Section A: Preliminary Information

Name of the Committee/Cell/Association/Department/Section	**Extension Committee**
Vision (if applicable)	To connect academic to the society.
Objective(s)	1. To Conduct various activities for the community. 2. To find out needs and problems of the society. 3. To cater society needs through students.
Scope	

Composition	1. Principal (Counselling / Admission Approval)
	2. Vice-Principal (Admission Approval)
	3.Convener (B.Com. / B.A.B.Ed.)
	4. Member (B.Com. / B.A.B.Ed.)
	   1.
	   2.

Duration	1 Years

Section B: List of Activities

Sr. No.	Name of the activity	Timeline
1		
2		

Section C: Standard Operating Procedure (SOP)

Sr. No.	Procedure	Schedule
1	Proposal of the activity	
2	Approval of the activity	
3	Planning of the activity	
4	Interaction and training of the activity to the community	
5	Execution of the activity through community participation.	
6	Evaluation of the outcome of the activity.	

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

a. **Accountability/Responsibility:**

b. **List of stakeholders (if applicable):**

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	
2.	Minutes and action taken report	
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	
6.	Photographs/Geotag Photos	
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator   College Seal   Principal

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Section A: Preliminary Information

Name of the Committee/Cell/Association/Department/Section	**Admission Committee**
Vision (if applicable)	Smoothly conduct the Admission process for B.Com and B.A.B.Ed. every year
Objective(s)	1. To Conduct the admission process as per the reserve quota 2. Find out the students which required financial assistance (Scholarship) 3. Get the additional 10% Quota for B.Com Admission if required.
Scope	
Composition	1. Principal (Counselling / Admission Approval) 2. Vice-Principal (Admission Approval) 3. Convener (B.Com. / B.A.B.Ed.) 4. Member (B.Com. / B.A.B.Ed.) 5. ICT Expert (ICT Section) 6. Office Clerk 7. Accountant (Admission Fee Process) 8. MTS
Duration	1 Year

Section B: List of Activities

Sr. No.	Name of the activity	Timeline
1	Notice of Admission (On the notice board and on the college website (Provide the last date of Application)	
2	Inform the students to Apply online for New Program on the DHE website (IAIMS portal)	
3	Meeting of the Admission committee and distribution of class wise in charge for smooth admission	
4	Keep ready the College prospect on the College website	
5	Receive the Application list of B.Com. and B.A.B.Ed. Program from the D.H.E. (For F.Y.B. Com & F.Y.B.A.B.Ed.)	
6	Give the training or Demo of the IAIMS portal	
7	Download the S.Y. & T.Y. B.Com. and S.Y./T.Y. & Fourth	

		Year B.A.B.Ed. application list	
8	ICT Lab (For online Documents verification)		
9	Preparation of Merit List of F.Y.B.Com. /F.Y.B.A.B.Ed. as per the reservation Quota (120 + 10% (If required) For B. Com and 100 for B.A.B.Ed.		
10	Display the Merit List on the College website and send the list to DHE to provide admission access to the AIMIS portal.		
11	Display the admission date on the college website which is given by DHE		
12	Admission Process of B.Com. & B.A.B.Ed.		
13	Conduct the counseling session by Principal/ Vice-Principal / Management Member / Admission Convener for the Student and Parents during admission		
14	Assign the subject as per the subject tapping		
15	Make the divisions after admitting the student		
16	Provide the admission fee link and collect the admission receipt		
17	Make a separate file of class and division-wise application forms and admission fee receipt		
18	Submit the application form (Hard Copy) file to the office clerk and the Admission fee Receipt (Hard Copy) to the accountant in the office		
19	Submit the admission committee report to the office		

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1	Application Notice for the student	
2	IAIMS portal Training to the staff member by ICT Expert	
3	Class-wise Admission In-charge and Member allotment (B.Com. / B.A.B.Ed.)	
4	Document Verification (Online)	
5	Merit List Preparation	
6	Application list download	
7	Admission Process (Subject allotment and Admit)	

