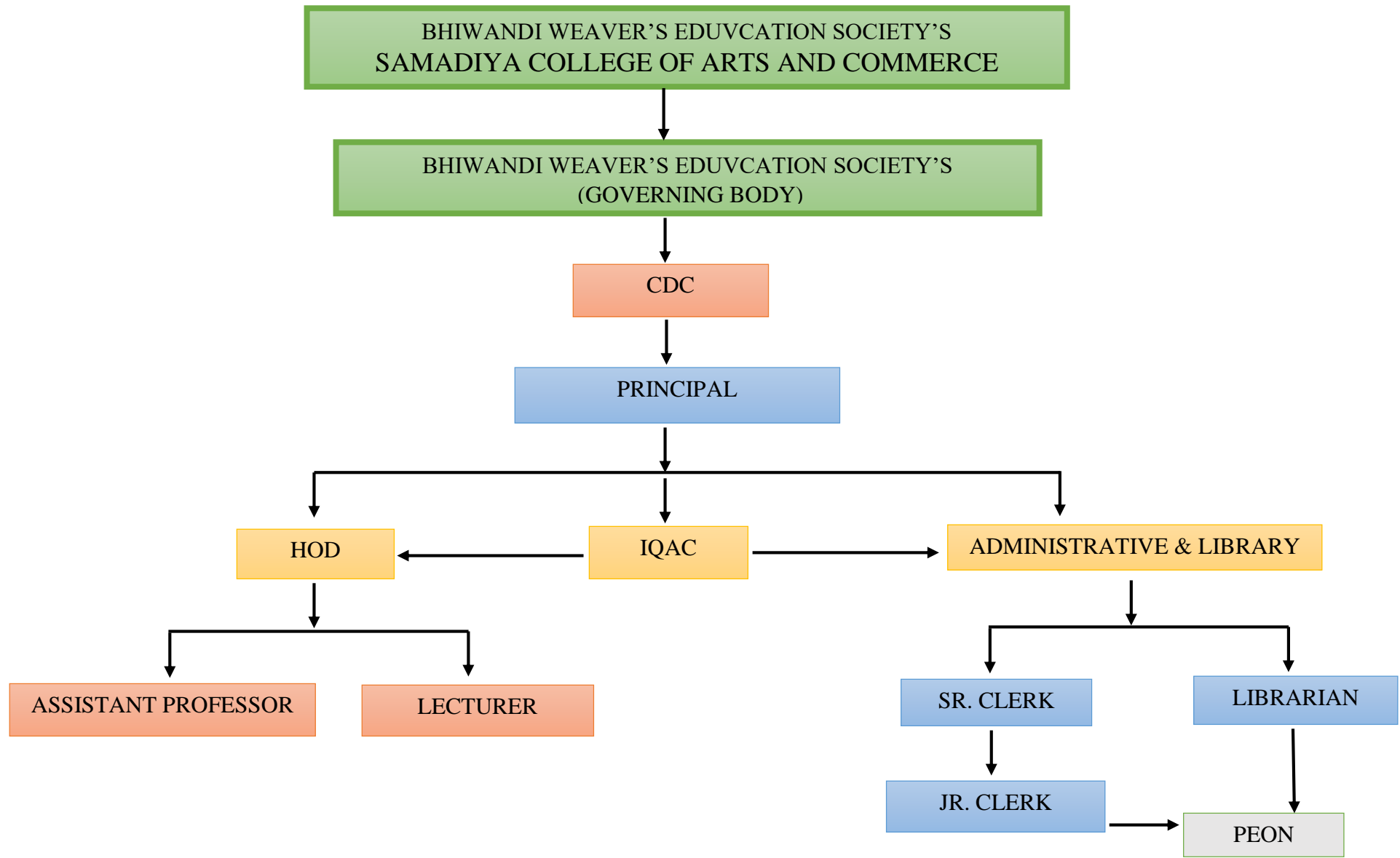
➤ The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

- Code of Conduct

<https://www.samadiyacollege.com/StudentSupport/COC>

- Organogram
- Perspective / Strategy Plan
- Policy Document

TITLE: ORGANIZATION CHART





BHIWANDI WEAVERS' EDUCATION SOCIETY'S SAMADIYA COLLEGE OF ARTS & COMMERCE

A Minority Institution, Affiliated to the University of Mumbai, Affiliation No. Aff./3996 of 2003, ISO 9001:2015 Certified
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Perspective Plan

For the

Academic Year

2023-24

To

2027-28





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1. COLLEGE AT A GLANCE:-

General Profile:

Name and address of the college:	Bhiwandi Weavers' Education Society's Samadiya College of Arts and Commerce. 349, Samad Nagar, Kaneri, Bhiwandi, 421302
Year of Establishment of College:	2003
College website:	www.samadiyacollege.in
Institutional Status:	Private-Unaided
Academic Programmes offered:	1. Bachelor of Arts 2. Bachelor of Commerce

About Us:

Estd: 2003

Bhiwandi Weavers' Education Society's Samadiya College of Arts and Commerce (SCAC) was established in 2003 with the aim to cater higher education to underprivileged sections of the society, especially to those who come from very poor economic background. Our institution aims to promote education amongst the under privileged sections by giving value based education while keeping in line with the Mission & Vision of our governing body.

The present time demands a secular, liberal, progressive and sensitive mode of education. Such education will help the students to realize and understand the need and necessity for the development of themselves along with social and national interests. The primary objective of the institution is to produce good and responsible citizens, who will work toward national development while maintaining the unity in diversity of our society and nation.





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2. VISION, MISSION AND OBJECTIVES:-

OUR VISION

- To bring higher education to the doorstep of the economically underprivileged students, especially from minority and weaving community, emphasizing on their all-round development.

OUR MISSION

- To provide opportunities for higher education especially to the weaving community within their locality.
- To disseminate quality education and equip the students with tools of gainful employment.
- To encourage and inspire teachers and students to attend excellence in education.
- To develop moral and intellectual outlook among students and inculcate principles of unity and national integration.

OUR OBJECTIVES

- To provide platform for excellence in academic growth.
- To develop among students a sense of self-confidence, spirit of competitiveness, cooperation and adoptability to face the challenges of future.
- To give students technical facilities so as to promote technical skills in them.
- To encourage students to participate in national and international, academic, sport, curricular and extra-curricular activities.
- To inculcate good moral values and a sense of nationalism amongst students.





