

# **SOP**

## **COLLEGE GOVERNANCE**





## INDEX

1. About the Trust & college-----



## About the trust

Anjuman-I-Islam, Mumbai was founded in the year 1874 by a small group of devout and progressive Muslims lead by none other than Dr. Badruddin Tyabji, Third President of Indian National Congress and the First Acting Indian Chief Justice of Bombay High Court, with a 'desire to see the Muslim Community advance in education and social standing'.

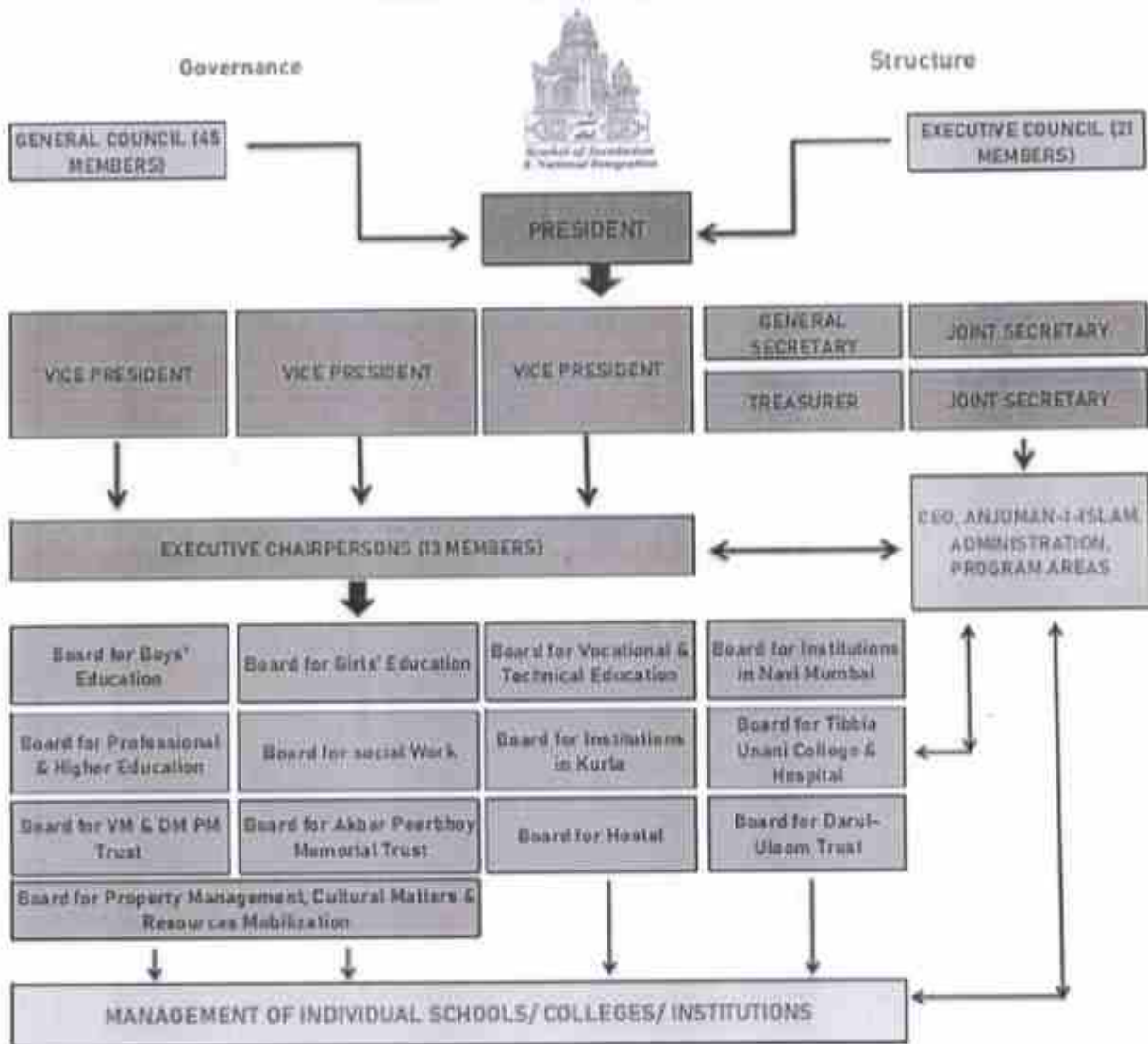
It started with one school and today it has more than eighty institutions from pre-primary schools to graduate and postgraduate level including, College of Engineering, Polytechnics, Unani Medical College, College of Education, College of Commerce & Economics, Institute of Management Studies, College of Hotel Management and Catering Technology, College of Home Science, School of Pharmacy and School of Architect. It has a high reputation of being a Muslim minority organization catering to the needs of more than 1.10 lacs students from various communities under its umbrella.

At present, the prime focus of Anjuman is towards quality education, transparency, growth to become world class Educational Social Service organization. Anjuman has, thus established an Integrated Technical Campus in Navi Mumbai having faculties in Engineering, Management, Pharmacy, Architecture and Computer Applications (Information Technology). Besides, Anjuman-I-Islam provides several services and facilities to the society through various programmes and also manages 15 trusts.



**Principal**  
Anjuman-I-Islam's  
Akbar Pershory College of Com. & Eco.  
M. S. Road, Mumbai - 400 902

# ANJUMAN-I-ISLAM



*Maheeta*

**Principal**  
 Anjuman-i-Islam's  
 Akbar Peerbhoy College of Com. & Eco.  
 M S. Road, Mumbai - 400 008

## About the College

This College is the 'First Degree College by Anjuman-i-Islam' established in 1969, located on Maulana Shaukatali Road, Grant Road. It was originally named as 'Anjuman College of Commerce and Economics', later it was changed as "Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics" in the memory of late Mr. Akbar Peerbhoy, Former President - Anjuman-I-Islam, a noted Barrister, Philanthropist, educationist and founder of the College. It is now well known as Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics.


The Vision and Mission statements as given by the founders lays emphasize on providing education to those who are deprived access to the higher education and bring them out from the quagmire of poverty. The College aims at training students in the field of Commerce, Accountancy and Economics, Management, Mass Media and Information Technology and to make them useful global citizens who will contribute to make a prosperous and strong nation and to promote national integration by giving equal opportunity to all communities.

The College provides higher education to almost 3000 students every year right from Degree to Post Graduation courses like B.Com., BMS, B.Sc.(IT), B.Sc. Data Science) and BAMMC, M.Com. and M.Sc.(IT)affiliated to the University of Mumbai.

The College is now the Ph.D. Research Centre from the year 2014-15 to register Research Scholars for the Ph.D. Degree in Commerce. Presently 08 students have been registered at our College Centre.

The College conducts certificate courses in Computer Programming (Software) and Business Management. It is a center for Diploma / Certificate courses in Urdu and Arabic Language under National Council for Promotion of Urdu Language, MHRD, Govt. of India. Every year around 250 students of different religions including highly placed personnel from Police Dept., IT Dept., Doctors, Lawyers, Govt. Officials, IAS Officer, Film and Media Industry and other fields register for this course.



  
**Principal**  
Anjuman-i-Islam's  
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# **SOP**

# **QUALITY POLICY**



## Quality Policy

At Akbar Peerbhoy College of Commerce & Economics, we are committed to providing high-quality education and fostering an environment of continuous improvement. We strive to empower our students with knowledge, skills, and ethical values, preparing them for successful careers and contributing positively to society.

### Our Core Values & Commitments:

- 1. Academic Excellence:** We are dedicated to maintaining the highest academic standards in all our programs. Our faculty, drawn from diverse expertise, is committed to delivering rigorous and relevant curriculum to nurture critical thinking and problem-solving skills among our students.
- 2. Innovative Teaching and Learning:** Embracing innovative pedagogical approaches, we aim to create a dynamic learning environment that incorporates the latest advancements in technology, data science, and media. This ensures that our students are well-equipped to meet the evolving demands of the professional landscape.
- 3. Holistic Development:** We are committed to fostering the holistic development of our students by providing opportunities for extracurricular activities, leadership development, and community engagement. We believe in shaping well-rounded individuals capable of contributing meaningfully to society.
- 4. Industry-Relevant Curriculum:** Recognizing the dynamic nature of industries, our curriculum is designed in collaboration with industry experts. We strive to equip our students with practical skills and knowledge, ensuring they are industry-ready upon graduation.
- 5. Research and Innovation:** We encourage a culture of research and innovation among our faculty and students. By promoting research initiatives and providing a platform for innovation, we aim to contribute to advancements in commerce, media, data science, and information technology.
- 6. Continuous Improvement:** We embrace a culture of continuous improvement through regular reviews, feedback mechanisms, and quality assurance processes. This ensures that our educational offerings remain responsive to industry needs and global standards.
- 7. Student-Centric Approach:** Our students are at the center of all our efforts. We strive to create a supportive and inclusive campus where every student can thrive academically and personally.



8. **Compliance and Ethical Practices:** We are committed to upholding all relevant statutory and regulatory requirements. Our operations adhere to the highest ethical standards, promoting transparency, fairness, and integrity in all aspects of our functioning.
9. **Communication and Engagement:** We communicate our commitment to quality to all stakeholders, including students, faculty, staff, parents, and the community. We value open communication, actively seek feedback, and encourage collaboration to achieve our shared goals.

This Quality Policy is periodically reviewed and updated to ensure its ongoing relevance and effectiveness.

### Our Vision:

To be a leading institution in providing quality education in Commerce, Media, Data Science, and IT, fostering innovation and excellence in students.

### Mission:

Our mission is to empower students with knowledge and skills that are relevant to the dynamic industries of Commerce, Media, Data Science, and IT through a holistic educational approach.

### Objectives:

1. Provide a rigorous academic curriculum that meets industry standards.
2. Support student development through career guidance, counseling, and extracurricular activities.
3. Promote industry collaborations and internships to enhance practical knowledge.
4. Foster a culture of research and innovation among students and faculty.
5. Ensure continuous improvement through feedback mechanisms and quality assessments.

This Quality Policy aims to guide the institution towards achieving academic excellence, fostering innovation, and preparing students for successful careers in Commerce, Media, Data Science, and IT disciplines.





## Key Quality Management Processes:

### Objective

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

### Responsibility

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

### Procedure:

#### TIER I: Quarterly meeting with the board at head office at CST

The overall QUALITY MANAGEMENT is look after by the Anjuman Islam Board of Professional studies & Higher education. Every **quarter** there is a meeting with the board where Principal, & Vice principals have a detailed discussion and interaction on various aspect of quality, academics, & infrastructure.

The Board of Professional studies & Higher education consist of following members:

- YASMIN SAIFULLAH ZAFAR (Chairperson)
- MR. FAROOQUI RIZWAN (Board Member)
- MR. MUBIN ABBAS HETAVKAR (Board Member)
- DR. VIKHAR AHMED KHAN (Board Member)
- MR. MOTLEKAR ABBAS KAMALUDDIN (Board Member)
- MR. FAKIH ASLAM MURTUZA (Board Member)
- ADV. MUBIN HAROON SOLKAR (Board Member)



**The Board of Professional studies & Higher education meetings are attended by the following Managing committee and office bearers:**

1. Dr Zahir I Kazi ( President)
2. MrMustaqAntulay ( Sr Vice President)
3. Mr Shaikh Abdullah ( Sr Vice President)
4. Akil Yusuf Hafiz ( Gen Secretary)
5. Miyaziwala Moiz ( Treasurer)

### **TIER 2: Monthly meeting with Chairperson of our college in the college premises**

Monthly meeting with Chairperson of our college Mrs Yasmin Saifulla, who visits college and discuss various aspects related to Infrastructure, Academic Progress and issues related to teaching & non-teaching staff and students.

### **TIER 3: Monthly meeting with Senior vice president, at charge of our college in the Head office**

Monthly meeting with Senior vice president of the trust who is designated as in charge vice president of our college. Principal & Vice Principals with HOD's visit head office to discuss various aspects related to Infrastructure, Academic Progress and issues related to teaching & non-teaching staff and students.

### **TIER 4: Weekly meeting with Principal of our college every Monday in the staff room**

Principal conduct weekly review meeting with the entire staff in the staff room every Monday. Planning, KRA's, Implementation review and ATRs are discuss in the weekly meeting.