8	Students' and Parents' Counseling session	
9	Provide Admission and Exam fee link	
10	Collect the Application form and Admission fee receipt	
11	Submission of Application and fee receipt in the office	
12	Make class-wise divisions for B. Com and B.A.B.Ed.	
13	Submission of Admission report in the office	

a. **Accountability/Responsibility:**

b. **List of stakeholders (if applicable):**

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Criteria 1,2 & 5
2.	Minutes and action taken report	Criteria 1,2 & 5
3.	Event Proposal	Criteria 1,2 & 5
4.	Event/Activity Report	Criteria 1,2 & 5
5.	Press Note	Criteria 1,2 & 5
6.	Photographs/Geotag Photos	Criteria 1,2 & 5
7.	Certificates (if any)	Criteria 1,2 & 5
8.	Letters/circulars/notifications/office orders (if any)	Criteria 1,2 & 5
9.	Letter of appreciation/Acknowledgment (if any)	Criteria 1,2 & 5
10.	Any other relevant document(s)	Criteria 1,2 & 5

Note:

1. All the documents must be duly stamped and signed by the Programme in charge, HoD, and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital modes.
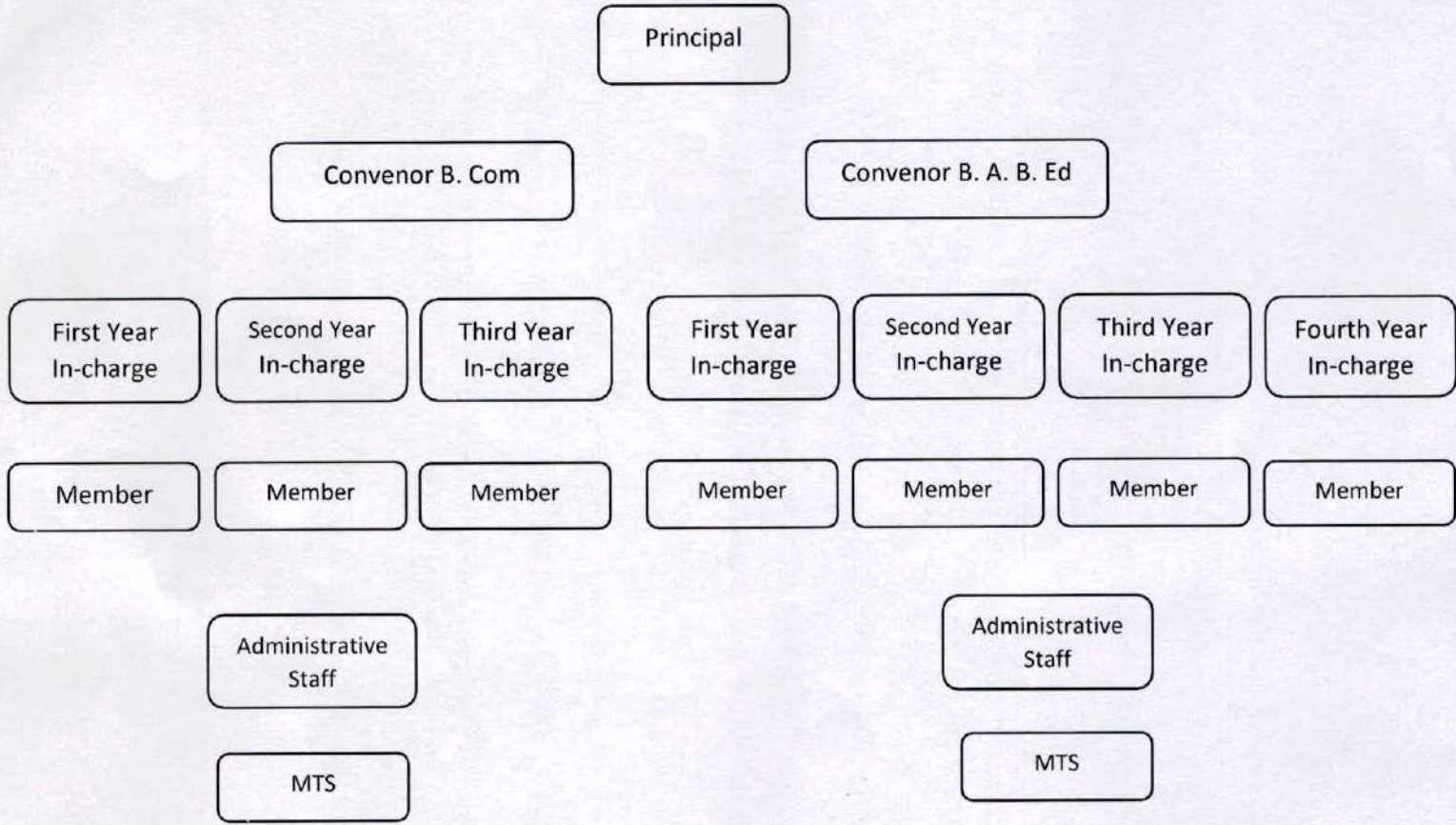4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