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3. SWOT ANALYSIS:-

Institutional Strength:

- Management's pursuit for students' academic excellence.
- Qualified, research oriented and dedicated staff who gives phenomenal importance to catering values and education to the learners.
- The college offers academic flexibility to cater to contemporary needs of students.
- Financial assistance to economically weak students through various Scholarships and Funds arranged through various internal & external sources.
- Library with free internet facility.
- Book bank facility for students.
- Focus on imparting ethical, moral & environmental values to the students.
- Remarkable contribution to Institutional Social Responsibility through National Service Scheme (NSS) and Department of Lifelong Learning and Extension (DLLE). The Institute constantly conducts social awareness programs and encourages active participation of students.
- Promotes Extra and Co-curricular activities.
- The institution organizes guest lectures, interclass and intercollegiate competitions, industrial visits, excursions, study tours every year.
- Responsible and active Alumni who constantly contribute for the development of students and institution.

Institutional Weakness:

- As an unaided and non-grant institution, the college requires greatest efforts to keep and achieve continuous improvements in academic excellence.





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- Majority of students are first generation higher education learners from vernacular medium.
- Rank of students at entry level is average and below average.

Institutional Opportunities:

- The college has huge scope to promote Higher education, among the Minority and backward communities due to proximity to their settlements.
- The college encourages students to take part in competitive examinations and higher studies.
- The institution also takes opportunities to create social awareness among the village people through various programs like NSS.
- The institution applies for the major and minor projects.
- To get recognition of 2(f) & 12 (B) status and apply for different courses.

Institutional Challenge

- Competition from various professional courses & colleges have reduced the demand for traditional programmes like B.A and B.Com.
- Sustaining student strength in Arts.
- To minimize dropouts at F.Y.B.A and F.Y.B.Com.
- To provide more financial assistance to students from weaker socio-economic background.
- No Financial Aid from the government and UGC.





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4. PRINCIPAL'S FOREWORD:-

Our perspective plan focuses on the key priorities and achievement of the goals by the end of academic year 2027-28. We will rely on the services and leadership of Bhiwandi Weavers' Education Society our staff, students, university, alumni and other stakeholders, to implement our plan and achieve the goals. This strategic plan was developed by considering the recommendations made by our NAAC Steering Committee for 1st cycle of accreditation. It was discussed in IQAC and then incorporated in its final form. The plan was then presented to the College Development Committee (CDC) for their feedback and then it was finalized. I wish to thank Bhiwandi Weavers' Education Society all the CDC members, distinguished Alumni, IQAC Coordinator, all the NAAC Steering Committee members, all the faculty members and non-teaching staff for their valuable inputs and constant efforts in compiling this plan. I wish, this Perspective Plan will act as a road map to Samdiya College of Arts and Commerce, Bhiwandi to become a top-notch institute and a Centre of Excellence in this region.

Estd: 2003

5. AIMS AND OBJECTIVES OF PERSPECTIVE PLANING:-

The broad aim of preparation of perspective plan is:

‘To cater quality higher education and value education to the students in the area by providing optimum facilities’.

While preparing this perspective plan, following objectives are taken in to account.

- To provide proper guidance through counselling at the time of admissions
- To reduce the drop out of students
- To provide additional courses
- To provide improved infrastructural facilities
- To develop and strengthen alumni association
- To establish common research centre





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6. PROCESS OF THE PERSPECTIVE PLAN:-

The Perspective Plan for five years (A.Y. 2023-27 TO 2027-28) for Samadiya College of Arts and Commerce is prepared by Internal Quality Assurance Cell (IQAC) of the college. The IQAC has decided to follow a participatory approach to gather suggestions, ideas from the various stakeholders. The interaction process included meetings with all the Members of the IQAC including Heads of various academic and co-curricular department.

The IQAC has collected feedback from various members of faculty and departmental committees and all heads of various department. Recommendations from all these initiatives have been incorporated in the perspective plan. While preparing the present perspective plan, the IQAC has considered:

- Recommendations by NAAC Steering Committee for 1st cycle accreditation
- Vision and Mission Statement of our College
- Quality Policy of the College
- Inputs from the stakeholders
- Societal expectations from the college
- SWOT Analysis done by IQAC and
- Core Values
 - Contributing to National Development
 - Fostering Global Competencies among Students
 - Inculcating Value System among Students
 - Promoting the Use of Technology
 - Quest for Excellence

This has helped us to determine our future priorities and prepare a perspective plan.





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7. PLANNING FOR CURRICULAR ASPECTS:-

- To introduce post graduate degree programs and research programs.
- To introduce additional divisions to fulfil and cater varied demands of the students.
- To increase student intake capacity of existing courses and improve student enrolment.
- To promote the faculty members to participate in curriculum design and review at university level.
- To introduce improved students attendance recording system.
- To conduct academic and other quality related audits.
- Propose to augment academic infrastructure.
- To establish a well-structured feedback system on curriculum from all the stakeholders.
- To introduce new career oriented courses, short term courses and value added courses.
- Provision of good academic flexibility at UG and research levels.

Estd: 2003

8. PLANNING FOR TEACHING LEARNING AND EVALUATION:-

- To promote the faculty to create and use ICT based teaching methodology.
- To conduct different programmes for the slow learners & advanced learners.
- Propose to make innovation in evaluation methods.
- To develop student centric teaching methods.
- To adopt and use online learning methods.
- To introduce remedial teaching.
- To strengthen Self-Appraisal System for teaching and non-teaching staff.





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9. PLANNING FOR RESEARCH, CONSULTANCY AND EXTENSION:-

- To strengthen research facilities in the college and motivate faculty to involve in research, by undertaking Major and Minor research projects, publishing research papers in good impact factor journals.
- To organize International/National seminars on research and quality related themes.
- To augment research facilities to increase consultancy services.
- To enhance the quality of MoU's / Collaborations / Linkages with different industries, institutes for research, field projects, student trainings, teacher training and exchange to create job opportunities for the students.
- To increase participation of students in research through, field projects, in house projects, publishing research papers in seminars, conferences, workshop etc.
- To conduct outreach programme with the help of NSS and DLLE.