### **TIER 5: Weekly department meeting by HODs every Wednesday in the conference room**

HODs conduct weekly review meeting of the department in the conference room every Wednesday. Planning, KRA's, Implementation review and ATRs are discuss in the weekly meeting.



## **TIER 6: Periodic statutory committees meeting by the chairperson of the committee in the conference room**

Chairpersons of the statutory as well as other committees conduct meetings periodically in the conference room to discuss, interact, plan and execute the respective task assigned to the,

Every employee is equally responsible for, and is imparted regular training to perform the duties required by his or her specific role as under.

### **1. Academic Planning and Review:**

- IQAC Define annual academic goals and review program structures.
- Assess the effectiveness of teaching methodologies and learning resources through IQAC & staff meeting with Principal

### **2. Faculty Development and Training:**

- Identify faculty training needs and organize relevant development programs.
- Encourage faculty participation in conferences, workshops, and research activities.
- Assess faculty performance and support continuous professional growth.

### **3. Curriculum Design and Development:**

- Participate in syllabus revision committees to update curricula to align with industry standards.
- Integrate emerging technologies and industry trends into course delivery in the classroom and Computer lab
- Collaborate with industry experts to validate and enhance program offerings.

### **4. Student Engagement and Support:**

- Facilitate extracurricular activities, clubs, and events to enhance student engagement.
- Implement support systems for academic through remedial classes and periodical career counseling.
- Monitor and respond to student feedback for continuous improvement.

### **5. Infrastructure and Facilities Management:**

- Regularly assess and upgrade infrastructure to meet technological requirements by submitting proposals to chairperson to be discussed in the monthly meeting. The same is approved in the monthly meeting with senior vice president.
- Regular visits by civil engineers from head office to Ensure safety and accessibility of facilities for all students.



- Implement sustainable practices in resource management through energy conservation
- 6. Quality Assurance and Internal Audits:**
- During the periodic meeting with Principal, Chairperson, & senior vice president regular internal audits are also conducted to ensure compliance with quality standards.
  - The define process continuously monitor and assess the effectiveness of implemented quality processes.
  - The regular meeting in hierarchy Identify areas for improvement and implement corrective actions.
- 7. Industry Collaboration and Placement:**
- Career guidance & Placement committee collaborate with industry partners for internships, workshops, and guest lectures.
  - Evaluate and enhance placement processes to ensure student employability.
  - Monitor and analyze industry trends to align programs with current requirements.
- 8. Student Feedback and Satisfaction:**
- Implement surveys and feedback mechanisms to gather student opinions.
  - Analyze feedback data to identify areas for improvement.
  - Take proactive measures to address concerns and enhance overall satisfaction.
- 9. Continuous Improvement and Innovation:**
- Foster a culture of continuous improvement through quarterly reviews and assessments, through Anjuman I islam Board of Professional studies & Higher education.
  - Encourage faculty and students to engage in research and innovation projects.
  - Our President Dr Zahir I Kazi, Padma shri awardee regularly motivate our faculties to Implement innovative teaching methodologies and technologies.
- 10. Data Science and IT Security Measures:**
- Through our ERP we Implement data security measures to protect student and faculty information.
  - Ensure compliance with data protection regulations and standards.
- 11. Document Control and Management:**
- Maintain a centralized document repository accessible to authorized personnel.

This Quality Management System is periodically reviewed by the principal and Anjuman I islam Board of Professional studies & Higher education, updated, and communicated to all stakeholders to ensure its ongoing relevance and effectiveness.



*(Signature)*  
**Principal**  
 Anjuman-I-Islam's  
 Al-Bur Peerbhoy College of Com. & Eco.  
 M S. Road, Mumbai - 400 008

# **SOP**

# **ADMISSION**



## SOP: ADMISSION

Merit-based admissions are conducted for courses in B. Com, BMS and BAMMC, BSc (IT), BSc (D.S).

Pass in class 12th qualifying examination or equivalent.

- B. COM: Pass in class 12th Examination
- BMS: Pass in class 12th Examination with 45 %
- BAMMC: Pass in class 12th Examination
- BSc (IT): Pass in class 12th Examination with 45 % with Maths
- BSc (D.S): Pass in class 12th Examination
- BAF: Pass in class 12th Examination with 45 %
- M.COM: B.COM Pass
- MSc (IT): BSc (IT) or BSc (CS);
- Candidates desirous of seeking admissions will be either admissible on merit or first come first serve depending on the course.
- Those applying for UG courses must pass their class 12th examination in a relevant stream or equivalent as recognized by the University of Mumbai.
- In case of admissions to PG courses, candidates must have obtained a bachelor's degree in the same or relevant discipline as recognized by the University.
- Second Year and Third Year admissions in each UG course are done on the merit of last qualifying examination.
- Applications is accepted in online mode only. Candidates need register themselves under the 'Admission' link.
- The college reserves 50% seats for Muslim Minority candidates.

**The step by step application procedure to make an application is explained below:**

\*FY - Admission Process :

### STEP-1

Click for University Registration (Compulsory)

<https://mumoa.digitaluniversity.ac/>

(fill the necessary details and upload the documents).

Mumbai Univeristy Portal

College Code: 3



## STEP-2

Click for College Registration (Compulsory)

<https://enrollonline.co.in/registration/apply/apcm>

("Fill Necessary details and click on Register")

Complete the Online Registration Forms with Registration Fee of Rs. 100/-

Note: Students are required to take the Printout of Online Admission Forms and submit the same to the College along with Mumbai University Registration Form, HSC Marksheet and LC / TC : ( LC / TC for Outsider Students)

Following Documents are required to be upload on College Portal

- 1) HSC Marksheet
- 2) LC / TC ( For Outside Student only)
- 3) Mumbai University Registration Form
- 4) Aadhar Card
- 5) Photo and Signature

After verification from the College Staff, Students have to pay the Fees.

[www.fecpayr.com](http://www.fecpayr.com)

Admission to First Year will be confirm only after payment of fees

### **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 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.

### **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.





**SOP**  
**EXAMINATION**



## SOP FOR EXAMINATION

### Transparency and redressal mechanism policies for internal examination

- At the college level, an examination committee is constituted, comprising of a senior Faculty member as Chairman Examination committee, other teaching faculty and non teaching staff as members for smooth conduction of end semester examination.
- The end semester examination is conducted by university, and the students appear at center allotted by the university.
- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations.

**For conducting the internal assessment test, a department level coordinator/committee is constituted for smooth conduction of internal assessment.**

One internal assessment tests are conducted each semester at department level.

#### **Before Examination**

- a. Declare of date of examination 30 days prior to examination.
- b. Display the Time Table 20 days prior to the examination.
- c. Issue the notice requesting teachers to submit question papers 15 days before Examination.
- d. Issue the hall tickets (Supplementary / University Examination)
- e. Print the question papers
- f. Issue the duty slip / supervision slip to teachers.
- g. Prepare the seating arrangement / room allocation and display of same.

#### **During Examination**

- a. For proper conduction of internal test two invigilators are assigned in room
- b. Rules of entry and exit in exam hall are obeyed strictly so no point of grievance in this domain.
- c. For lab course Continuous assessment of every experiment is prepared by concern faculty member followed by viva voice and lab record.

#### **After Examination**

- a. Get the masking of answer books done after the examination session.
- b. Pack of the masked answer books in bundles with labels.
- c. Issue a notice regarding Centralised Assessment Program.
- d. Evaluation of answer sheet is done by concern subject faculty member within a week.



- e. Provide information of the unfair means cases to Unfair Means Inquiry Committee.
- f. Issue the notice for Chairperson of NSS, Sports, Cultural and DLLE to submit list of eligible students under O229.
- g. Issue the notice for submission of individual teacher's mark sheet after moderation, unmasking and verification.
- h. Collect names of the moderators from all Head of the Departments.
- i. Collect mark sheets from examiners after moderation along with verification form and remuneration form.
- j. Collect the documents required for result processing.
  - i. Photo copy the mark sheets submitted by the teachers.
  - ii. List of LD students.
  - iii. PRN number and Seat number of examination downloaded from University.
  - iv. O229 cases (NSS, Sports, Cultural and DLLE) for adding 0.1 in GPA in case of even semesters (II & IV – once in the year).

#### **Transparency and redressal mechanism policies for internal examination**

1. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment
2. After preparing the assessments report by faculty it is shown to HoD and a copy is submitted by the concerned faculty to the department.
3. The assessment marks of the internal test uploaded on college ERP.
4. The final internal assessment marks calculated on the basis of attendance, marks of class
5. Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the chairman examination committee and the same reported to the principal.
6. Grievances handling mechanism is completely transparent. Starting of every semester all faculty members described the evaluation process of internal marks and external marks.
7. Immediately, after the unit test, the solution of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests.
8. The faculty evaluates the papers within a week of conduction of test.
9. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.



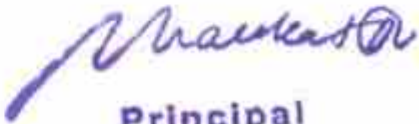
10. Internal examination grievances are cleared by showing the corrected answer sheet to student. He/she many times have grievance after comparison with fellow student's answer sheet. This is satisfied by Evaluator/concerned faculty member by explaining the reason for difference of marks.
11. Detailed list of students not appeared in exam is prepared with a common criteria, if any grievance is observed in it, is resolved for medical reasons/emergency.
12. Assignments: Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any.
13. Lab experiments: The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty.
14. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted. The marks given by the faculty are available to the students immediately, this providing a transparent way for students to reflect on their strengths and areas of improvements.
15. Project evaluation: In a semester internal evaluations of the project is conducted in front of the panel consisting of group of faculties. The rubric is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc.

With these systems in place, A.P.College, very well exhibits transparency in the mechanism of dealing with grievances related to the internal assessment

## I. RECORDS

- ExamsTimeTable
- Result
- QuestionPapers
- DutyChart
- Rules&RegulationOfUniversity
- StudentsAttendanceRecords
- MedicalCertificates.



  
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# SOP

# IQAC

## SOP FOR IQAC

### **Introduction**

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of Akbar Peerbhoy College of Commerce & Economics. For this, during the post-accreditation period, our college channelized its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

### **Objective**

The primary aim of IQAC is



- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of Akbar Peerbhoy College of Commerce & Economics.
- To promote measures for the college functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### **Strategies**

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ research programmes;
- Equitable access to and affordability of academic programmes for students of various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- To continuously monitor and evaluate the credibility of assessment and evaluation process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;

#### **Functions**

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related college processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS /ERP for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.



## **I. Records**

- Academic Calendar
- Lesson Plans Compliance
- Committee/Forum/Department Records
- API/CAS Records
- Teachers planner & Record book
- Feedback Analysis
- Admission details/Course details
- Result analysis
- Minutes of meeting
- Codes –Annexure I Attached

# **Procedure for Control of Records under IQAC**

## **A. REASON FOR POLICY**

Akbar Peerbhoy College of Commerce & Economics which is affiliated to University of Mumbai, as per the university norms and policy requires that its records be managed in a systematic and logical manner according to the procedures outlined in this policy, which are consistent with all applicable university and government of Maharashtra laws.

This policy outlines broad responsibilities related to records management, retention, disposal, and preservation. This policy applies to all departments and all records, regardless of whether the records are maintained in hard copy (paper), electronically, or in some other fashion.

Akbar Peerbhoy College of Commerce & Economics is committed to effective records management so that the college:

- Meets university standards for protection, storage, and retrieval;
- Protects the privacy of faculty, staff, and students of the university;
- Optimizes the use of space;
- Minimizes the cost of record retention;
- Destroys outdated records in an appropriate manner; and



- Preserves records of permanent and historical importance.

## B. POLICY

In accordance with this Policy and the university norms, the respective clerks in administration office at first floor are responsible for establishing and documenting standards, mechanisms, and procedures to address the following recordkeeping issues:

- Ensure effective retrieval mechanisms for departmental information and records using appropriate records classification and file organization;
- Ensure that all recordkeeping is compliant with relevant legal and regulatory requirements;
- Protect sensitive or critical departmental information and records from disclosure;
- Protect information and records to ensure continuity of departmental operations.