Figure 1. Admission Committee

```
                            ┌─────────────┐
                            │  Principal  │
                            └─────────────┘

        ┌──────────────────┐              ┌──────────────────┐
        │ Convenor B. Com  │              │ Convenor B. A. B. Ed │
        └──────────────────┘              └──────────────────┘
```

| First Year In-charge | Second Year In-charge | Third Year In-charge | First Year In-charge | Second Year In-charge | Third Year In-charge | Fourth Year In-charge |

| Member | Member | Member | Member | Member | Member | Member |

Administrative Staff   Administrative Staff

MTS   MTS

Ahosass

IQAC Coordinator   **College Seal**   **Principal**

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND
MANAGEMENT, PARVARI GOA

STANDARD OPERATING PROCEDURE

1. Invitation/ Thanking/ Deputation
   - The in-charge staff should provide all the necessary information regarding the event to the office.
   - The In-charge staff may provide the written draft.
   - For deputation, the in-charge staff have to bring remarks from the principal on the mail/letter for the program. Without remark, the staff will not be entertained.
   - The LDC will draft the Letter, print it & forward it to the principal for the signature.
   - The in-charge staff should collect the letter from the Inward/outward personnel within two days.
   - The in-charge staff should resubmit the received copy to the Inward/outward personnel as soon as possible.

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Vidyanagar, Parvari - Goa.

PRINCIPAL
VIDYA PRABODHINI COLLEGE
PARVARI - GOA.

STANDARD OPERATING PROCEDURE

1. Drafting Office Orders
   - The in-charge personnel should write a letter to the principal regarding the consent order.
   - With reference to the Principal's remarks, the In-charge staff should instruct Office Staff to issue the order.
   - The office orders should be collected from the Inward/outward personnel within two days.
   - The received copy of the office order should be issued in the personal fill & also in the consent file by the Inward/outward personnel.

*Header (For general orders/ internal)

TOP

विद्या सर्वत्र भूषणम्

PRABODHAN EDUCATION SOCIETY'S -------- Font Size - 09

VIDYA PRABODHINI COLLEGE ---Font Size – 20 (Bold)

OF COMMERCE, EDUCATION, COMPUTER & MANAGEMENT, -------Font Size - 11
PARVARI – GOA.

Ref. No. VPCCECM/Order/A.Y./Outward   Date: -------Font Size - 14

OFFICE ORDER -------Font Size – 16 (Bold)

*Body

BODY --------Font Size – 14

(Name of the in-charge, if any)   (Name of the Principal)
Designation   Principal

Top part may replace with pre-printed letterhead

RAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

PRINCIPAL
VIDYA PRABODHINI COLLEGE
PARVARI - GOA.

STANDARD OPERATING PROCEDURE

1. Drafting a Notice

The header should start with the College name along with the Institute logo as under:

*Header

PRABODHAN EDUCATION SOCIETY'S -------- Font Size - 09

VIDYA PRABODHINI COLLEGE -------Font Size – 20 (Bold)

OF COMMERCE, EDUCATION, COMPUTER & MANAGEMENT, -------Font Size - 11
PARVARI – GOA.