Estd: 2003

10. PLANNING FOR INFRASTRUCTURE AND LEARNING RESOURCES:-

- To make improvements in existing infrastructure facilities.
- Construction of more class rooms and improve in Library.
- Construction of Boys Room.
- To develop instrumentation facility.
- To provide well Wi-Fi facility to the students and the staff.
- To improve e-learning resources like INFLIBNET, e-journals, e-books to students and teachers.
- To establish Common Research Facility Centre.
- Augmentation of the sports infrastructural facilities.





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- To construct and renovate class rooms.
- To develop additional ladies toilets.
- Upgradation of existing ladies common room.
- Creating more parking space in the campus.
- Upgradation of electrical fitting and fixtures.
- Purchase of computers for ITC use.
- Development of OSM centre in examination department.
- Purchase of new digital copier.
- To create additional room for dead stock.
- Upgradation of Computer lab infrastructure.

11. PLANNING FOR STUDENT SUPPORT AND PROGRESSION:-

- To conduct more soft skill development programmes for students.
- To organize study tours, industrial visits, field visits.
- Organize sports competitions.
- Strengthening of placement cell, arrangement of placements camps and improvement of placement services.
- To develop student centric learning methods.
- To organize career counselling and competitive examination guidance Centre.
- To develop registered association of alumni.
- To initiate alumni engagement for development of college.
- To establish vocational guidance and training Centre.
- To establish health centre in campus.





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- To setup an IT department in campus.
- To setup entrepreneurship centre in campus.

12. PLANNING FOR GOVERNANCE, LEADERSHIP AND MANAGEMENT:-

- Vision and Mission of the institute will be communicated efficiently to all the stakeholders.
- The management and employees will work together for the betterment of the institute.
- Faculties will be promoted and motivated to attend faculty development programmes.
- Annual performance appraisal system to be formalized for teaching and nonteaching staff.
- To implement various staff welfare schemes and programs.
- To complete the NAAC 2nd cycle of accreditation.
- To conduct external and internal audits regularly and periodically.
- Continuous efforts will be taken to obtain grants from different funding agencies like UGC etc.

13. PLANNING FOR INNOVATIONS AND BEST PRACTICES:-

A) Environment Consciousness:-

- To ensure clean and hygienic campus.
- Energy conservation by reducing electricity consumption through installation of LED lights, solar panels, solar water heaters etc.
- The college will take initiative in conducting regular green audit.
- The college will promote eco-friendly campus and will achieve paperless administration.





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- College will undertake and apply scientific methods for waste management.
- To take initiatives for water recycling.
- To maintain plastic free campus.

B) Best Practices:-

- Value added courses/short term courses.
- Earn and learn scheme.
- Green initiatives.
- Participation of students in Avishkar and other research competitions.
- Organization of seminars / conferences / workshop / symposium, etc.
- Activities through student's welfare scheme.
- Activities for women empowerment.





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14. COLLEGE PERSPECTIVE PLANING COMMITTEE:-

Sr. No.	Name	Designation
1.	Dr. Muhammad Arif	Principal
2.	Adv. Kheef Niyaz Momin	Management representative
3.	Dr. Ab. Rauf Hafiz Ab. Quddus Momin	Management representative
4.	Ansari Mohammad Isa Mohammad Ibrahim	IQAC Coordinator
5.	Hafiz Jameel Abdul Gaffar Ansari	Nominee from Industrialists
6.	Adv. Niyaz Zahoor Momin	Society representative
7.	Patel Sharika Asmat	Teacher representative
8.	Shaikh Jalees Ahmad Abdul Wahab Mulla Javedhusen Chandsab Khan Ruma Ab. Rahman Momin Simar Salman Raghob Estd: 2003 Ansari Iqra Armash Ansari Shaheen Mumtaz Ashvini Vishvakarma	NAAC Steering Committee Members
9.	Aazmi Azhar Iftekhhar	Non-Teaching Representative
10.	Ansari Gufran Zulfekhar (TYBCOM) Shaikh Nadeem Mohd Ayyub (TYBA)	Student Representative
11.	Ansari Nazim Akhtar Riyaz Ahmad	Alumni Representative





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POLICY DOCUMENT

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QUALITY MANAGEMENT SYSTEM AND ITS PROCESSES

- SAMADIYA COLLEGE OF ARTS AND COMMERCE has determined the processes needed for the quality management system and their application throughout the organization in Process map & Interactions of processes QM.
- Quality management system has determined the inputs required and the outputs expected from each in documented information of each process.
- QM has determined the sequence and interaction of the processes in Process map & Interactions of the same.
- QM has determined and applied the criteria and methods (including monitoring, measurements and related performance indicators) needed to ensure the effective operation and control of these processes in documented information of each process.
- QM has assigned the responsibilities and authorities for each processes. SAMADIYA COLLEGE OF ARTS AND COMMERCE has addressed the risks and opportunities.
- Institution has been evaluating these processes and implementing any changes needed to ensure that these processes achieve their intended results and improve the processes and the quality management system Improve the processes and the quality management system.

Procedure for Quality Policy

1.0 Objective

Establish a process to define Quality Policy required by the Quality Management system.

2.0 Scope

2.1 We hereby certify that this Quality Manual and the Standard Operating Procedures Manual accurately describes the Quality System in use within the Organisation to meet the requirements of ISO 9001:2015.

3.0 Responsibility



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3.1 The Management Team will show leadership and commitment, and bear the responsibility for establishing, implementing, integrating and maintaining the Quality Management System.

4.0 Procedure

- The continuing Policy of SAMADIYA COLLEGE OF ARTS AND COMMERCE provides a high quality, professional and efficient service to ensure the satisfaction of all of the requirements of our Students. This achievement will result in securing efficiency, a strong customer focus and enhancement of long term sustainability and profitability within the Organisation.
- The Management Team will show leadership and commitment, and bear the responsibility for establishing, implementing, integrating and maintaining the Quality Management System.
- We undertake measures to ensure sufficient resources are made available within the Organization to achieve this. We undertake to ensure through communication, engagement, practical example and training that Quality is the aim of all employs of the Organisation.
- Through right direction and support, each employee will have a proper understanding of the importance of the Quality System function, their responsibility to contribute to its effectiveness, and its direct relevance to the success of the Organisation.
- Every employee is equally responsible for, and will be trained to perform the duties required by his or her specific role.
- The Organisation has a Policy of promoting continual improvement and setting of Quality Objectives in line with the framework laid down within ISO 9001:2015 Standard. These objectives will address the risks and opportunities within the Organisation as determined by Top Management.
- We hereby certify that this Quality Manual and the Standard Operating Procedures Manual accurately describes the Quality System in use within the Organisation to meet the requirements of ISO 9001:2015.
- The Quality System will be monitored, measured evaluated and enhanced regularly under the Top Management's ultimate responsibility, with regular reporting and communication of the status an effectiveness at all levels.