## C. DEFINITIONS

**College Record:** Is any document or item, regardless of form, that is created or received by Akbar Peerbhoy College of Commerce & Economics, which serves to document the organization, functions, policies, decisions, procedures, operations or other business of the college. The term includes documents, papers, letters, books, drawings, maps, plans, photographs, tapes, film or sound recordings, microforms, digital or analog files, information stored or maintained electronically, and data- or image-processed documents.

**Some examples of university records include:**

official university publications; incoming/outgoing correspondence, memos and emails; reports and studies; financial and accounting information; audit records; employment records; student education records; alumni records; meeting minutes; data; maps; drawings; photographs; audio recordings; film and video; and administrative logs.

Not all records must be retained. Some transient items may be deleted or destroyed at any time if they are no longer needed by the office holding them, except in the case of records relevant to legal matters as described herein. Examples of transient records include: preliminary drafts; notes or working papers once a project is completed; large quantities of duplicate materials and all duplicates of 'official copies'; non-college catalogs, journals, or other printed matter used for informational purposes; and routine messages, routing slips, and meeting announcements.

## 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.

**Records Lifecycle:** All records have a lifecycle, albeit some longer than others. Records are created or received; used; and kept for valid legal, fiscal, or administrative reasons. In general, the Records

**Lifecycle is as follows:**

- **Active record:** A record that continues to be used with sufficient frequency to justify keeping them in the office of creation; a current record. Active records are consulted routinely in the daily performance of work. Ex: Active +7 years for personnel records. Personnel records should be maintained for seven years after the employee's last date of employment.
- **Inactive record:** A record that is no longer used in the day-to-day course of business, but which may be preserved and occasionally used for legal, historical, or operational purposes. Inactive records are rarely used, but must be retained for occasional reference or to meet audit or legal obligations.
- **Permanent or archival records:** 'Permanent' records, also called 'archival records,' are records which have historical, administrative or research value to the college and which college intends to keep indefinitely.
- **Record Copy:** The single copy of a document or data, often the original, that is designated as the primary and official copy for preservation.
- **Local or Convenience Copy:** Extra identical copies of "record copy," documents, or data created only for convenience, reference, or research by employees.
- **Responsible Office:** The college Office/department/program that is responsible for ensuring that a particular University Record is maintained for the required retention period and properly disposed of or transferred to college Archives in accordance with the University Records Retention Schedule.
- **University Records Retention Schedule:** A descriptive schedule that provides a guideline for the minimum length of time that selected records should be retained before they are deleted/destroyed or placed in archival preservation.

#### D. PROCEDURES

Consistent with this Policy and the University Records Retention Schedule, the administration Office at first floor is responsible for documenting its procedures for managing records in accordance with applicable law and with the approval of college leadership.



The Principal & Vice Principal Office educate staff with regard to implementing these procedures. In developing its records management procedures, all official repositories must consider electronically stored information, and analog or paper records. Certain units or offices within the college follow professional standards, legal/regulatory requirements, or legal precedents dictating best practices for records management. Compliance with such legal and regulatory requirements must be documented by the administration Office.



# **SOP FEEDBACK**



## **SOP: FEEDBACK PROCESS**

Students are asked to leave feedback on teaching twice a semester through ERP system. Turn 1 feedback is taken after first 30 to 40 days of teaching. Corrective action is initiated after this feedback. Turn 2 feedback is obtained at semester end.

**Following questionnaire is set for feedback**

- 1. Planning & Organization**
  - Subject Organization in Logical Sequence
  - Syllabus Coverage
  - Subject Clearly Prepared
- 2. Presentation/Communication**
  - Use of Simple Language
  - Interest Generated
  - Solved Conceptual Problems to Illustrate Theory
  - Questions to Test Knowledge
  - Clarity of Speech
- 3. Students Involvement**
  - Questions to Promote Interaction
  - Encourage Question Asking and Discussion
  - Practical Applications
- 4. Use of Media/Methods**
  - Use of Multiple Teaching Techniques viz. ICT, quiz, MCQ, etc.
  - Use of Text / Reference Books
  - Clarity of Writing on Black Board
- 5. Class Management**
  - Punctuality
  - Class Control
- 6. Assignment**
  - Provide Assignments
  - Punctuality in Assignment Return
  - Availability to Resolve Student Problems After Class



#### **Feedback Collection Process:**

- Feedback about the course faculty would be obtained from students through offline/online, twice in a semester.
- Feedback I is to be taken after 10 days of the commencement of the semester. Final feedback is taken after the internal assessment II exam. This feedback contains questions which assess the planning and organization, presentation and communication, class management and student's interaction with faculty members.
- The feedback also surveys the students' opinions on teachers evaluation capacity (i.e., ability to set or conduct different assignment/seminars/quiz/tests etc.), approach towards students (i.e., engaging students regularly, maintaining discipline in the class, offering assistance & counselling to needy students, showing courtesy and impartialness in dealing with students) and effectiveness of teaching learning process.
- The feedback provides opportunity for the course teacher to make initial corrections in the ongoing teaching-learning process to make it more effective.
- Feedback is obtained from students on 20 parameters stipulated in the structured form in 1-5 point scale with 5 indicating maximum point and 1 indicating minimum point.
- The average student participation in the feedback process must be around 75%.
- Suggestion box has been kept at appropriate places in college campus. The complaints /suggestions can be made anonymously.
- The Department would constitute Quality Circle with faculty and student members for each class. Quality Circle meeting should be conducted twice in a semester. Student members would be invited to express their views on the subjects, academic environment of the Department and the discussion points would be considered for further actions. It helps to know the students opinion about Department activities, academic progress like syllabus coverage, teaching methodology of faculty members, teaching learning process etc.,
- Principal would conduct interactive meeting with the section of students regarding the academic activities and collect the oral feedback from the students directly.

#### **Feedback Analysis Process:**

- The feedback report represents average points scored by the faculty in each parameters and cumulative average point for the particular course. Based on this cumulative average for the course, the teachers performance is rated as Excellent ( $> 4.5$ ), Very good (4.00 - 4.5), Good (3.5 - 3.99), Satisfactory (3.00 - 3.49) and Poor ( $< 3.00$ )



- Head of the Department analyzes all the feedback reports. The positive comments are appreciated and any lapses mentioned, will be communicated to the concerned faculty for necessary corrective measures.
- All the feedback reports about the faculty and course will be submitted by Head of the Department to Principal regularly.
- The student's feedback on the performance of course faculty would also influence the scoring in the computation of Faculty Performance Index in the Performance Appraisal System of the individual faculty member which has to be submitted to the head of the institution at the end of the academic year.

**Record of Corrective Measures:**

**The corrective measures are taken based on the findings and the same are recorded.**

- The strength and weakness identified from the feedback would be reported to the respective faculty to enhance their teaching efficiency.
- The HOD arrange meeting with faculty members who have scored less points and enquire about reasons for the lower score in appraisal.
- Based on the explanation received, HOD offers advice for improving their teaching learning initiatives.
- Students' feedback would also be considered as a parameter for calculating the Faculty Performance Index in the appraisal form.
- Any ambiguity in matching the pace of the deliverables as per the students' requirements would be compensated by arranging the extra lecture hours.
- Result analysis on internal assessments for all the subjects would be done to guide the concerned faculty members for taking necessary actions for improvement.
- Remedial classes for the slow learners should be scheduled and conducted to improve their performance.
- Faculty members are insisted to attend FDP / workshops / seminars to improve their teaching skills.



**SOP**  
**LIBRARY**



## SOP FOR LIBRARY:

The library management is concerned about the:

1. Adopting a student friendly process in using the resources available in the library.
2. Avoidance of Unethical activities and misusing the resources.
3. Hours of operation that is convenient to the student population.
4. Effective usage of resources and manpower available in the library to provide the best support to the students.
5. The Library Management has established the following fines and fees:
  - Fines on overdue books owned by the library are charged at Rs.1/day. If an item is lost or damaged, the student shall pay the acquisition cost plus an additional fee for processing of the item.
  - Replacement copies will be accepted in lieu of payment for lost or damaged materials.
6. **Library membership card**
  - i. Library member shall select the book / resource and shall carry the same to the issue counter.
  - ii. The library assistant shall insert the book card in to the borrower pocket after getting signature in it from the borrower and enter the details in the issue module of the library software
  - iii. iii. The due date of the book shall be intimated to the respective library member at the time of the issue and the same shall be stamped in due date slip, which is pasted on the last page of the book.
  - iv. The retention period of the borrowed books shall be 15 days. If the required book is on issue, user shall enter the book details in the reservation register, and follow-up with library assistant
  - v. On receiving book from the Library member, Library Assistant shall check for the Due date on the book vii. When the book is returned Within Due date, Library Assistant shall take out the book card from the borrower pocket and insert the same in the book pocket, and cancel the transaction through return mode in the software
7. The student as well as the faculty/staff can access the library 8:00am-6:00pm
8. **Process:**
  - a. Budgeting : budget is prepared for every year based on library fees collected from students
  - b. Processing of Newspapers, Magazines, Journals etc





- c. 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.
- d. 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.
- e. Shelving of books for identification and traceability.
- f. Issue of Library card;

**9. Facilities for students:**

- a. Book bank facility: (Students have the facility to apply for book bank and can get all textbooks of both the semester and return after completion of both semester exam)
- b. E-resources: (E-books, E-journals, British council library membership)
- c. Inter library loan: (few colleges are members and share books from each other)
- d. SOUL software: (It makes easy to manage all functions of the library)
- e. 5 years exam question papers are available for students.

**10. RULES OF CONDUCT:**

- i. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer
- ii. Using cellular telephones, radios or other sound-producing devices in a disruptive manner.
- iii. Students are not allowed to sleep inside the library.
- iv. Consuming meals or beverages in public areas of the Library
- v. Use of tobacco products such as e-cigarettes in the Library building.
- vi. Bringing into the Library large bundles, packages or personal property which cannot be stored under a study chair or carrel surface

**11. NEW ARRIVALS LIST**

- i. The librarian shall prepare the list of new arrivals to library once in a month.
- ii. One copy of the new arrivals list shall be distributed to all the departments and a copy shall be displayed on library notice board.

12. Each student will be issued maximum of 3 books

**13. SECURITY**

The Board expects Library patrons to respect the Library, its staff, its furnishings, collections, and equipment, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library.



# Library Policy

## Purchasing

### Purchasing Books:

Books received by the library are of two types:

- A. Textbook
- B. Reference book

### PROCESS FOR PURCHASE:

- For purchase of books, Journals, Magazines, Software and E-resources the same SOP is used
- Requisitions are received from HOD/Subject teachers and Library committee. An order form is created with the book titles and quotations.
- Librarian compile all the requisition forms.
- Library staff under the supervision of librarian finalise the list of the books to be procured.
- Then list is forwarded to Principal
- the book list is segregated as per the publishers and vendors and the budgetary provision
- vendors are then asked to send their quotations.
- The library committee scrutinise the quotations and prepare the comparative statements of the various quotations received from the vendors
- The comparative statement is then sent by the Principal to the Management for approval.
- On approval, the books are ordered from the approved publishers or vendors.

### SOP FOR REGISTERING THE BOOKS RECEIVED AND PAYMENT TO VENDOR

Once the ordered books are delivered to the Library, there is a standard procedure for registering them.

- **First step** involves entering the book titles in the Accession Register and software, followed by creating a barcode, sticking the due date slip and finally, writing the Accession Number in red ink.
- **Second step:** Once the books and their respective bills are received by the Library from the vendor, the Acquisition Section verifies the price and discount for each book. Important details like its publisher, vendor, publishing year, author, price etc are entered in the Accession Register.
- **Third step:** Accession number for each book/title is used to make a bill for further payment processing. The above-mentioned procedure is validated by the Librarian before forwarding the



bill to the Accounts Department. The final step is to receive the signature from the Principal and then it is sent to the Account Department.

#### **SOP FOR WEEDING OUT THE OLD, OBSOLETE OR DAMAGE BOOKS**

- The weeding out process keeps the library's collection relevant and up-to- date.
- Old, obsolete, or damaged books, newspapers, magazines, journals, and unused miscellaneous items (Forms, Register, Receipt book, File etc.) are systematically removed from the collection.
- A library committee meeting is conducted periodically as required to decide which books need to be weeded out. Resolution is approved in the library committee meeting.
- Old and out of syllabus books are organised subject-wise and are listed by the library.
- The approved books are removed from the library's live collection.