NOTICE
(ACADEMIC YEAR) --------Font Size – 16 (Bold)
(AUDIENCE)
(WORKING COMMITTEE NAME, if any)*

*Body

NOTICE BODY --------Font Size – 14

(Name of the in-charge, if any)   (Name of the Principal)
Designation   Principal

Date: 12th February, 2022

1. All the alignments of the header portion should be centre with upper case.
2. Font style should be **Times New Roman.**
3. The body & below part should be font size of 14.
4. Body should be justified.
5. Class/staff list or list related to notice should be printed for circulation

- The staff member in charge should give specifics about the notification.
- The notification will be written by the LDC, printed, and sent to the principal for signing.
- Following the signing, the notification must be circulated by MTS employees, and a copy must be displayed on the consent notice board.
- After circulation, the notification must be stored in the appropriate files.
- After the event is over, the notice board copy has to be taken down.

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PRINCIPAL
VIDYA PRABODHINI COLLEGE
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Vidya Prabodhini College of Commerce, Education, Computer and Management.

Indian Music, Dance, Theatre Art Club and Spicmacay Committee

SOP's

Purpose of the cultural committee:

The committee is responsible for organizing and coordinating cultural events and activities within the organization. This includes planning and execution of events, as well as promoting cultural awareness and appreciation within the organization.

Committee composition:

The committee should be composed of a diverse group of individuals with a variety of skills and interests. This includes members with experience in event planning and coordination and cultural awareness and appreciation.

Meeting schedule:

The cultural committee should meet regularly to discuss upcoming events and activities, as well as to plan for future events. Meetings should be held at least twice a semester, and additional meetings may be scheduled as needed.

Event planning and execution:

The committee is responsible for planning and executing all cultural events and activities within the organization. This includes identifying potential events and activities, creating a budget and timelines, and coordinating with other departments or outside vendors as needed.

Cultural awareness and appreciation:

The committee should work to promote cultural awareness and appreciation within the organization. This includes organizing cultural workshops and training sessions.

Reporting:

The committee should provide regular reports of all activities conducted to the NAAC Criterion----

Budget and resources: The committee should be responsible for managing the budget and resources allocated for the cultural events and activities by college. This includes identifying and securing funding sources, as well as managing expenses and ensuring that all events and activities are executed within budget.

Organizing a Workshop:

The committee should first identify the theme and objectives of the workshop.

The committee should then shortlist and invite experienced and qualified professionals to conduct the workshop.

Adequate facilities, equipment, and materials should be arranged for the smooth conduct of the workshop.

The committee should also ensure that there is proper registration and attendance tracking for the workshop.

Finally, the committee should conduct a post-workshop evaluation to gather feedback and make improvements for future workshops.

Organizing a Competition:

The committee should first identify the theme and objectives of the competition.

The committee should then decide on the format, rules, and regulations of the competition.

Adequate facilities, equipment, and materials should be arranged for the smooth conduct of the competition.

The committee should also ensure that there is proper registration and attendance tracking for the competition.

The committee should also appoint judges to evaluate the competition entries and decide on the winners.

Finally, the committee should conduct a post-competition evaluation to gather feedback and make improvements for future competitions.

Preparing and Participating in Competitions Organized by Other Organizations:

The committee should identify upcoming competitions organized by other organizations and check if they align with the objectives of the college.

The committee should then circulate the information among the students and encourage participation.

The committee should provide guidance and support to the students preparing for the competition.

The committee should also ensure that the students are aware of the rules and regulations of the competition.

The committee should also provide necessary facilities, equipment, and materials for the students to prepare for the competition.

The committee should also ensure that the students have all the necessary documents and information to participate in the competition.

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Vidyanagar, Parvari - Goa.

PRINCIPAL
VIDYA PRABODHINI COLLEGE
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STANDARD OPERATING PROCEDURE (SOP)

FOR

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT

PARVARI -GOA

The library is charged with the responsibility of providing students and staff access to an extensive range of information resources by carrying out the basic functions of acquiring, processing, organizing, preserving, and disseminating information within the Mission and Vision of the College. The core activities of the Library Department are:

(i)   Collection development
(ii)   Organization of information materials
(iii) Weeding of obsolete books
(iv)   Management of circulation
(v)   Management of reference services
(vi)   Registration of new members
(vii) Preservation of books

Standard Operating Practices followed in various Library activities are as follows:

LIBRARY COMMITTEE

- Library Committee is formed by the Principal for a specific period of time.
- Two Library committee meetings are mandatory for each semester during the academic year.
- Various decisions with regard to purchasing and organizing activities are taken during this meeting.