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Procedure for Control of Records

1.0 Objective

To establish documented procedure, to define & control identification, storage, protection, retrieval, retention time & disposal of records used at SAMADIYA COLLEGE OF ARTS AND COMMERCE To provide evidence of conformity to requirements & effective operations.

2.0 Scope

This procedure is applicable to all records & forms used at all stages of operations of the college.

3.0 Responsibility

Principal & Department Heads are responsible for Implementation of this procedure.

4.0 Procedure

- 4.1. Records are special type of documents and are controlled according to requirements of clause.
- 4.2. A Master list of records along with the description, record number, and retention time & responsibility is maintained & updated as required.
- 4.3. It is ensured that records are legible & filed date wise & month wise so that they are readily retrievable.
- 4.4. Records are filed & files are numbered so that they are properly protected for the use.
- 4.5. The training records & attendance records of all employees are maintained and disposed of if employee leaves the organization.
- 4.6. The calibration records are maintained for measuring & monitoring equipment used by the organization.



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SOP FOR ADMINISTRATION

- 1. Purpose:** Establish a documented procedure for the office administration.
- 2. Scope:** Applicable to office administration of the college.
- 3. Responsibility:** Registrar & Office Staff
- 4. Process:**
 - Office Administration - Responsibility of Registrar.
 - Supervision of day to day office duties - Registrar.
 - Duties related to a. Scholarship, b. Committee work.
 - Preparing L.C. /T. Maintaining inward /outward register etc.
 - Accepting application from students for fee concession and sending those to concern department for approval, student eligibility, change of subject, change of faculty and change of college etc.
 - Purchase of stationary, equipment & consumables.
 - To look after maintenance and services.
 - Maintaining personal files.
 - Maintains leave records & muster.
 - Maintaining general register, leaving certificate, transfer certificate, migration certificate etc.
- 5. Records**
 - Purchase Order
 - Inward & Outward Register
 - L.C. & T.C.
 - Personal File

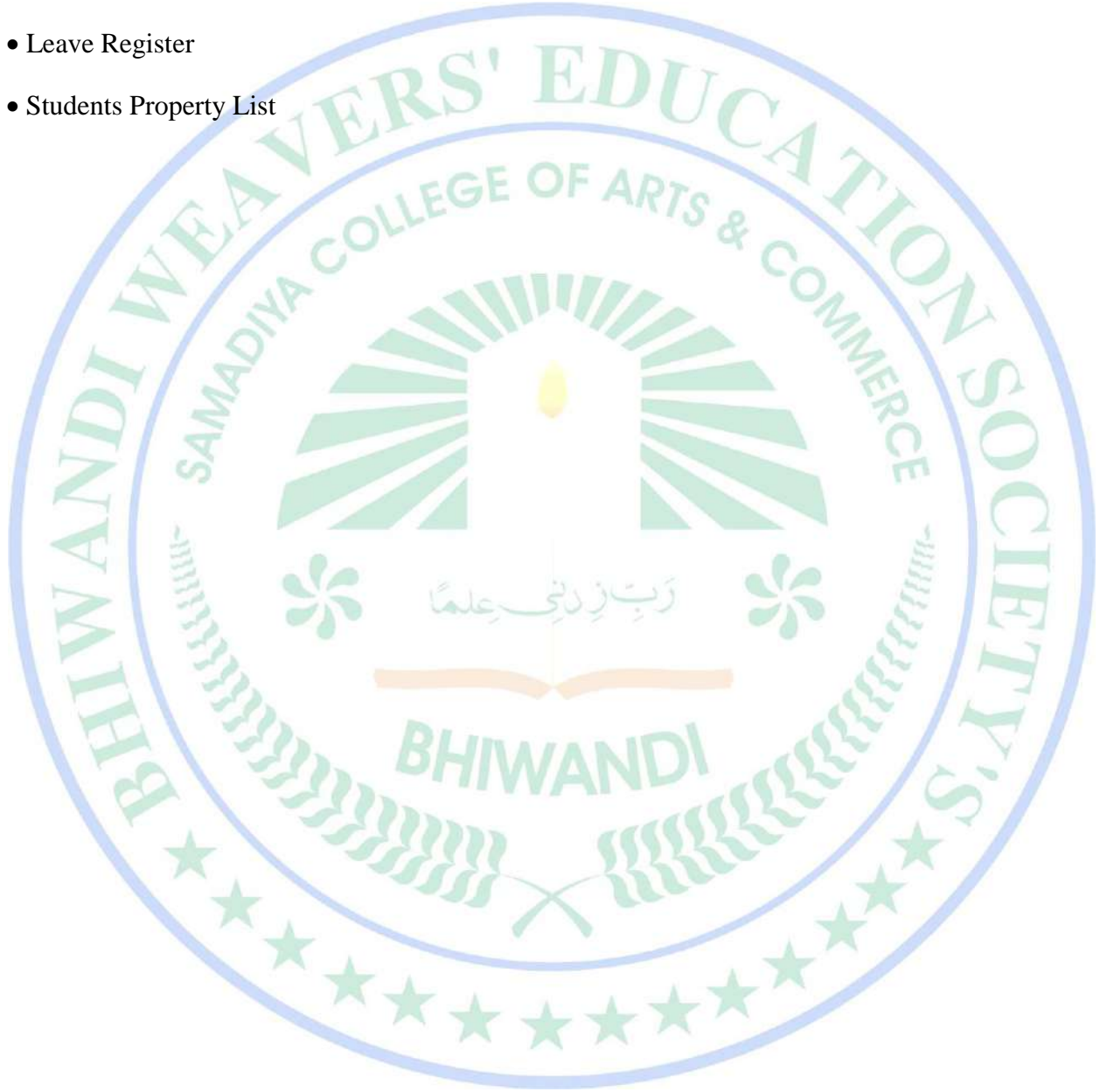


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- Muster
- Leave Register
- Students Property List





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SOP FOR ADMISSION

- 1. Purpose:** Establish a documented procedure for admissions at the beginning of new academic Year.
- 2. Scope:** A procedure is applicable to all courses conducted by the college
- 3. Responsibility:** Principal, Registrar & Admission Committee.
- 4. Procedure:**
 - Principal conduct meeting of Admission Committee where dates & Admission process is discussed
 - Notice is displayed mentioning dates, Admission process and Document required
 - Admission is purely on merit Basis assigned following responsibilities as per the Guidelines provided by University of Mumbai:
 - Sale of admission form
 - Preparation for merit list
 - Cashier to collect the fees
 - Verification of admission form & payment fees collect
 - Admission section issues the Prospectus Student can buy it from office.
 - Admission forms are filled offline by students.
 - E - Support is provided for online registration/admission for first year students.
 - For First year Admission University Procedure & Schedule is followed, we do verification of admission form as well as verification for eligibility of student.
 - After the last date of admission form submission admission lists are prepared.