#### **Rules for using Library facilities for students:**

Only students from the college are allowed to enter the library by showing a valid Identity card.

- It is compulsory for the students to sign in the gate register
- Students are required to maintain complete silence in & near the library.
- Group discussions or talking in large groups is not permitted in the Library.
- Eating, smoking, sleeping, and talking loudly are strictly prohibited in the library
- Scribbling or writing on the reading table is not allowed.
- Students are expected to keep the chairs back in their original position after using it. The seating arrangement in the library should not be disarranged.
- If the student damages or loses library books or property, the student has to compensate for the damage decided by the authorities.
- Students can only carry books in the library. Students are not allowed to carry the following: Mobile phones, bags, umbrellas, parcels, earphones, electronic devices.
- Breaking the rules will result in being reported to the Principal and further action may be initiated

#### **Home Lending rules**

- Library books for home lending are available to the college students for not more than seven days. For this said period, UG students can get two books while PG students get four books to borrow
- Pure reference books, valuable or rare books, journals, maps, magazines, and newspapers are not allowed for home lending or to be taken out of the library.



- The books issued for home reading must be returned to the library within seven days.
- The lent books must be returned before the due date. There is a fine of ₹1 per day for each book. Sundays and holidays are included in this fine. The fine goes into student aid fund.
- Students are instructed not to mark, write, tear or damage the lent books in any way.
- Books need to be physically present to apply for book renewal.

### **Reading Room**

- Books can be issued for use in the reading room on production of the Identity Card. They should not be taken out of the library on any account.
- When the book is issued for use in the reading room or for home lending, the student must make sure it is not damaged or that its pages are not missing or torn. If the student finds anything, the library staff must be notified. Otherwise, the student will be held responsible for any damage, loss, or torn pages.

### **Damaged Book**

- If the student loses or damages the book or if the pages are missing from it, they will have to pay the book's current price value.

### **Ex-Student/Scholar/Visitor**

- Library membership is available for ex-students, researchers, visitors and scholars.
- For membership, users will have to fill the membership form with documents as applicable to the user. Deposit of Rs. 500/- and library fees of Rs 300/- shall be collected from the user.
- Users can issue one book on a library card for seven days. If a book is not returned within the due date there is a fine of Rs 1 per day.
- Membership will be for one year.
- For cancelling the library membership, a cancellation form needs to be filled by the user. Upon cancellation, the deposit of Rs 500/s will be refunded.

### **BOOK BANK FACILITY:**

- To avail this facility, the students are required to fill a form at the beginning of the academic year.
- They are to submit it along with a request letter or income certificate.
- Students will be allowed to keep the books for the entire semester and return it to the LIBRARY staff after their examinations.




- Students are advised to be careful with the books. Marking it with pencil or pen, tearing pages etc. will be taken seriously.

#### **Advanced Learner**

- Advance learner facility is provided to meritorious students such as the top 3 rank holders of class from the previous semester.
- Students can avail this facility by providing a grade card of previous year.
- Students can issue any 2 books in this facility for one semester.



  
**Principal**  
Anjuman-i-Islam's  
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M.S. Road, Mumbai - 400 008

# SOP

# SPORTS



## SOP For Sports

Akbar Peerbhoy College of commerce & Economics is known for its excellence in sports all through its existence of about 50 years. Coaching is provided for various games such as Boxing, volleyball, Basketball football and cricket.

Our past students and the current year students have excelled in various games and sports. The prestigious award winners

The past students train and guide the present students, inspiring and motivating them.

### Policy

1. To harness students' potential for extra-curricular and co-curricular activities which leads to empowering and capacity building.
2. To ensure unbiased selection criteria and support to achieve excellence in sports with equality of opportunity to all.
3. To provide encouragement through academic concessions in attendance, rescheduling of Internal Assessment Examinations, conducting additional exams and providing separate academic coaching in theory and practical.
4. To provide financial support whenever & wherever required.

### Standard Operating Procedure

1. Sports-in-charge should be supported by Gymkhana Committee & coaches of the College.
2. Selection of interested students should be carried out at the beginning of academic year and students be selected for participation in various games through a rigorous screening process.
3. The College should participate in Inter-Collegiate District and State level Boxing, Basketball, Volleyball, Caroms, Chess & Cricket tournaments for boys & girls.
4. Students should be motivated and trained to participate in inter-collegiate Kabaddi, Volleyball, Football, Cricket, Athletics, Chess, Carrom, Table Tennis, and Power Lifting , competitions at University, Inter-University, State and National levels and be fine-tuned by coaches.
5. Students are requested to apply for sports of their choice. Conduct tests for selection of students for various sport disciplines. Students are selected on the basis of merit.
6. Students should be motivated to practice yoga, offered training by experts and inspired to participate in competitions at various levels.
7. To meet the requirements of practice of cricket, football and other sports the ground available in



the vicinity of the college may be booked whenever needed.

8. Needy sports students should be given concession in fees at the time of admission.
9. Free medical facility, even if to a limited extent, and basic first aid facility, be provided to students.
10. Sports scholarships should be given to achievers.
11. Responsibility of organising Annual Sports Day be assigned to sports-in-charge and Gymkhana Committees.
12. Order, purchase and maintenance of equipment be looked after by Purchase Committee and sports-in-charge.
13. Discipline and safety protocol be strictly observed.

The policies, procedures & standards designed by the College are in recognition of the demand of the current situation, which shall progressively undergo the desired modifications to suit the demand of emerging times.

#### **Records**

List of university games Sports.

List of equipment Sports.

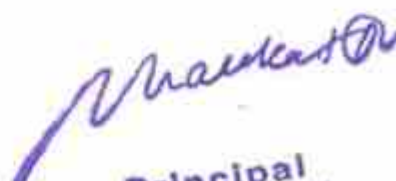
Application form for sport participation Sports.

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

## INFORMATION TECHNOLOGY



## SOP FOR INFORMATION TECHNOLOGY RESOURCES POLICY

### Policy Measures

- Information technology resources are central to the educational mission of Akbar Peerbhoy College of Commerce & Economics. Students, faculty, and staff must respect the rights of others, abide by all college policies and applicable state and UGC rules, and assume shared responsibility for safeguarding the college's information technology environment
- Akbar Peerbhoy College of Commerce & Economics computing resources may not be used for any activity that is illegal, unethical, or contrary to the educational goals of the college.
- Freedom of expression and the existence of an open environment conducive to inquiry and learning will be respected by the college with regard to use of information technology resources, but behaviour that constitutes misconduct will not be protected.
- To enable the appropriate educational and administrative use of information technology resources, the college provides a secure network. Without connectivity standards, our campus community is at risk to damage from hardware or software that has not been appropriately configured or maintained. These damages could include financial losses, interruption of network services, and the loss of data. To minimize exposure to such damages, this policy also defines standards for connecting computers, servers, or other devices to the college's network.

### SCOPE

All financial and administrative policies involving community members across campus are within the scope of this policy. If there is variance between departmental expectations and the common approach described through college policy, the college will look to the campus community to support the spirit and the objectives of college policy.

### Authorities Delegated and Retained/Administrative Responsibility

The principal of the college delegates administration of the college's Acceptable Use Policy to the chief technology officer/Director for information technology.

### General Use

Common sense and respect for others are excellent guides to what constitutes appropriate behaviour in the use of information technology resources. Prohibited conduct falls into several areas including but not limited to unauthorized access, copyright violations, acts of destruction, invasion of privacy, and harassment. The policies listed below are not exhaustive but should convey a broad sense of what behaviour constitutes illegal, unethical, or inappropriate conduct. As in other aspects of college life, users



are bound by the policies and guidelines published on the <https://www.apcollege.in/> website and in College Handbooks. By using information technology resources, students, faculty, staff, and others agree that they are familiar with and will abide by those policies as well as this acceptable use policy and any modifications made thereto in the future.

## **ACCOUNT/SYSTEM ACCESS**

### **Unauthorized Account or System Use**

Users may not access data or other information technology resources without proper authorization, regardless of whether any damage is done or whether the data or other information technology resource in question is owned by the college.

1. Users may not access or use, or attempt to access or use, any network accounts other than their own assigned accounts or any system for which they have not been granted access. In other words, users should use only their own files, those that have been designated as public, or those that have been made available to them with the knowledge and consent of the owner.
2. The college's Honor Code and its prohibitions against plagiarism and cheating, among other things, applies to student use of any files and information obtained from the college's information technology resources when used in the preparation of academic coursework.
3. Passwords should not be revealed to anyone else and should be changed according to published password standards.
4. Users may not attempt to determine the password of another person through any means.
5. Impersonation of another person by sending forged information (e.g., sending email with an erroneous "sender") is prohibited.

### **Appropriate Connection Methods**

Devices may only be connected to the college's network at appropriate connectivity points via authorized methods.

1. Users may not make modifications or extensions to the network, such as installing a personal wireless access point that rebroadcasts the College's network.
2. Users should consult authorized Lab Attendant and IT in charge if they discover a need to modify or extend the network.

### **Network Registration**

Those using the college's network may be required to authenticate when connecting a device. Individual Lab attendant maintains a database containing machine identification, network addresses, and ownership



information. This data is used to contact the registered users of the equipment in the event their devices are compromised.

#### **Protection of the Network**

College uses multiple methods to protect the college's network. These include monitoring for external attacks, scanning the network for anomalies, and proactively blocking harmful traffic. There may be times where more extensive procedures are required to address potential security exposures or to contain actual security exposures.

#### **Suspension or Revocation of Access**

Use of college information technology resources is a privilege. If a person is found to be in violation of these policies, this privilege may be revoked through temporary or permanent denial of access to such resources.

People suspected of violating these policies may be temporarily denied access to college's information technology resources during investigation of the alleged abuse.

#### **Additional Consequences of Misuse**

Abusers of the college's information technology resources will be subject to existing disciplinary procedures under current college policies in accordance with the abuser's campus status. When appropriate or required by law, the college may request or provide assistance to law enforcement agencies to investigate suspected illegal activities.

#### **Harassment**

Information technology resources may not be used to intimidate, threaten, or harass other individuals. Akbar Peerbhoy College's information technology resources may not be used for any activities that violate the college's Anti-Discrimination Policy, Student Code of Conduct, workplace standards, or state or UGC laws.

Information technology resources may not be intentionally used to view, store, print, or send obscene materials or slanderous, harassing, or threatening messages.

#### **Confidentiality**

Akbar Peerbhoy College has both an ethical and legal responsibility to protect the confidential information of users. Confidential data is defined by local, state, and UGC law. To promote confidentiality users must not:

1. Perpetrate, cause, or in any way enable security breaches, including but not limited to accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access;



2. Facilitate use or access by unauthorized users, including sharing their password or other login credentials with anyone, including other users, family members, or friends;
3. Share private, financial, or personally identifiable information (i.e., SSN, tax information, student IDs, etc., according to state law), even in the case when users are accidentally granted permissions to files or folders they should not access by means not approved for transmission of college information;
4. Attempt to gain access to files and resources to which they have not been granted permission, whether or not such access is technically possible, including attempting to obtain, obtaining, and/or using another user's password.

### **Copyright and License Protections**

1. The author of a text or the creator of a graphic, program, or application is protected by copyright law unless they specifically release that work into the public domain. In accordance with the college's policies governing the treatment of copyrighted materials, users should always obtain written permission from the original author(s) before copying electronic materials that are not in the public domain.
2. No user may copy or attempt to copy any proprietary or licensed software provided by or installed on college-owned resources. Copyright laws and license agreements protect much of the software and data that reside on the college's systems.
3. Unauthorized duplication of software may subject users and the college to both civil and criminal penalties under the IT Copyright Act.
4. Stolen or bootleg copies of software are not allowed on any College computing systems.
5. All software programs must be registered in accordance with their license and use provisions.

### **Privacy**

The campus network is maintained and provided to assist in the pursuit of the mission of Akbar Peerbhoy College and to conduct the College's day-to-day operational activities. The network is College property thus all data composed and created by employees and transmitted and/or stored on the network, is and will remain College property, not the private property of any individual.