MEMBERSHIP OF LIBRARY

- All the students of the college become members of the library after their enrolment in the course offered by the college.
- Soft copy of the student's database will be taken from the administrative office and all the details are entered into the Library software.

ORIENTATION FOR FRESHERS

- Newly joined students are oriented about Library rules and various services provided by Library.
- Orientation takes place in the month of June by circulating notice to students.

LIBRARY BUDGET

- As per student strength given by the office, the library budget is approved by the Accounts Department every year.
- Annual Library budget file will be maintained
- Subject-wise expenditure on Books and Periodicals is done after the approval of the Library Committee.
- Librarian is allowed to purchase books from Distributors and through online Booksellers.
- 20% of the Cash amount from the total budget may be used to procure books that are urgently required.

PROCEDURE TO PROCURE/PURCHASE BOOKS

- **Book Requisition:** Faculties are communicated to raise their requisitions for books based on the curriculum.
- **Duplication check**: Books recommended are checked in library software to avoid duplication.
- **Price Verification**: Prices of the books are verified through the publisher's catalog.
- **Approval:** After title checking and price verification, the list is prepared, and approval from the Principal is taken.
- **Order of Book:** After the Principal's approval, a list of the books to be ordered is sent to the book supplier.

PROCESSING BOOKS

- Newly received books will be classified by the Librarian as per the subject.
- Books entry will be made in the Accession register and Library software.
- After the cataloging entries, books will be physically processed using pockets, labels, barcode labels, etc.
- Selected copies of new books will be displayed on New Arrivals stand.

BILL CHECKING AND PAYMENT

- Prices of the books will be verified using the publisher's catalog or Publisher's website.
- Verified bills will be stamped and signed by the Librarian, and an original copy of the bill will be submitted to the accounts departments for payment.

PROCEDURE TO SUBSCRIBE PERIODICALS

The following procedure is followed for subscribing to Journals

- Email is sent to Publishers for sending Invoices.
- After receiving Invoices, Approval from the Principal is taken.
- After Approval, a Note is prepared and given to Accounts along with a Payment details list.
- After receiving DDs, a cover letter is prepared and sent to All the Publishers.
- If the Payment is made using the NEFT facility, then Publishers are informed through email about the payment made.

PROCEDURE TO ISSUE LIBRARY BOOKS

There are three categories of users who visit the Library. They are Students, Teaching and Non-Teaching Staff, and others. The following procedure is followed to issue library books to these users.

1) **Students**: Each student is entitled to issue a maximum of two Library books for a period of seven days. Students are allowed to renew these books twice. While issuing books to Students, the ID number is entered into the Library software along with the Accession number of the book which he/she wants to issue. The signature of the student is taken on the Book card and the due date is stamped on the book label.

2) **Teaching and Non-Teaching Staff**: Teaching and Non-Teaching staff are allowed to issue a maximum of 10 library books which they can keep for the entire semester. They are given a separate Library ID number, which is used to issue books.

3) **Other Users**: The other category of users are outsiders who visit our college Library and who are not members of the institute. Such users are not issued library books but they are allowed to sit in the library to refer to these books.

THE FOLLOWING DOCUMENTS WILL NOT BE ISSUED TO USERS

- Reference books like Handbooks, Dictionaries, and Encyclopedias.
- Newspapers
- Journals and magazines.

DAMAGE/ LOSS OF LIBRARY RESOURCES

- Once a book is issued to the student, he/she shall be held solely responsible for any damage, spoilage, or mutilation of the book detected subsequently. Students will be charged for the repair or replacement of books and other Library resources to which they have caused damage.
- Lost books must be reported to the librarian immediately and replaced or paid for within 30 days.

- Lost library books that are recovered, must be handed over to the librarian as they remain the property of the college library.

ACCOUNTING OF FINE:

- The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen before accepting the fine payment.
- Students fine is collected through online mode. The amount collected will automatically get deposited in the College Bank Account.
- The primary responsibility for proper accounting of fines and deposit with the Accounts Branch rests with the Librarian/Assistant Librarian. He /She would be responsible to ensure that the accounting procedure is followed.

INTERNET ACCESS:

- Internet facility within the Library premises will be provided from 9.00 a.m. to 4.00 p.m. from Monday to Saturday.
- Use of the internet will be monitored.
- If a student is found visiting inappropriate sites, strict action will be taken.