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- University of Mumbai has introduced online enrolment system for undergraduate courses. Confirmation of enrolment takes place after university assigns permanent registration number to the students.
- The Principal review the admission process with the admission committee.
- In first year, the final list is sent to the University for Enrolment. The University, after approval, returns the lists along with the University seat numbers assigned to the students. These lists are filed in the admissions section and copies are sent to the respective departments. All the relevant details are entered into the General register as permanent record.
- Admission committee is constituted every year which begins its work in the month of April / May for second and third year admissions.
- Every year, the committee gives guidance & counselling to the students in selecting the courses as per their choice & eligibility.
- The office staff prepares course wise intake capacity, overall strength course wise, merit list, admitted students list & final enrolment list.
- They also prepare students profile on the basis of gender, caste & category which is required to be submitted to the University & Joint Director from time to time.

5. Records:

- Latest Rules and Regulations Stipulated By the University
- Prospectus
- Admission Application
- Payment Receipt for Admission
- General Register
- Enrolment List
- Latest Checklists of the Documents to Be Verified During the Admission
- Fees Register
- Daily Reports & Admission Status & Vacant Seats.



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SOP FOR STAFF RECRUITMENT

- 1. Purpose:** Establish a documented procedure for faculty and staff recruitment.
- 2. Scope:** A procedure is applicable to teaching staff as well as non-teaching staff.
- 3. Responsibility:** Principal and Head of department
- 4. Process:**
 - Obtaining University Approval and Advertising in National/Local newspaper for Vacant Posts. Files of application received are maintained.
 - List of candidates is prepared & shortlisted candidates are called for Interview on the decided date and time.
 - Interviews are conducted & candidate found suitable are selected for the eligible posts.
 - Appointment letter are issued to the selected candidates.
- 5. Records**
 - Advertisement
 - Resume of Candidates
 - Report of the Interview Panel
 - Appointment letter file



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SOP FOR EXAMINATION

- 1. Purpose:** Establish system Examination & Evaluation.
- 2. Scope:** Applicable to all Subjects & Semesters & A.T.K.T
- 3. Responsibility:** Exam Committee
- 4. Process:**
 - Examination committee is responsible for preparing the time table for conducting the Examination, Duty chart during examination and announcement of results are prepared.
 - The college conducts all the semesters' exams and additional examinations as per the University guidelines.
 - The college has Schedule for the Internal Exams, Regular Exams A.T.K.T Exams, and Practical exams.
 - The college follows the centralized assessment process for all semesters.
 - Moderation of papers is done in all courses and programmes. Moderation, Verification, re-evaluation of answer sheets helps in ensuring transparency in assessment.
 - Students are informed about examination schedule before 15 days by examination through notices in the class room, displaying on the notice board and through WhatsApp group as also on College website regularly.
 - Exam Committee is also responsible for Re- checking & Re- evaluation.
 - The Examination Department gets necessary Question Papers set for each subject.
 - Exam Committee arranges to print (or photocopy) the necessary number of copies of the selected
 - Question paper for each subject, puts them in a sealed covers and stores them in a safe place.
 - Question papers are maintained in the safe custody of the examinations and distributed to the students at the time of examination.



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- Exam Committee is responsible for checking of results, Grace Mark allocation, maintaining schedule and exams records.
- Declarations of results are within 45 days and distribution of mark list is done within the scheduled dates.

5. Records

- Exams Time Table
- Result
- Question Papers
- Duty Chart
- Rules & Regulation of University
- Students Attendance Records
- Medical Certificates.





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SOP FOR IQAC

1. Purpose:

- (a) To ensure academic excellence and continuous progress of the institute.
- (b) To create student-centric atmosphere for holistic learning.
- (c) To improve the quality of staff by promoting and encouraging overall faculty development programmes.
- (d) To enhance infrastructure for teaching-learning and administrative process.

2. Scope: Applicable for quality sustenance and enhancement in the institution.

3. Responsibility: Coordinator and all staff members

4. Process:

- Prepare Academic Calendar as per University guidelines.
- Provides guidelines to all departments regarding the activities to be conducted for students' welfare and development.
- Preparation of NAAC/AQAR/ISO Documentation.
- Orientation Programmes are organized for students and parents.
- Encourages the use of ICT in the classroom to enhance teaching.
- Conducts Internal and External Audits.
- Guidelines for conducting Certificate/Add on /Short term courses for employ ability & skill development.
- Organizes workshop on faculty development to enhance teaching learning process.
- Encourages faculty member to attend orientation/refresher courses organized by academic staff college.



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- Motivates the faculty to participate and publish papers at various national and international seminars/conferences.
- Developing linkages with institute and industry
- Promotion of Research culture and Placement opportunities for students.
- Students feedback is collected, analyzed, discussed in meeting and corrective and preventive measures are taken if needed.
- Teachers are given suggestions to improve the quality of the teaching learning process.
- Reviews all the activities conducted throughout the academic year.
- Suggestions to the management/authorities regarding up gradation of infrastructural, E-resources and other facilities in the institute.
- The IQAC of the college has designed a well-defined system for the attainment of the programme out comes and course outcomes, in which the attainment is calculated by the summing up of the semester end exams scores of the students and dividing the total by the number of students who appeared for the course and the other method of evaluation is taking the average of final year percentage and evaluation of feedback on PO's and CO's. The IQAC decide the benchmark for the attainment of outcome.