Akbar Peerbhoy College will make every reasonable effort to respect a user's privacy.

1. Users should have no expectation of privacy for communications, documents, or other data transmitted or stored on the organization's resources. In addition, in response to a judicial order or any other action required by law or permitted by official College policy or as otherwise considered reasonably necessary to protect or promote the legitimate interests of the organization,



the College reserves the right to access, review, intercept, monitor, and/or disclose all data created, transmitted, accessed, and/or stored on the College's network and/or technology.

2. Examples of situations where the exercise of this authority would be warranted include, but are not limited to, the investigation of violations of law or the organization's rules, regulations, or policy, or when access is considered necessary to conduct College business due to the unexpected absence of an employee or to respond to health or safety emergencies.
3. Any personal or college-owned data created, transmitted, accessed, and/or stored on the campus network by users on personally owned devices is subject to the same policies, procedures, guidelines and constraints as data created, transmitted, accessed, and/or stored through the use of College-owned devices.
4. Exceptions to the data ownership clause described includes: student works developed as a part of their academic or co-curricular pursuits; and scholarly work by faculty and staff such as articles, books, music composition, research data, and the like.

#### **Violation of Privacy**

1. Information, data files, external devices, email, and programs owned by individual people are considered private, whether or not the information is accessible by others.
2. Access to private, financial, or personally identifiable information is restricted to authorized users, even in the case when users are accidentally granted permissions to files or folders they should not see.
3. Tampering with email, interfering with or intercepting its delivery, and using email for criminal purposes may be a felony offence. The Information Technology Act 2000 places electronic mail in the same category as messages delivered by the Postal Service.



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# **SOP**

## **ROLE & RESPONSIBILITIES**



## SOP: ROLES AND RESPONSIBILITIES

### RESPONSIBILITIES OF THE PRINCIPAL

#### Key Tasks:

1. To provide full information to the management on all issues pertaining to the college
2. Implementation of overall policies and advising the management on policy matters and forward planning
3. Direction, management, organization and overall supervision of all college activities
4. Management of the college finance
5. To exercise a leadership role in managing relationships and building a collaborative teamwork
6. To provide educational leadership, planning, implementation and monitoring of the academic curricular and co-curricular activities;
7. To manage academic, personal and social development of students, their enrolment and dismissal
8. To actively participate in professional educational activities and maintenance of a co-operative and supportive atmosphere within the college community.
9. Protection and building the college brand image
10. To be responsible for the implementation of objectives through the curriculum, the human resources policies and practices within the College, the development of the physical infrastructure and resources of the college
11. To establish an effective link between the college and the management through board meetings.
12. Have a latest list and try to get the grants, fund, schemes from government to the institution and students
13. Get strict compliance as per apex bodies.
14. Help and support all kind of the information and action towards Legal, Tax, PF, etc

#### Specific Tasks:

15. **Leadership:** Continually try to improve the operating effectiveness of the college for which he is responsible.
16. **Programming:** Co-ordinate and promote the development of programs within the college to best meet the needs and interests of the students including establishment, supervision, and evaluation of education programs.





17. **College Organization:** Participation in the selection of professional, clerical and support staff. Be responsible for the preparation of timetables, and other schedules and supervision of schedules and their functioning. Hold regular staff meetings for the purpose of discussing educational and administrative matters. Establish appropriate procedures for the control of all college records and equipments, etc.
18. **Professional Development:** Promote the professional and academic growth of his staff through seminars/conferences, in-service training and personal contacts.
19. **Staff Supervision and Evaluation:** Principal is responsible for the daily supervision of the college, students, facilitators, professional and support staff, volunteers, and personnel from outside agencies.
20. **Student Control and Supervision:** Establish an environment in which students can develop self-disciplined. To have disciplinary authority over each student on college premises.

### DUTIES OF THE VICE-PRINCIPAL

The Vice-Principal shall, in the absence of the principal, assume the duties and responsibilities of the principal. Other duties of the Vice-Principal shall be those worked out by mutual agreement with the principal.

### DUTIES OF FACULTY MEMBERS

1. The faculty members should come to the college at least 05 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the faculty members are expected to follow the rules and regulations of the college as prevalent from time to time.
3. The workload of all the faculty shall be as per norms. Whenever there is shortage of hands, excess workload can be assigned for time being.
4. Faculty members are expected to update their knowledge by attending seminars /workshops/ conference, after obtaining necessary permission from the Principal time to time.
5. Faculty members should attempt to publish textbooks, research papers in reputed Journals/ Conferences.
6. The Faculty member must strive to prepare academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.



7. Every Faculty member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which is interested in or assigned to him/her from time to time.
8. Group and anti-institutional activities of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.
9. Faculty members are expected to respect the dignity of students individually and collectively in the classroom.
10. Test/examination papers must be made available to the students for verification.
11. Care must be taken for physically challenged and learning-disabled students.
12. Faculty members have an obligation to serve on various committees and other administrative assignments.
13. All faculty members must keep their department heads or principals informed of their progress in teaching, research, their contributions to civic and professional groups and organizations.
14. If a faculty member is away from the campus during any period of normal academic operation, they must obtain prior approval of their department heads or principals. Such advance notice will permit alternative arrangements to assure smooth sharing of responsibilities.
15. Faculty members must take care to treat all members of the academic community with respect and dignity.
16. Attention must be given to the elimination of sexual harassment.

**Departmental activities:**

17. The faculty members should always first talk to the HOD and keep the HOD in confidence about the professional and personal activities.
18. The teaching load will be allotted by the HOD/Principal after discussion with faculty.
19. In addition to the teaching, the faculty members should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
20. Every faculty member must give a seminar on some topic at least once in each semester to other faculty members.
21. Every faculty member should maintain student's attendance records and the absentees Roll numbers should be noted every day in the master attendance register maintained in the department as soon as the classes/laboratory hours are over.
22. Whenever a faculty member intends to take leave, the faculty should get the leaves sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.



23. The faculty members should make presentable. The faculty member should show no partiality to any segment / individual student.

#### **Classroom teaching**

24. Once the subject is allotted the faculty members should prepare the lecture hour wise Lesson plan as per students attendance register.
25. The faculty member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs,
26. test/exam question papers, two model answers scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,
27. The faculty member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty members should not dictate the notes in the class.
28. The faculty members should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
29. The faculty member ideally should recapture for first 5 minutes the lessons of the last Lecture, tell what is going to learn in another 2 minutes, then explain the lecture well upto conclusion of period, and in the last 3 minutes conclude and say what we will see in the next class.
30. The faculty members should cultivate to include humor in the lecture, to break the Monotony.
31. Should practice/rehearse the lecture well before going to the class.
32. The faculty members should make use of teaching aids and practice ICT enabled teaching.
33. The faculty members should encourage students asking doubts/questions in between.
34. The faculty members should get the feedback from students and act/adjust the teaching appropriately.
35. The faculty members should take care of academically backward students and pay Special attention to their needs in special classes.
36. In problem-oriented subject, regular tutorial should be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
37. The faculty members shall give possible 2-mark questions with answers for each unit.
38. The faculty members should interact with the HOD or coordinator or counselor and inform him/her about the habitual absentees, academically backward student, objectionable behavior etc.
39. The faculty members should always aim for 100% pass results in his/hers subjects and Work accordingly.



40. The faculty members should regularly visit library and read the latest journals/magazines in his/ her specialty and know the latest advancements.
41. The faculty members should make available for doubt clearance.
42. The faculty members should motivate the students and bring out the creativity/originality in the students.

#### **Examinations**

43. While setting question paper, the faculty members should also prepare the detailed answer and marking scheme and submit to HOD for approval.
44. During invigilation, the faculty members should be continuously moving around. Should not sit in a place for a prolonged time. Should watch closely so that nobody does any malpractice in the exam/test.
45. Whenever any malpractice is noticed, the faculty members should get a written statement from the student and inform the university representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of test / Model Examination).
46. The test papers must be corrected within three days from the date of examination and Marks submitted to the HOD for forwarding to / Principal with remarks.
47. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

#### **Student-faculty understanding**

48. The faculty member should have a good control of students.
49. As soon as the faculty member enters the class, He/She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked late.
50. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the HOD / coordinator.
51. The faculty members should act with tact and deal with insubordination by students maturely.
52. The faculty members should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

### **DUTIES OF LIBRARIAN**

The Librarian is responsible for providing library and research services for the organization and maintenance of the library and its collections.



**The librarian has to perform the following duties;**

1. **Planning, administrative and budgetary functions and information services**
  - Establish and implement library and information policies and procedures
  - Develop and manage convenient, accessible library and information services
  - Establish and manage the budget for library and information services, technology and media
  - Develop and manage cost-effective library and information services, technology and media
  - Order materials and maintain records for payment of invoices
  - Analyze and evaluate library and information services, technology and media service requirements
  - Prepare reports related to library and information services, technology and media services, resources and activities
2. **Effective access to library collections and resources**
  - Develop and maintain collections management policies and procedures
  - Perform original cataloguing and classification of print, audio-visual and electronic resources
  - Develop and maintain special indexing systems and files for special collections
3. **Organization of library materials**
  - Ensure an accurate inventory of resources
  - Ensure efficient retrieval by users
  - Search external database programs for the availability of cataloguing copy
  - Maintain inventories, compile statistics and generate reports as required
  - Develop and maintain cataloguing procedures
  - Distribute materials for cataloguing
  - Determine the type of cataloguing required
  - Enter cataloguing data into the library's automated system
  - File cards in shelf list
  - Complete cataloguing records where only partial copy is available
  - Index materials for the pamphlet collection
4. **Library services in response to the information needs of library users**
  - Respond to daily on-site requests for information
  - Train library users to effectively search the Library catalogue, Internet and other electronic resources
  - Provide an interlibrary loan service for both book and audiovisual materials and maintain records



- Maintain circulation files, records and statistics
5. Perform other related duties as assigned by the Principal

## DUTIES OF NON-TEACHING STAFF

### Office superintendent/ administrator

*The office superintendent shall perform the following work:*

1. To exercise check and follow up of letters received from the Government/apex bodies.
2. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to Principal or any higher officers concerned and give interim replies.
3. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned.
4. To maintain the muster roll of the members of the staff working under him and inform the Principal about late attendance, absentees etc.
5. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Principal as the case may be.
6. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
7. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
8. To inspect the racks and tables of assistants and/or senior assistants working under him and satisfy himself that no papers or files have been overlooked and that there are no odd receipts or bills lying indisposed off.
9. To give instructions regarding maintenance/destruction of old records according to the direction of higher authority.
10. To attend to such other works as may be assigned to him with the approval of the Principal.
11. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
12. To maintain a calendar of periodical returns for incoming and outgoing, separately.



## **CLERKS:**

The JUNIOR & SENIOR CLERKS discharge the duties under directions of the Principal or any other higher authority as follows:

1. Initiate prompt action on files and proposals and their disposal
2. Promptly put up notes and files to the higher authorities.
3. Maintain all the files and records.
4. Prepare of noting and drafting the letters and computer work.
5. To acknowledge letters received.
6. To submit dak to the concerned departments/persons daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
7. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
8. To maintain different registers, form sets etc.
9. To keep a note-book to watch timely disposal of urgent papers.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily worksheet, and to submit weekly arrears report to the office suptd
13. To prepare monthly arrears report and submit it to the office suptd. for perusal and guidance/instructions.
14. Preparation of agenda, minutes of various committees of the Institute.
15. Initiate various proposals and preparation of drafts and submit the same to the higher authorities for consideration and approval in a timely manner.
16. Maintain personal files of all staff.
17. Provide any data and statistical particulars that have been requested by higher authorities and other department's heads of the institute in time.

### **Attend the following work:**

- Maintain student records
- Process of admission related work
- Exam related work
- Arrange for purchase of equipment, consumables and furniture
- Maintain all office records including stock register



- Receive and deliver the letters and circulars from the authorities to all the employees of the faculty/ department/centre.
- Payment and processing of TA/DA and honorarium to Examiners/visitors/staff members.
- Preparation of budget and making provision, scrutiny and passing of bills, issue of cheques, maintaining book of accounts, preparation of statement of accounts, attending to audit work, preparation and sending of utilization certificates to the grantors concerned.
- Any other work assigned by office suptd from time to time with the approval of the Principal.