ANNUAL STOCK VERIFICATION

- Annual Stock Verification will be ordered by the Principal in the last week of April every year.
- Committee of Four members is formed to undertake the stock verification process
- After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with the recommendation of the librarian and sent to the principal.
- **Dealing with Losses during stock verification**
  Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonably provided such losses are not attributable to dishonesty or negligence and may be written off.

WEEDING OUT OF LIBRARY DOCUMENTS

- During Stock Verification, the proper procedure to weed out documents will be followed as per Library Weeding Out Policy which is approved by Principal.

BINDING OF BOOKS AND PERIODICALS

- Every year after the stock verification process, damaged books and all the previous issues of important journals will be given for binding with the selected book binder.

BOOK BANK

- Updated List of the Book Bank Books is made available on the Library website
- Students who wish to avail Book bank facility have to fill out the online book request form on the Library website.
- Students can issue a maximum of 2 Books from the Library Book Bank for the entire semester.
- Names of the Students are shortlisted in consultation with the Library committee members.
- Library Staff will send reminders to students before the end of the semester regarding the return of books.

PREVIOUS YEARS QUESTION PAPERS

- Previous Year's Question papers are scanned and uploaded on the website.
- The Soft copy of all the Question papers are available on the library website.
- Separate hard copy is also maintained by the library.

LIBRARIAN   **PRINCIPAL**

ICAC   inator
College of **Commerce**,
Computer & **Management**
vidyanagar, **Parvari - Goa.**

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Office
Vision (if applicable)	
Objective(s)	1.to create NPS account of the permanent employee
Scope	Applicable to permanent employee
Composition	1.Office, UDC
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Approval from DHE for the Post	
2.	NPS subscriber registration form to be filled by employee	
3.	Attach necessary documents	
4.	Form is checked by UDC and is sent to head of college for signature	
5.	Once signed by Principal it is sent to DHE	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	Approval from the DHE is received	
2.	Once the approval is received from DHE NPS subscription registration form is given to employee	Very next day after receiving approval from DHE
3.	Employee have to fill the form in black color pen in 3 sets.	2 days
4.	After that employee have to fill annexure 1 and 2 in triplicate and submit the annexure along with subscription registration form to the office	2 days
5.	UDC checks the form and other documents submitted by the employee and if found to be correct then its forwarded to principal for the signature	2 days
6.	Once the form is signed by the principal form is submitted to DHE	Submitted on same day after it is signed by principal

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

a. **Accountability/Responsibility: Scholarship Nodal Officer**

b. **List of stakeholders (if applicable):**

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	
2.	Minutes and action taken report	
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	
6.	Photographs/Geotag Photos	
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

College Seal

Principal

STANDARD OPERATING PROCEDURE

1. Program Arrangement

1. The Event in-charge staff should write an application letter for permission to conduct the program will in advance.
2. The in-charge staff should collect, fill & submit the Advance Requirements form & submit the same to the office 8 days in advance & financial advance form 15 days in advance.
3. The forms are to be first shown to the Head Clark for allotment of Non-teaching staff and then given to Inward/outward personnel.
4. The head clerk should assign the staff on Page. 2 of the form.
5. The Inward/outward personnel should take the remark of the Principal.
6. The advance requirements form should be issued to Programme Arrangement In-charge & Financial Requirement form should be submitted to the accountant as soon as possible.
7. The Inward/outward personnel should inform the allotted staff for preparation.
8. The Event in-charge staff should coordinate with the arrangement in-charge & accountant for the smooth work done.

IQAC Coordinator
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Education Computer & Management
Vidyanagar, Parvari - Goa.

PRINCIPAL
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PARVARI - GOA.