5. Records

- Academic Calendar
- Lesson Plans Compliance
- Committee/Forum/Department Records
- Teachers planner & Record book
- Feedback Analysis
- Admission details/Course details
- Result analysis
- Minutes of meeting



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SOP FOR LIBRARY

1. Purpose: Establish a documented procedure for Library Process of A. E. Kalsekar Degree College.

2. Scope: A procedure is applicable to Library department of this college.

3. Responsibility: HOD Library.

4. Procedure:

- There is library committee comprising of staff from different departments.
- For any change / implementation annual planning is carried at the start of academic year.
- Budgeting: budget is prepared for every year based on library fees collected from students
- Processing of Newspapers, Magazines, and Journals etc.
- For purchase of any good / services, department heads get quotation from vendors (depending on item to be purchased) and submit the same to Administration before raising PO.
- After purchasing books library staff does the process of acquisition, such as stamping, entry of purchased books in accession register, data entry of those books, sticking due date slips on books, making book cards.
- Shelving of books for identification and traceability.
- Issue of Library card: The students who are willing to use library facility has to fill library form and attach Xerox copy of fee receipt while submitting (in first year of graduation). Library cards are issued in two categories.
 - a) General courses: The students having library card of this category can issue only one book for one week.
 - b) Professional courses: In this category students can issue at the most two books for one week.

5. Facilities: Library facilities are as listed below –



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- **Library Orientation:** Library orientation is given to the new students and newly recruited staff of the college to enable them to use the library collection extensively and avail the facility of the library.
 - **Home Lending:** Home lending facility is available to bonafide students only.
 - **Book Bank:** Book Bank facility is provided to needy students.
 - **Issue of Identity Cards Library Cards:** Identity cards are issued to all the students of the College.
 - Project Guidance and Documentation Services
 - Internet Surfing and Downloading Facility
 - Photo Copying Facility
 - Access to e-books and e-journals
 - Database Access Facility.
 - User education
 - Career Guidance and Advisory Service for Competitive Examinations
- Best Practice Followed by the Library:
- Digital Repository has been created to make publications available online and full text.
 - Attendance of students and teachers in Research and Reference Section and Reading hall is recorded every day and entry and exit register with sign is mentioned. This helps in taking some policy decision about services.
 - Newspaper Clippings are displayed on regular basis
 - Readers Advisor Services are provided about competitive examination
 - Competitive Examination Section is created for students
 - Information about the library is published every year in the college prospectus.
 - Library Orientation Programs/Information Literacy Programs and demonstrations about using e-resources is regular features of the library
 - Special facility for Advanced Learner
 - Intranet facility is available in the library. Computers are made available for database access and internet surfing for academic purpose
 - Suggestion box is available for students to make suggestions
 - Occasional Book Display/Exhibitions are held on regular basis
 - Book talks are organized in the Students Forum.
 - Audio-Visual collection is developed
 - Book Bank Scheme



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6. Records:

- Quotations, purchase orders
- Newspapers entry register
- Reference books register
- Fine Register
- Reference books register
- Newspaper clippings
- Book bank application
- Book bank account register - Accession Register
- Book bank refund file
- Book bank bill file
- Students' internet record register II
- Students notice file
- Students library dues file
- Students apologize letter file
- Library card issue register
- Teachers library visit register
- Teachers library card (Membership form) file
- Teachers notice file
- Teachers internet register
- Teachers issue/return record register
- Sample format of library documents file



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- Library visiting file
- Stock verification report file
- Earn & Learn student record file
- Donated books register
- Library budget file
- Library committee





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SOP FOR FEEDBACK

1. Purpose: To understand stake holder expectations and evaluate their satisfaction.

2. Scope: Applicable for measuring stake holder satisfaction in the college.

3. Responsibility: IQAC

4. Process:

The institution follows a well-defined feedback mechanism. The college obtains feedback from various stakeholders such as Parents, Students, Teachers and Alumni etc. on curriculum enrichment, student's satisfaction in Teaching- learning evaluation and overall facilities of the institution.

- **Teachers Feedback** collected during departmental and staff meeting by sending a Google Form link to every teachers. Feedback from teachers is collected and analyzed for better understanding. The College take action as per suggestions given by the teachers in the form.
- **Feedback from parents and students** about curriculum, teachers and overall activities in college collected during parents meet. Feedback form are given during the meeting and feedback taken from parents and students simultaneously. Then the feedback is analyzed and take action as per suggestions given by the parents and students in the form.
- **Alumni Feedback** collect by shared Google Form link in the WhatsApp group of last year passed out students. Then the feedback is analyzed and take action as per suggestions given by the students in the form.



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SOP FOR SPORTS

- 1. Purpose:** Establish documented procedure for sports activities.
- 2. Scope:** Applicable to the sport faculty of the college.
- 3. Responsibility:** Sports Incharge
- 4. Process:**
 - Sports incharge is appointed and committee is formed at the beginning of the academic year.
 - Meeting is conducted to plan for the activities.
 - Students are requested to apply for sports of their choice.
 - Provide adequate infrastructure and expert coaching to sport students.
 - Know university annual sports time table.
 - Complete necessary formalities to participate in university and other state.
 - Motivate sports students for the excellence.
 - Provide adequate facilities to sports students.
 - Organize annual sports competition event in the college.
 - Organize university level sports competition when assigned by university.
- 5. Records**
 - List of university games Sports.
 - List of equipment Sports.
 - Application form for sport participation Sports.
 - List of college representative students Sports.
 - List of winners on college level and intercollegiate Sports.
 - List of winners on university level Sports.



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SOP FOR DEPARTMENT OF HISTORY

- 1. Purpose:** Establish a Teaching & Learning procedure and inculcate the values relating to the Subject
- 2. Scope:** Applicable to History Department in the college.
- 3. Responsibility:** Head of Department/Faculty
- 4. Procedure**
 - Lesson Plan is submitted by the teacher giving details of week / month wise syllabus to be covered.
 - Teacher studies the syllabus and prepare with the help of reference books, notes etc. to conduct the lectures.
 - Teacher use teaching aid like Blackboard, Chalk and Maps.
 - Self-made notes are provided to the students as possible.
 - Educational Trips are organized for the Students
 - Co-curricular activities like Play-on Historical themes and Quiz competitions organized.
 - Conduct lectures as per the timetable and extra lectures whenever necessary.
 - Examinations and Centralized assessment are completed as per schedule.
 - Project work allotted to students as per University Rules.
 - Class Test are also conducted for students Appraisal.
 - Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
 - Teacher's diary is maintained for planning and records.