### Accountant

1. To ensure that the various payments made from the institution are within budget provision and with the sanction of management.
2. Correspondence with management, state/central government/other funding agencies for work done.
3. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
4. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
5. To report to the Principal about financial provisions of act.
6. To attend to such other works assigned to him by office suptd with the approval of Principal.
7. To perform regular salaries and maintain contingency money for daily expenses.
8. Administration, maintenance and monitoring of external research funds granted to institution.

### Computer Laboratory Attendant

1. To clean computer laboratory and to keep all computer functioning and in proper condition including peripherals in proper place.
2. To render physical assistance to students, teachers and other staff in movement of laboratory equipment, computer peripheral and other materials within and outside the laboratory.
3. To assist staff in physical stock verification of laboratory equipment, computers, and peripherals.
4. To render physical assistance to students and teachers in conducting practical's.
5. To report about loss of laboratory equipment and other material to lab. HOD/ Coordinator.
6. To open and to lock up boards, doors, windows of laboratory.
7. To attend to correspondence connected with computer laboratory.
8. To attend to such other duties assigned to him by HOD/ Principal.





## Peons

### Peonshallperformthe followingduties;

1. Toopendoors,windowsetc.inmorningandswitchonfansandlightsandclosingthesame, when not required.
2. Todustingofficefurniture,machines,files,table equipment,switchonlightandfansand switch them off when not required, remove and replace covers of machines.
3. Dotheworkofopening,pastingandsortingandarrangingpaperandcircularsinaccordancewith instructions of the Office Suptd and also do the work of stitching/pinning/filing agenda and minutes of meeting according to instructions.
4. Dotheworkofaffixingstamps,stickinandscalingenvelopesorwrappers,packingupof parcels etc.
5. Carrymessages,papers,registers,files,circulars,bags,portablesizeete.,fromoneplaceteto another inside office or outside as the case may be.
6. Carrymachines,etc.,withinbuildingandothersuchportableitems(officeequipment)fromone place to another.
7. Operatephotocopying/faxmachine,wherevernecessary
8. Carryoutanyotherworkofsimilarnaturewhichtheofficesuptd /HOD/Principal/higher authority, may instruct.
9. Servedrinkingwater/teatoemployeesandtovisitors,whenrequired.
10. Dispatchlettersincludinglettersbyhanddelivery(allpeonsgettingbankdutyallowanceshall take cash/cheques etc. to banks, as per instructions).
11. Anyother workas maybeassignedto himbytheconcernedofficerfromtimeto time.
12. Transportationofinstruments/machineswithinthebuildingandoutsidethebuildingwhenever required.
13. Dailycleaningofclass rooms.



## Menial staff/Sweepers

1. Sweeping and cleaning of floors in the building and premises
2. Maintenance of campus
3. Any other office work related to cleaning as assigned by the office suptd.

## SOP for Administration

### EPBAX System

1. A 30 pairing EPBAX system is available in the Campus.
2. All Faculty/Staff/Security are connected through the system.
3. A unique intercom number is allocated to each and the list is provided to all.
4. Maintenance of the EPBAX system is done on call basis.

### Material Accounting and Inventory System

1. Ensuring all purchases are properly accounted and documented.
2. Simplifying the demand and issue procedures.
3. Maintaining a proper inventory system.
4. This has been defined under the following heads:
  - a. Indenting
  - b. Receipt of Goods
  - c. Issue of Goods
  - d. Annual Stock Taking.

**Indenting:** Faculty/Administration will project their requirement on an Indent form. The form will be available with the Admin Department.

**Inventory System:** It is of vital importance that proper documentation is done in respect of all transactions that take place i.e. receipts, issues and transfers of material to and from. Therefore there is a need of devising uniform integrated procedures. These are listed as under:

a) **Receipts of Goods:** On arrival of the goods, the security in-charge will physically check the goods with the bills/ challan and endorse his stamp & Signatures thereby confirming the receipt of the goods. He would then direct the goods to the Administration Department. Then a receipt voucher is



prepared in duplicate with a copy going to accounts for accounting receipts. Original copy will be kept in Administration for making entry in the stock / issue register.

**b) Issue of Goods :** The Admin Department will collect and sign for the items on an issue voucher. The copy of issue voucher will go to the accounts section for accounting purpose. The issue details will be updated in the stock/ issue register.

**Ledger Maintenance:** Ledgers should be maintained for Non Expendable items. For expendable stores only a register will be maintained and the items will be written off on monthly basis by means of an **Leave of Absence Report**

1. Each management employee is to submit a Leave of Absence Slip on account of availing leaves.
2. Reporting is on a monthly basis.
3. All Attendance Registers are checked and verified at the end of each month before disbursement of salary.

### **Purchasing Procedure**

1. For all impending payments approval by the Principal (upto Rs 5000) is mandatory.
2. For all the payments above Rs 5000 approval by the Head Office is required with minimum three Quotations by Vendors is put for approval

### **Classrooms: Responsibilities of menial employees and peons**

1. All Class Rooms are cleaned every day before the classes commence.
2. The Class Rooms are well lit and lighting facilities are regularly inspected.
3. Most of the classrooms have whiteboards.
4. Wi-Fi facility is available in all the classrooms.
5. Many rooms are ICT enabled. LCD projectors are used to aid and improve the teaching learning process.
6. All the equipment like fans, AC's, lights, sound-system, furniture, board, marker, LCD, etc should be in full working condition

### **Students support services: By the respective clerks in the first floor admin office**

1. Issuing railway travel concession forms to students
2. Preparing L.C. /T.
3. Maintaining inward/outward register etc.
4. Accepting application from students for fee concession and sending those to concern department for approval



5. studenteligibility
6. changeofsubject,etc.

### Teachersupport services: Throughrespectiveclerksinthefirst flooroffice

1. Maintainingpersonalfilesandservicebooks.
2. Maintainsleaverecords & muster.
3. Muster
4. Leave Register
5. Salary disbursement

### College Campus

1. Cleanlinessofthecollegecampusismaintainedthroughdulyappointedhousekeepingstaff, supervised by a supervisor.
2. Strictschedulesforecleaningcorridors,CDC, FacultyBlock, Board-Room, Amphitheatre, pathways etc are adhered to.
3. Washroomsarecleanedregularly,minimumtwice a day.

### CampusBeautification

1. Thecampusbeautificationisthe responsibilityofAdministrationofficeatfirstfloor.
2. Suggestionsareinvitedfromthefaculty/students/staff.
3. AllaestheticsareaddressedbyAdministrationofficeatfirstfloor suchasFloor-charts, Notice Boards, Standees, Roll of Honour, Suggestion/Complaint Box etc

### FirstAid/Emergency Medicine

1. ThecollegehasafullyfurnishedMedicalRoomwithabed, weighingmachine, firstaidbox, BP machine, Glucometer etc.
2. TheadminstaffistrainedinFirstAidprocedures. Atrainednursealsovisitscampus regularly.
3. Icepacksforsportsinjuriesare available.
4. Healthcheckupcampsforthestudentsandstaffmembersare periodically organized
5. Forseriouscasualties,thestudentsare takentothenearbyJ.J.hospital



## RESPONSIBILITY OF STUDENTS

The role of students in the college is very important to groom themselves, adapt and learn. Students can help themselves become successful while in college by doing the following:

1. Regularity in attending classes and practicals and develop a positive and meaningful relationship with classmates.
2. Involvement in extra-curricular activities like NSS programs, TED TALKs, etc.
3. To take the initiative in college programs.
4. Be familiar with all university and college policies, including the specific requirements for your courses.
5. To observe academic deadlines. Don't miss deadlines. Know when to register.
6. To keep a personal record of your progress.
7. To notify the college if your address or phone number changes.
8. To follow college or university website and emails sent to you.
9. Seek permission from your in-charge teacher/coordinator and principal for leaves.
10. Furnish accurate and honest information to college office. Furthermore, students shall not misuse the college name, the name of any college employee, documents, records or identification.
11. Not to obstruct or disrupt teaching, administration, disciplinary procedures or other college activities.
12. Not to use or consume tobacco, alcohol/drugs or any other prohibited substances in the college premises.
13. Not to possess or use firearms, explosives, dangerous chemicals, or weapons of any kind in the college campus.
14. Not to damage college or library property or materials.
15. Comply with the directions of college.
16. Observe rules and regulations concerning the use of campus buildings.
17. If a student is implicated in the violation of any college rule or regulation, whether he or she directly committed the act or omission constituting the violation, or aided and abetted in the violation, the student may be treated as if he or she had directly committed such violation.



## RESPONSIBILITY OF PARENTS/GUARDIANS

For the successful completion of courses of institute, the support of parents/guardians is very important. As teachers and parents share the responsibility of encouraging, modeling and strengthening future of students, it is important that parents understand their role and responsibility in the overall development of their wards.

1. Parents/guardians should show positive attitude at home about college, teachers and the importance of education
2. Parents/guardian should keep open communication with the teachers, course coordinator and Principal with regard to their wards. This helps in addressing many difficulties, and maintains a positive learning and social environment
3. Parents/guardians should monitor assignments of their wards to make sure he/she is working daily to complete all the assignments on time
4. Parents/guardians should encourage their wards to work to the best of their potential, academically and socially
5. Parents/guardians should demonstrate respect and good manner towards teachers and administrative and other staff working in the college
6. Parents/guardians should be aware about their ward's performance at college and be open to a mutual sharing of concerns
7. Parents/guardians should attend the meeting whenever called by college
8. Parents/guardians should respond to messages/phone calls of college
9. Parents/guardians should be a positive role model when visiting the college.



A handwritten signature in blue ink, appearing to read 'M. K. Khatke'.

**Principal**

Anjuman-i-Islam's  
Akbar Peerbhoy College of Com. & Eco.  
M S. Road, Mumbai - 400 008

# **SOP**

# **RECRUITMENT**



## SOP For Staff Recruitment

1. All recruitment strictly guided by the stipulation and statutory requirements of UGC & Statutory bodies
2. Purpose: Establish a documented procedure for faculty and staff recruitment.
3. Scope: A procedure is applicable to teaching staff as well as non-teaching staff.
4. Responsibility: Principal & Vice Principal

### 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 as per the university and UGC norms
- Candidate found suitable are selected for the eligible posts by the selection committee which is constituted as per the UGC Guidelines
- Appointment letters are issued to the qualified selected candidates.

### Records

- Advertisement
- Resume of Candidates
- Report of the Interview Panel
- Appointment letter file





# SOP

# CANTEEN



## Canteen: Under the Guidance of Canteen committee

1. The college is running a canteen within the campus, **Under the Guidance of Canteen committee** to cater for the requirement of Lunch, hygienic Food and Snacks for the students. It has a seating capacity of approx 30. Details are as under:
  - a. It is functioning from 0700hrs to 1730hrs on all working days.
  - b. Light fillers like burger, sandwich, samosa, maggi, etc are available, in addition to lunch.
  - c. Tea and coffee are available.
2. All rates are displayed at the service counter.
3. A complaint/suggestion register is available at the billing counter to enable the students to put across their views and suggestions.



# **SOP**

## **ENVIRONMENT POLICY**



## ENVIRONMENT POLICY

Akbar Peerbhoy College of Commerce & Economics been created with the mission to initiate, implement, promote and practically lead environmentally sustainable practices in our college campus. The goal of Akbar Peerbhoy College is to effectively decrease the detrimental effects and limit the negative impact of all college campus activities on our environment's health.

This document envisions heralding a behavioural change in the approach to environmentally sustainable practices while inculcating the habit of environmentally responsible praxis in everyone who is a part of Akbar Peerbhoy College. It also aims to instil in the staff and students of the college a passion to work towards contributing positively in building our environment's health.

### Objectives, Goals And Criteria Objectives and Scope

The main objectives of the Environment Policy Guidelines are:

1. Make the campus as well as the activities in college environmentally sustainable.
2. Be eco-friendly and safe while not compromising on the essence and experience of student and academic life.
3. Create green events and inculcate a more aware and sustainable attitude among the students.