Section A: Preliminary Information	
Name of the Committee	**Scholarship & Fellowship Committee**
Vision (if applicable)	
Objective(s)	• To aware students about various scholarship schemes provided by College, State govt., Centre govt., the private institution or an individual.
Scope	Scholarship & Fellowship Committee aims to promote and provide financial support for students
Composition	1. Convenor 2. Two Staff Members
Duration	Two years

Section B: List of Activities		
Sr. No.	**Name of the activity**	**Timeline**
	Meeting of the Committee	**Once in every quarter**
	Notice to Students	Within the two days after receiving official notifications from the State and the Central governments.
	Timeline for Applying for the various Scholarships	Students shall apply online on their respective scholarship portals
	Renewal of Scholarship	Students can apply for renewal of scholarship for the same scheme online on their respective scholarship portals.
	Verification and approval of the application by the Nodal Officer	• Nodal officer has the option to either Verify the application, Reject the application or Defect the application. • Applications verified and approved by the Nodal officer will be forwarded to the respective agencies for further procedures.
	Disbursement of the amount	Scholarship amount will be directly disbursed into the bank account of

		the beneficiary student by the respective government departments.

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	Meeting of the Committee	
	Notice to Students The Notification for applying for the various scholarships shall be issued by the College Students' Scholarship & Fellowship Committee, within the two days after receive official notifications from the State and the Central governments. The Notification for applying for the various scholarships shall be also uploaded on the college website along with the online application link.	
	Timeline for Applying for the various Scholarships For the State and Central government Scholarships students shall apply online on their respective scholarship portals. Students applying for scholarships for the first time need to "Register" on the respective scholarship portal as fresh applicant. Before initiating the registration process, students are advised to carefully go through the "Guidelines for Registration" on the respective Scholarship Portal.	
	Renewal of Scholarship Students can only apply for renewal of scholarship in the same scheme, for which they have been granted a scholarship in the	

	previous Academic Year. A student is required to update their marks obtained in a previous year and submit the application on the respective Scholarship Portal.	
	Verification and approval of the application by the Nodal Officer a) The Institute Nodal officer has the option to either Verify the application, Reject the application or Defect the application. In case she/he chooses to Reject or Defect the application, the reasons for rejection or defect must be provided, so that the same can be displayed to the student/applicant on the respective Scholarship Portal. b) The Application defected by the Institute will be returned to the student/applicant for correcting the same, and once submitted by the student/applicant, the application will be shown under the Reverification section of the respective Scholarship Portal application. c) The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedures as prescribed by Institute authorities / Government are followed. d) Applications verified and approved by the Nodal officer will be forwarded to the respective agencies for further procedures.	
	Disbursement of the amount Scholarship amount will be directly disbursed	

into the bank account of the beneficiary student by the respective government departments.	

Accountability/Responsibility:
Head of the Institution

Head of the institute will appoint an institute Nodal Officer and register him/her on the respective Scholarship Portal.

Nodal Officer

a) The Institute Nodal officer will log into respective Scholarship Portal using the user credentials, and complete Institute Nodal Officer Registration Form by entering his/her details and uploading the identity document.

b) The Institute Nodal officer must verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant.

c) The Institute Nodal officer has the option to either Verify the application, Reject the application or Defect the application. In case she/he chooses to Reject or Defect the application, the reasons for rejection or defect must be provided, so that the same can be displayed to the student/applicant on the respective Scholarship Portal.

d) The Application defected by the Institute will be returned to the student/applicant for correcting the same, and once submitted by the student/applicant, the application will be shown under the Reverification section of the respective Scholarship Portal application.

e) The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedures as prescribed by Institute authorities / Government are followed.

f) The Institute Nodal Officer shall ensure that the applications are scrutinized well-in time by the Institute, thus avoiding the last-minute rush to verify the applications.

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g) The Institute Nodal Officer shall ensure that there are no pending applications, as on last date of verification for that particular scheme, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).

a. **List of stakeholders (if applicable):**

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Criterion V,
2.	Minutes and action taken report	Criterion V
	Official letters received from the State and Central Govt.	Criterion V

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

College Seal

Principal

(11)

Section A: Preliminary Information

Name of the Committee/Cell/ Association/Department/Section	Scholarship Committee
Vision (if applicable)	
Objective(s)	1.To avail benefits of scholarship to maximum students
Scope	Applicable to eligible students
Composition	1.Scholarship Nodal Officer 2.UDC
Duration	

Section B: List of Activities

Sr. No.	Name of the activity	Timeline
1.	Notice regarding scholarship to students	
2.	Online applying of scholarship by the students	
3.	Verifying scholarship forms and attached documents by Nodal Officer	
4.	If the form and documents are found to be correct then form is forwarded to concerned department	
5.	If any error is found in form it is send back to students for correction.	