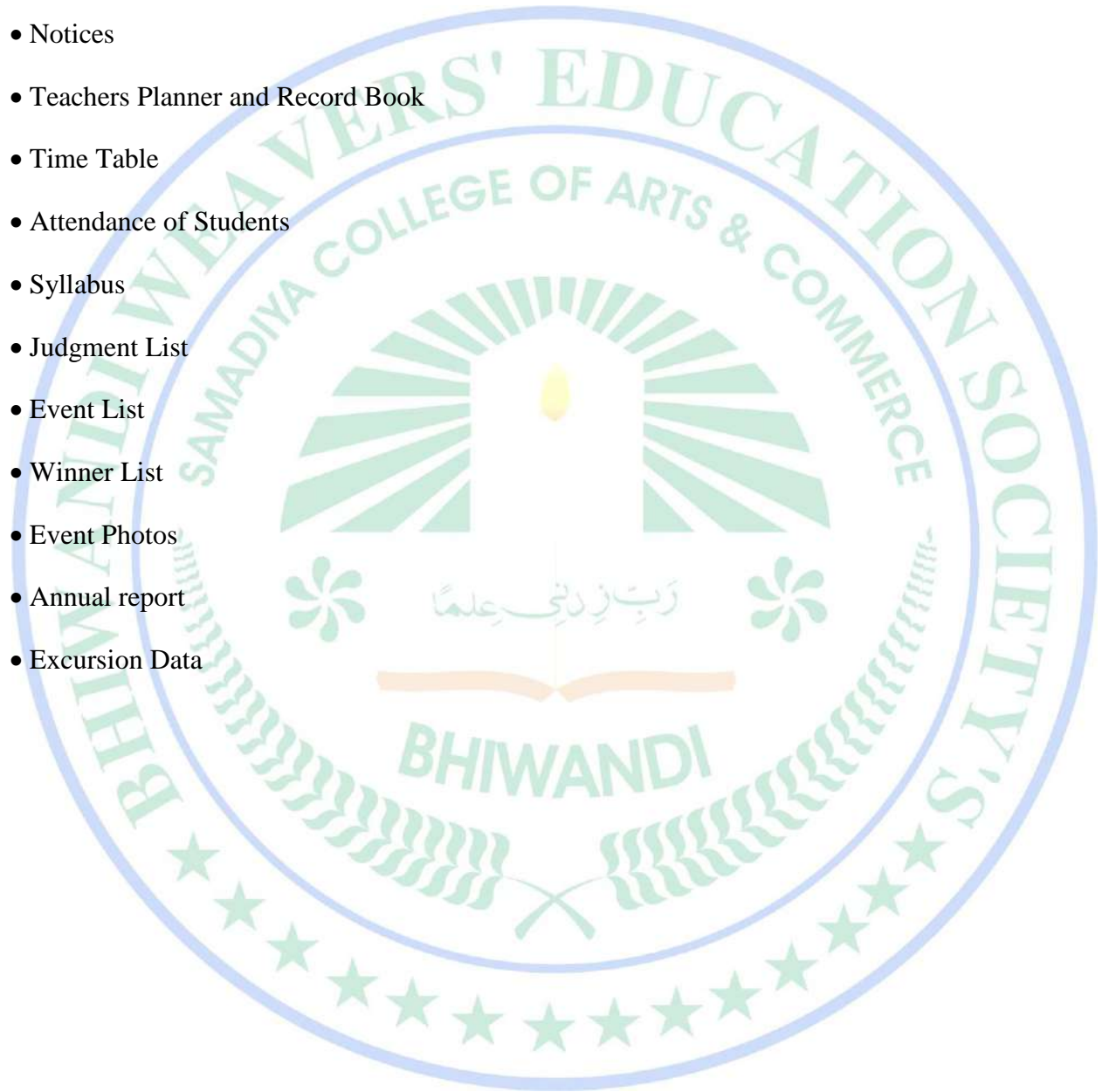
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5. Records:

- Notices
- Teachers Planner and Record Book
- Time Table
- Attendance of Students
- Syllabus
- Judgment List
- Event List
- Winner List
- Event Photos
- Annual report
- Excursion Data





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SOP FOR DEPARTMENT OF ENGLISH

1. Purpose:

- 1) To develop effective communicative skills
- 2) To enhance analysing and critical reasoning.
- 3) To enhance appreciative and aesthetic sense.

2. Scope: Applicable to Business Communication, Communication Skills, Mass Communication and Literature.

3. Responsibility: Head of the Department and Faculty

4. Procedure:

- The year plan is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to each subject is prepared and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of week / month wise syllabus to be covered.
- The Teachers study the syllabus and prepared for the lectures using reference books, notes etc.
- The Teachers use teaching aid like Blackboard and chalk for teaching.
- The Experts are invited to deliver lectures, share their experience, motivate the students to pursue higher education and take up career opportunities.
- The Concept clarifications and problem solving exercises are given.
- The Simple but standard notes and course materials are provided.
- The Teachers participate in workshops and present research papers in conferences.
- Co-curricular activities like Group discussions, debates, story, poem, essay writing, mock interview are organized.



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Govt. Of Maharashtra Permission No. NGC 2003/New Sr. College (1-03) 3 Higher & Technical Educ. Mantralaya, Mumbai - 32, Dt: 15/7/2003
349, Samadnagar, Kaneri, Bhiwandi - 421305 Dist. Thane (MS) Prin. Off: (02522 - 250244) Email: samadiyacollege@yahoo.in, www.samadiyacollege.org

- The Mandatory Number of teaching days are completed.
- The teachers Conduct lectures, tutorials and extra lectures as per the timetable.
- Examinations and Centralized assessment are completed as per the schedule.
- Student's attendance records are maintained.
- Evaluation of Activity feedback is conducted.

5. Records:

- Lesson Plan
- Year plan
- Time Table of Teachers
- Attendance of Students
- Syllabus
- Activity Files





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SOP FOR DEPARTMENT OF URDU

1. Purpose: To Establish an effective teaching & learning Procedure

2. Scope: Applicable to the department of Urdu of the College

3. Responsibility: Head of Department

4. Procedure

- The Academic calendar is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to the subject is prepared by faculty and submitted to the principal through IQAC.
- Lesson Plan is submitted by faculty giving details of week / month-wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books E-recourses notes etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, for teaching
- Experts are invited to deliver lectures, share their experience, motivating the students to pursue higher education and take up career opportunities.
- Simple but standard notes and E-Resources and course materials are provided.
- Teachers participate in workshops and research paper conferences.
- Co-extracurricular Bait Bazi, Elocution, Ghazal competition, Story, Poem, Essay writing, are organized.
- Mandatory Number of teaching days is completed.
- Conduct lectures as per the timetable and conduct extra lectures whenever necessary.
- Examinations and Centralized assessment are completed as per schedule.