Keeping these main objectives, the following sub-objectives will serve as guidelines to initiate the process of making the campus greener and sustainable:

1. Introduce a uniform waste management system which incorporates:
  - a. To plan to reduce the amount of waste generated.
  - b. To plan to reduce generating waste that reaches the landfills.
  - c. To plan segregation process so as to reach wastes to recyclers.
2. To make the energy consumption of college more efficient.
3. To ensure the hygiene and sanitation requirements in campus are maintained
4. To encourage awareness campaigns and promote greener attitudes through physical displays and educational curriculum



The scope of these objectives extends to all festivals, events and conferences as well.

The initial implementation of the guidelines will be in restricted pace, owing to limited funds, logistical constraints and infrastructure limitations of college. It is proposed that every year initiatives be taken to expand the scope of these guidelines to include plans that implement carbon off-setting measures and water management and conservation.

It is to be noted, that the guidelines proposed have taken care to retain the processes and conduct of events in a manner to preserve the sentimental and aesthetic value the workforce and participants associate with many of the popular flagship events; but we urge that in the future all unnecessary extra fat is trimmed off of these events or conducted in the spirit of sustainability. The college management will have to play a critical role in guiding the students to making college events greener. There shall be a separate policy made for these events.

The structure of these guidelines is on the basis of waste management, energy efficiency and some other general pointers to keep in mind. It is proposed that the Akbar Peerbhoy College periodically review this document and its guidelines vis-à-vis its practical implementation. Necessary changes to include successful practices or revisions in implementation-guidelines need to be periodically updated to this document to make it truly effective.

Akbar Peerbhoy College hopes that in a few years this document will expand its scope and cover all possible areas to make the campus truly environmentally sustainable.

#### **Criteria for developing Environmentally Sustainable Culture on Campus**

- a. Process and steps to develop and implement a sustainable campus;
- b. Effort taken to reduce the energy consumption, and indirectly reduce the carbon footprint.
- c. Effort taken to reduce the consumption of water and other resources, as well as reducing the creation of waste.
- d. Measures implemented to divert the created waste from the landfill to recyclers, and to reuse as much of it as possible.
- e. Environmental and social impacts are duly considered when deciding all purchases, sponsors and vendors.
- f. Create a system to continually report the progress towards these goals and to make improvements year on year.



# Guidelines

## Waste Management

Waste reduction strategies must be complemented with an effective waste management policy guideline. In this context, waste management refers to:

1. **Mapping and segregation of waste**
  - a. The system to ensure effective segregation, as well as its disposal, with the intent of diverting as much waste generated as possible away from the landfill and instead to recyclers and reuse.
  - b. Segregation of waste where in waste will be divided into wet and dry waste. The necessity of segregation is to prevent contamination of recyclable dry waste by the wet waste. The segregation shall be on the lines of wet and dry only, and will not be based on biodegradable/non-biodegradable to prevent confusion.
  - c. **Wet Waste** includes all organic and food waste. It does not include paper plates and cups, contrary to popular belief.
  - d. **Dry Waste** includes everything else, except e-waste if generated (whose creation and disposal shall be limited to a few specific areas). To ensure effective segregation, all leftover food and liquid shall be emptied into the wet-waste from the plates and cups (which shall be disposed in the dry waste).
  - e. Zero-waste policies should be made clear from the entrance itself.
  - f. The instructions about segregation and visible bins should be made prominent.
2. **On-ground branding of waste collection spots**
  - a. The bins shall be placed prominently with bold colours and displays.
  - b. Preferably generic signage should be made for the dust bins, which shall be the responsibility of the XEC.
  - c. The placement of the signage shall be necessarily at eye level, via the use of poles or standees.
3. **Physical placement design system of waste collection bins**
  - a. The positioning of bins and the waste disposal shall also be thought through to minimise work, and to prevent students from going out of the way to dispose waste properly, as it



shall reduce effective segregation.

- b. The bins will be placed according to the volume of the traffic as well as the estimated types of waste generated. Based on this the required number of bins, their placement and their signages can be arranged.
  - c. There should be effective communication and coordination to ensure that the bins are not full or overflowing, and that they are not displaced.
  - d. There should also be backup bins and the availability of people to move them in case the requirement arises.
  - e. The bins shall be lined with compostable bags if possible and their cleanliness is maintained. The cleanliness shall be handled by the college administration support staff.
4. **E-waste bins**
- a. There should be a separate e-waste bin provided.
5. **Food Waste management**
- a. All food waste generated will ideally be constrained to a few demarcated areas. This will make the collection and segregation process much simpler.
  - b. Post collection, all organic waste generated on campus will be treated in the compost pit of college. This compost will be used as manure for our college green cover and can also be sold to potential clients.

#### **Waste Reduction and Efficiency**

1. **Paperwork transition to digital methods.**
  - a. A large portion of the waste generated is by the inefficient use of paper.
  - b. To lessen the need for paperwork it is highly recommended that the general management of the college goes digital and as paperless as possible.
  - c. For the bookings of classrooms and internal communications, the usage of letterheads must be cut down and a digital portal be utilized to manage it efficiently.
  - d. The necessity of letterheads must be reduced, and communications carried out over email.
  - e. There must be a streamlined system to manage bills and expense management as that is another massive drain on paper consumption, requiring one sheet per bill.
  - f. These administrative side measures will have the effect of saving thousands of sheets of paper per year.
  - g. There must be effort taken to digitize the submission of assignments as well as the distribution of notes to the students.



## 2. Physical promotional and announcement-material restriction

- a. There shall be strict ban on all posters in classroom notice boards.
- b. Spaces such as the common events notice board outside lending library and more shall be utilised more effectively to maximise message reach to participants.
- c. There shall also be a strict ban on all paper streamers and unnecessary paper usage which serves no informational or promotional value.
- d. A similar ban will be enforced on stickers on the paper cups in the canteen.

## Energy Usage

1. Schedule for repairs and maintenance: Maintenance of audio, video and other equipments should be mandated through bi-annual checks.
2. Investments in Renewable energy: The efficient working of the solar cells is essential to an energy efficient campus and thus must be a priority of the college. If possible, the college's dependence on the power grid should be decreased by increasing the use of solar panels and regular maintenance.
3. Inventory management:
  - a. A database of all the technological resources used/purchased needs to be created.
  - b. For the storage of this equipment, a system needs to be developed and maintained by the college administrator.
  - c. ePurchasing the best and greenest possible resource for the campus and events (e.g. using LED bulbs instead of halogens despite the cost increase). As well as making sure to purchase energy efficient appliances. Depending on the scale of an event a part of the event budget should be allocated to buying green resources for the campus. The amount to be used for such purchases should be decided by event committees in consultation with the management.

## Water Management

1. Taking steps to creating a water-recycling system to reuse as much water as possible.
2. Encourage the use of kitchen water to water the plants.
3. Conduct regular checks for leaky faucets, flushes etc.

## Green Cover

1. Check the suitability of certain plants in the campus environment and plant species that are beneficial to the overall health of the campus.





2. Try to increase the green cover on campus by implementing innovative ideas such as hanging pots, less turf, etc.

#### **Documentation of the process**

To maintain and improve on these systems every year, there is a necessity of comprehensive documentation. The Environment Green Committee shall be responsible for the documentation along with necessary co-operation of the administration.

#### **The documentation required shall be:**

1. The infrastructural changes, if any, made to promote the sustainability of the campus.
2. The reasons for doing so, as well as the selection of the method of implementation.
3. Monitored changes, if any, of the environmental impact before and after the changes.
4. Further maintenance procedures necessary and scope for improvements.



A handwritten signature in blue ink, appearing to read "M. A. Khan".

**Principal**

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**SOP**  
**Various departments**  
**Aided section**



## SOP for B.COM

The primary aim of the Commerce Section has always been to cater to the poorest of the poor. This was why its lectures were scheduled in the morning when those who were economically poor and had to work during the day to earn a living and sustain their families, could attend College and then proceed for their job.

### BASIC OBJECTIVE:

- To integrate higher education on the lines of professional education and to offer a broad-based course in commerce which will prepare students for professional CAREER or Entrepreneurship
- To develop the numerical abilities of students.
- To inculcate writing skills and business correspondence.
- To create awareness of law and legalisations related to commerce and business.
- To introduce recent trends in business, organisations and industries.

### PROCEDURE:

1. **Academic Calendar:** The academic year is divided into two semesters, each comprising [X] weeks of instruction and [Y] weeks of examinations. Key academic dates, including the start and end of each semester, registration periods, and examination dates, are communicated through the official academic calendar.
2. **Teaching and Learning:**  
Classroom Delivery: Courses are delivered through a combination of lectures, seminars, workshops, and practical exercises.
3. **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.
4. **Teaching Aid:** Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching
5. **Remedial lectures** are conducted to give special attention for the academic improvement of the weaker students. Concept clarifications and problem-solving exercises are given.



6. **Expertareinvitedodeliverlectures,sharetheirexperience,motivatingthestudentstopursue higher education and take up career opportunities.**
7. **StudyMaterial:**Simple butstandardnotesandcoursematerialsareprovided.
8. **IndustrialVisits/EducationalTripsandFieldTripsareorganizedfor theStudents**
9. **Maintainrecordsofattendance** ofstudentsandtakeappropriatecorrectiveactionsbasedon student's attendance.
10. **AssessmentMethods:**Assessmentmethodsincludeexaminations,quizzes,assignments,and projects. Assessment criteria are clearly communicated to students.
11. **FeedbackMechanism:** Regularfeedbackisprovidedtostudentsontheiracademicprogress. Faculty members also receive feedback for continuous improvement.
12. **StudentSupportServices:**  
Counseling.Counsellingservicesareavailabletoassiststudentswithacademic,personal,or career-related concerns.
13. **InternshipandPracticalTraining:** TheInternshipPlacementOfficefacilitatestheplacementof students in reputable organizations for their mandatory internship.
14. **ContinuousImprovement:** Regularprogramreviewsareconductedtoassesscurriculum relevance, teaching methods, and student outcomes.
15. **DocumentationandRecord Keeping:**  
StudentRecords:Accurateandsecurerecordsofstudentinformation,academic progress,and assessments are maintained.



## **(SOP) for Department of Accountancy**

### **Purpose:**

To ensure maximum number of students learn Accountancy and are able to practice accountancy to earn a decent Livelihood

### **Scope**

This SOP applies to all faculty, staff, and students involved in the B.COM course studying Accountancy as subject

### **FOCUS:**

- a. Make basics of accountancy simple and teach students to be able to practice accounts writing of small local business
- b. Ensure students practice accounts at home so that they gain confidence as budding account

### **PROCEDURE:**

1. We at college practice collaborative learning approach to facilitate learning process and to work in teams.
2. Student development activities such as workshops, surveys, guest lectures, and career guidance, are a regular feature of the department.
3. Internship opportunities, surveys and industrial visits further aid in practical learning and employment skills.



## **(SOP) for Department of Economics**

**MOTTO:** "Quality Teaching and Research"

**MISSION:** Shall train students to think independently so that they are able to co-relate economic theory with current economic issues.

**VISION:** To establish the economics department as a center of quality teaching and research.

### **OBJECTIVES:**

1. To utilize the potential of brilliant students.
2. To develop critical thinking toward economic issues.
3. To develop research aptitude.
4. To upgrade weaker students.

### **MEANS**

- Emphasis is laid on understanding not on memorizing.
- Students are encouraged to participate in co-curricular and extra-curricular activities.
- Students undertake research activities and publication.
- Various teaching methodologies and tools are used while imparting education.
- Improving the analytical skills



## (SOP)for Departmentof Math's&Computer

Mathematics is a subject, but its significance is ubiquitous. From economic to business, mathematics is everywhere.

1. The Department of Mathematics has a computer laboratory. The labs are used to promote teaching/learning of mathematical skills. This lab also works as a training platform for research and development activities.
2. The lab is used to promote scientific research in cutting-edge topics.
3. Each student visits the lab according to his/her timetable. He/she needs to enter his/her details in the computer lab register at the time of entry.

### Procedure

1. A comprehensive workbook for mathematics to students is provided by teachers for making math simple and fun.
2. Peer tutorial as a tool is used to coach students who are weak in math.
3. Group study is promoted. Provision is made in library for group study.



## (SOP)forDepartmentofEVS(Environment science)

DepartmentofEnvironmentalScienceintheCollegededicatedtoenvironmentallearningand understanding.

### **FOCUS:**

Thestudentsaretaughttheoreticalaswellpracticalaspectspertainingtoecosystem,naturalresources, pollution, and sustainability etc.

### **Procedure:**

1. Departmentisactivelyengagedwithstudents
2. Thefacultyencouragesstudentstoactivelyparticipateinseminars,quizzes,andotherevents highlighting problems and solutions pertaining to environment.
3. ThestudentsareencouragedforcriticalthinkingandanalyseswiththeMantraof"Thinkglobal, Act local".
4. TheDepartmenthavefacultieswithfieldresearchexperienceindisciplinesofaquaticecology, and environment impact assessment.
5. Thefacultieshavepublishedresearchpapersinreputedjournalsinationalandinternational publications.
6. Ablendofclassroomteachingcoupledwithexperientiallearningbywayofonfieldlearningin the realenvironment,simulatedlearningbywayof case studies,role play,managementgames, debates and discussions, & student presentations is incorporated in the methodology.





## (SOP)forDepartmentofBusinessCommunication

TheDepartmentofCommerceof AkbarPeerbhoyCollegesinceitsincorporationhasplayedapivotal role to shape the careers of commerce students in the various fields of Business Management, Administration, Marketing & Finance.

### Focus:

The department has been continuously striving to impart quality education in the commerce discipline by training students in the art of business communication through rigorous practical exercise and Language Lab.

### Procedure:

1. Every student during regular teaching hour and otherwise is encouraged to make use of LANGUAGE LAB for developing the art of business communication
2. Along with theoretical learning an equal emphasis is given to impart practical exposure of students to the emerging areas of their interest.
3. The department is committed to increase the quality of teaching and creating the interest of students to pursue commerce as field of continuing interest in future. A blend of classroom teaching coupled with experiential learning by way of on field **learning in the real environment**, simulated learning by way of case studies, roleplay, management games, debates and discussions, student presentations, storytelling, film excerpts, analysing advertisements, etc. is incorporated in the methodology.
4. The department enjoys a coordinated link with the industry wherein the students have a spontaneous interaction with the experts and also engage in **industry live projects** so as to get a better insight into the subjects.
5. There are also various **student/alumni interaction** programs. Students have the opportunity to talk and visit professionals who were once students. They have the chance to ask questions, observe the workplace, and learn about a specific company. The alumni mentors provide career guidance, encouragement during the academic program, advice on important course and field work, and opportunities to make professional contacts.
6. We also encourage **peertopeer teaching** where one student instructs another student in material on which the first is an expert and the second is a novice.



## **(SOP)forDepartmentofBusinessLaw**

TheDepartmentofBusinessLawengageslecturesforUndergraduatecourseofS.Y.B.Com.,inthe subject of Business Law, as per the syllabus prescribed by the University of Mumbai.

### **Vision**

Todeveloplegalawareness,regulatorycompliantandmake the studentssuccessfulprofessionals.

### **Objectives**

1. Thedepartmentprovidesanin-depthknowledgetostudentsintheprevailingcommerciallawsin India with recent amendments. It has been a constant endeavor to make the students lawabiding citizens by inculcating discipline, ethics and value education.
2. The goal of our law teacher is to use the teaching methods that most effectively and efficiently achievedesirededucationalobjectives,employcontextbasedinstructionthroughouttheprogram of instruction and employ best practices when using any instructional methodology.

### **Procedure:**

1. Apartfromtraditionalclassroomlectures,we conductmoot-courtanddebateamongthe students to involve them with utmost interest. Students are encouraged to read news papers andcome out with news paper/magazine cutting on recentcase studiesso that the students are conversant with recent development in the legal field.
2. The curriculumofBusinessLawI&IIcoversthe basiccommercialaspects,corporate lawsand intellectualproperty rights, which are professionalsubjects with practicalapplications.Sincere effortsaretakentoprovidethehigheststandardoflearning tostudentsandshapethemtoaspire to take advance studies and face career challenges.

### **Best practices:**

- UndertakingProblemSolvingMethodintheClass
- ConductionofBombayHighCourtVisit/ConsumerCourtVisit
- RevisionLecturesforS.Y.B.Comstudents.
- RemedialLecturesfor S.Y.B.ComA.T.K.Tstudents



## (SOP) for Department of M.Com

The Department of M. Com (Accounts & Management) offers a Professional Degree in the field of Accountancy and Management. It has a dedicated team of highly qualified faculty with rich teaching & Industry experience.

### Objective:

The main objective of our department is to make the students knowledgeable and skilled to improve their employability and making them professionally competent.

### Procedure:

1. Our teachers assist in organizing various professional events and for networking with the Industry so as to bridge the gap between Academia & Industry.
2. The Department conducts various Workshops, Seminars, Guest Lectures, and Industrial visits for the students.
3. The Department has active linkages with Industry to acquaint students with practical knowledge of the operational activities of the organisations.
4. The Department motivates the students to enhance their subject knowledge, technical skills, leadership skills, sports and co-curricular activity participation so as to develop their overall personality.



  
Principal

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**SOP**

**Various departments**

**Self-financing section**



## (SOP)forBachelorinManagementstudies(BMS)

As a programme, Bachelor of Management Studies (BMS) was started by the University of Mumbai in 1999 Akbar Peerbhoy College being one of the first colleges in Mumbai to have started it has constantly been in the forefront of evolving and developing in every sphere of BMS.

The Department of Management Studies can best be described as an ever-evolving, forward-thinking. A key factor that highlights the uniqueness of the department is our fundamental belief in the fact that real learning comes from real life. Our goal is to allow the students to experience different aspects of the world and create a firm base regarding the different subjects required to fulfil their ambitions, and in doing so, the students are often required to do various projects which may include field visits or conducting a survey.

### **Vision:**

It is our vision towards creating a holistic environment, where creative ideas are nurtured, and innovation celebrated, that helps each student realize their potential.

### **Procedure:**

1. We understand the importance of using case studies and application-based learning and recognize that the students need to prepare for a future which would be vastly different from our present. Consequently, a prime decision, that has been taken by us, is to actively encourage skill-building. Therefore, we view it as an opportunity, to learn new skills with the students, and use those skills to further help the students reach new heights.
2. These skills relate to different fields of study and include problem solving, logical reasoning, innovative thinking, Digital marketing, Risk Management, to name a few.
3. The guest lectures, as well as the interactive masterclasses, enable the students to learn from others' experience and gain insight from the mentors.
4. Our support and knowledge have allowed many students to establish startups, where their true passions interact with their experience, to create an establishment where they can exercise exactly what they study.
5. Our students have launched startups in various fields ranging from the real estate sector to digital marketing. Taking initiatives and participation in different competitions and college clubs is actively encouraged, which allows the students to engage with a diverse set of peers and experience the power of peer-based learning.



### **ACTIVITIES OF THE DEPARTMENT CURRICULAR**

Presentations, Case study sessions, Seminars, Workshops, Book and Film reviews, Live Projects

### **CO-CURRICULAR**

Summer Internships, Industrial visits, Team Building activities, Guest Lectures, Interdisciplinary Projects. An annual Management and marketing fest called **FUSION** gives an excellent opportunity and platform for the students of Akbar Peerbhoy College to showcase their creativity and Management knowledge.

Learning organising and leadership skills are additional qualities gained by participants of FUSION



## **(SOP)for BachelorinInformationTechnology(BSc(IT)**

A Bachelor of Science in Information Technology comprises of a detailed study in the field of software development, software testing and computer systems.

The department of BScIT, established in 2003, strives to shape computer professionals of the future. It has a comprehensive curriculum on topics related to programming, electronics, networking, etc.

### **Objective:**

The department with its state of art facilities and highly qualified faculty works with the objective of addressing critical challenges faced by the industry, society and the academia. Perhaps even more important is our unceasing commitment to our students, helping them to learn, grow, develop, and achieve their goals in their pursuit to excel in their professional career.

### **Procedure**

1. The Department of IT has recorded consistent improvement in its academic, research and placement performance.
2. Through innovative teaching-learning process a teamwork approach and leadership building experience, our students gain vital communication and critical – thinking skills. We believe that our students have been well accepted in their job profiles and have consistently exceeded expectations of the corporate world.
3. During study at the department, the students are encouraged to get hands-on experience in the corporate world through internship projects with reputed organizations.
4. In their curriculum they are encouraged to take up mini projects and assignments to supplement theoretical knowledge with practical experience.
5. We also encourage students to organise events such as **BLITZ (Intercollegiate Tech Fest)** and also get involved in activities of social relevance.
6. Seminars, Workshops, Presentations, Live Projects and Group Discussions.



## (SOP)for Bachelorin Bachelorof Artsin Multimediaand Mass Communication (B.A.M.M.C)

It isa 3-year degree course that teaches you various mediums of communications such as print media, television or broadcast media, radio and internet, however, it goes a step further and trains you in advertising & concepts of public relations as well.

### **Objective:**

In today's scenario, media stands as an attractive career option to the Indian youth, and a degree in BAMMC offers a wider range of job opportunities to candidates. The basic objective is to teach students all the technical skills required to be successful in the field of media. Through this course also trains our students in other essential skills such as research, presentation as well as written and verbal communication skills.

### **Procedure**

1. The teaching methodology incorporates lectures, sessions with industry experts, and workshops, and lays special emphasis on field-based projects. Students are encouraged to work on independent projects and give presentations in class.
2. Along with regular classes, numerous guest lectures and workshops are organised not just on media related subjects but also on other diverse subjects ranging from Social Sciences like Political Science and Sociology to Management related subjects like Public Relations and Organisational Behaviour.
3. The students are also taught the basics and advanced level of computers which enable them to work on softwares that help in designing and developing advertisements and magazines.
4. The course is a blend of both, theoretical and practical education.
5. The students are given projects with an industry interface and thus giving them maximum exposure to the functioning of media industry. Some of these assignments include making documentaries on the various sub-cultures in Mumbai, tracing the life history of a brand through its advertising campaigns, investigating unusual human interest stories and soon and so forth. An emphasis is put on developing communication skills along with professional standards and ethics.





## (SOP)forBachelorinDataScience(BSc(D.S))

### ProgrammeObjectives:

1. Toacquirecommandincomputationaltechniquesandproficiencyindataanalysis.
2. Togainextensive practicalknowledgeinBigData Analytics.
3. Tobeproficientwiththetoolsandtechniquesrequiredtoworkwithandanalyzetoday's increasingly complex data sets in all areas of the sciences.
4. Togainexposure toindustry-orientededucationindata scienceandanalytics.
5. Tocollateexperiencesoftrainedprofessionalstohonetheabilitytomeetthedemandsofthe Data Processing and Analytics Industry.

### Procedure

1. Ideal introduction to knowledge discovery, analysis and assessment of data extracted from structuredandunstructuredbig-datasets,aswellasvisualizationandcommunicationofresults with a compulsory core of professional subjects like statistics, machine learning and enabling technologies for data science relevant to all science disciplines.
2. Exposuretopracticalaspects,application-orientedsubjectslikebusinessanalyticsand programming languages.
3. Practicalskillsdevelopedincourseslikecomputermodelingand,designandanalysisofbigdata sets.



## (SOP)for MasterinInformationTechnology(MSc(IT)

The MSc-IT course usually takes a minimum duration of two years in most colleges. This study concentrates on programming, operating systems, project management, cybersecurity, object-oriented programming (OOP), database management, and other topics. The lectures of the course emphasized theoretical understanding.

### Objective

1. To provide advanced and in-depth knowledge of Information Technology and its applications.
2. To prepare Post Graduates who will achieve peer-recognition; as an individual or in a team; through demonstration of good analytical, design and implementation skills.
3. To develop programming attitude to serve as software developer in IT industry.

### Procedure

1. Organise students in a variety of groupings, peer learning, mixed academic ability, language, project, or interests, to promote interaction.
2. Plans with students how to work in groups and move from one activity to another, such as from large group introduction to small group activity.
3. Manages student and teacher access to materials and technology to facilitate joint productive activity.
4. Continuous evaluation through open book test, open seminars, assignments etc.
5. Research projects, internship etc.



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