BHIWANDI WEAVERS' EDUCATION SOCIETY'S

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- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.
- Evaluation through test and interactive method.

5. Records:

- Lesson Plan
- Academic Calendar
- Time Table of Teachers
- Attendance of Students
- Syllabus
- Activity Files





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SOP FOR DEPARTMENT OF COMMERCE

1. Purpose: Establish a teaching & learning procedure.

2. Scope: Applicable to teaching theory in the college.

3. Responsibility: Head of Department/Faculty

4. Procedure

- The Academic calendar is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to the each subject is prepared by each and every department and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of week / month wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experience, motivating the students to pursue higher education and take up career opportunities.
- Concept clarifications and problem solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits/Educational Trips and Field Trips are organized for the Students
- Conference and Workshop conducted for Research Scholars and faculty development programme are arranged for Teachers Improvement of Teaching & Learning
- Co-curricular activities like Group discussions, poster competitions are organized.



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- Co-curricular activities like Group discussions, poster competitions are organized.
- Mandatory Number of teaching days are completed.
- Conduct lectures and practical as per the timetable and conduct extra lectures whenever necessary.
- Examinations and Centralized assessment are completed as per schedule.
- Project work allotted to students as per curricular
- Internal Exam, Class Test & Practical Exam is in place.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.
- Evaluation through feedback & meetings in formal & informal ways

5. Records

- Lesson Plan
- Academic Calendar
- Time Table of Teachers
- Attendance of Students
- Syllabus
- Activity Files



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SOP FOR PANDEMIC

1. Purpose:

- (a) To ensure implementation of precautionary measures for pandemic situation.
- (b) To create Standard working protocol during pandemic.
- (c) To provide necessary facilities to the staff for teaching-learning and overall administrative process.

2. Scope: Applicable to all Departments and processes in the institution during pandemic.

3. Responsibility: Coordinator and all staff members

4. Process:

- Adhere to Virtual platform for teaching learning process.
- Provides timely guidelines to all departments regarding pandemic situation as per government and university instruction for the educational institutions.
- Awareness programmes to be conducted through virtual platforms.
- Reduce use of hard copy files/ papers to the extent possible.
- During physical interaction, adhere to social distancing
- Try to avoid quest.
- Use of face mask or follow other safety measures as specified by authorized state health guidelines.
- Communication of information through E-Mails, phone calls, and social media platforms like WhatsApp etc.
- To conduct various online workshops and webinars for staff and students.

5. Records:

- PPT
- Notices
- Emails
- Links for Online Platform



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RESPONSIBILITIES

Principal

- Establishing Quality Policy and communicating the same across the college.
- Performing activities related to the overall administration of the college.
- Exercising supervisory control over all the processes and procedures to the college.
- Providing guidance, motivation and inspiration for all at the college to implement the Quality Policy and achieve the quality objectives.
- Periodically upgrading the quality policy and quality objectives of the institution in a defined time-frame.

IQAC

- To coordinate with the departments, staff, students and other stake holders for implementing the quality policies of IQAC of the college.
- To send the AQAR to NAAC.
- Conducting the management review.
- To organize trainings programs and workshops for staff and students.
- Assists the Principal in all the activities in accordance with the guidelines issued by the Principal from time to time.

Heads of Departments (HOD's)

- HOD is responsible for all the activities (academic and related supportive ones) in the department and supervises all aspects of the functioning of the department.



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- Provide guidance and motivation for the students and staff of the department to achieve excellence in performance in all their activities.
- Responsible for implementing the Quality Policy in the department, setting and achieving the quality objectives and upgrading Quality objectives of the department within a time-frame.
- The other members in the department as shown in the departmental organization chart assist the HOD and perform the duties as assigned to implement all the processes and procedures in the department.
- To prepare the perspective plan of the department and periodically check its implementation.

Head Clerk / Sr. clerk

- Responsible for smooth, efficient & work of the office & timely disposal of cases, letters, bills, reports, returns etc. & decide & maintain proper filling procedure. Also ensure that the cases or letters requiring immediate & urgent disposal are dealt with immediately.
- To attend meetings, issue notices of meetings, prepare agenda & minutes of the meetings & take follow up actions.
- All enrolment & eligibility forms of students to be checked & verified.
- To check cash & bank balance of Degree & Junior college.
- Depositing Cash & Cheques to the Bank & to maintain monthly Bank statements.
- To maintain Hall Booking account.
- To maintain Bills & Vouchers Files.
- To maintain petty cash expenses.
- Daily collection of all types of cash i.e. Admissions, Examination, Fines, Breakage, LC, Bonafide certificate etc.



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Jr. Clerk

- To prepare salary bills and salary cheque of Jr. & Sr. College teaching and non- teaching staff.
- Verification of admission forms of girls & backward students.
- Work related with student free ship/ girls free ship including workshop.
- To maintain P.F. Register at college & at the Deputy Director's Office.
- Issue of Mark sheet, Leaving Certificate, Passing Certificates, Hall Tickets, I.D. Cards.
- Work related to Enrollment, Eligibility, Roll call etc.

Exam Chairperson

- All the examination work of Senior College.
- Examination work of online entry of university examination form.
- Work related to examination, convocation forms and submission to the University.
- Work related to seating arrangement/duty charts/examination time table etc.
- To maintain proper records of results.

Librarian

- Establish and implement library and information policies and procedures.
- Develop and manage convenient, accessible library and information services.
- Analyze and evaluate library and information services, technology and media service requirements.
- Train library users to effectively search the Library catalogue, Internet and other electronic resources.
- Librarian educates individuals on how to use the library systems to find the information they need.



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- The Librarian shall sign Library Id card issued from the college.
- Answer student's questions and help them find library resources.

Peon

- To open windows etc. In morning and switch on fans and lights and closing to close the same, when not required.
- Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the section officer/branch head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels, Xerox etc.
- Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- Carry out any other work of similar nature which the Registrar/principal/IQAC/office superintendent/HOD/Teachers may instruct.