Section C: Standard Operating Procedure (SOP)

Sr. No.	Procedure	Schedule
1.	Notification is received from various Government and Non-Government bodies regarding opening of scholarships through mail	
2.	Notice regarding scholarship details and last date to apply is circulated to students in classroom, in whts app group and also uploaded on college website	Very same day after receiving notification
3.	Students apply for the scholarship through online mode on various portal made available by the concerned department.	Within the Timeline given by the concerned department
4.	Forms applied by the students are checked and verified by the Nodal officer of the scholarship appointed by the college	Within the Timeline given by the concerned department
5.	If form filled or document attached are found to be incorrect the form is send back to students for	Within the Timeline given by the concerned

		department
6.	Form filled and documents attached are correct then the form is approved and is forwarded to concerned department.	Within the Timeline given by the concerned department

a. **Accountability/Responsibility: Scholarship Nodal Officer**

b. **List of stakeholders (if applicable):**

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	
2.	Minutes and action taken report	
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	
6.	Photographs/Geotag Photos	
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator
IQAC Coordinator
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Computer & Management
Vidyanagar, Parvari - Goa.

College Seal

Principal
PRINCIPAL
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION COMPUTER & MANAGEMENT, PARVARI GOA

Section A: Preliminary Information

Name of the Committee/Cell/ Association/Department/Section	BABED Timetable Committee
Vision (if applicable)	
Objective(s)	1. To have a functional timetable for streamlined conduct of lectures, internships, trainings, seminars and other events scheduled in the Annual Academic Calendar.
Scope	Duration of the Academic Year as set by Goa University.
Composition	1. Shri. Kedarnath Tadkod 2. Dr. Uddhav Pol
Duration	From 2015-16 to 2023-24

Section B: List of Activities

Sr. No.	Name of the activity	Timeline
1.	Collecting course allocation list from the Vice Principal	Last working month of the previous academic semester
2.	Setting Timetable for the Semester	Last working month of the previous academic semester
3.	Allocation of classrooms for scheduled lectures	Last working month of the previous academic semester
4.	Allocation of classrooms for unscheduled activities	During the ongoing semester

Section C: Standard Operating Procedure (SOP)

STANDARD OPERATING PROCEDURE (SOP)

PRE-SEMESTER

- Consolidated and Individual Timetable preparation for next academic semester starts in the last working month of the previous academic semester.
- The Vice Principal invites inputs from the Heads of all departments on faculty-wise course allocation for the next academic semester by circulating a proforma amongst them.
- The Vice Principal then forwards the same to the Timetable Committee.
- The Committee then creates a timetable format that is designed as per the directives issued by Goa University via relevant circulars and notices, Goa University Ordinance,

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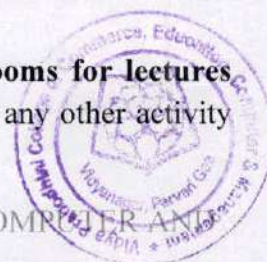
OC-54, and NCTE Appendix 13 that governs the functioning of the B.A.B.Ed. programme.

- Each faculty member is allocated lectures by the Departmental HOD as per their workload.
- Initially, an interim timetable is created; it is finalized once all Contract/Lecture Basis faculty members for the semester are appointed by the college.
- The timetable is circulated on the official BABEd Whatsapp group and individually emailed for feedback and inputs.
- Faculty members in need of any changes in their time table are requested to write to the Convenor of the Committee with suggestions.
- Consolidated time table with the Principal's signature and the signature of Convenor of the Time Table Committee along with the college seal is then uploaded to the college website and circulated amongst the staff members via email and Whatsapp.
- Class-wise timetable is also circulated amongst the students via the official Whatsapp class groups.
- In order to avoid wastage of paper that is caused due to repeated changes to the timetable on account of the dynamic nature of the B.A.B.Ed. programme, only one hard copy is to be maintained with the office for record.
- Upon receiving the consolidated timetable, each faculty is required to create her/his individual time table, and submit the same to the Convenor of the Timetable Committee to get the same signed from the Principal and the Convenor. Soft copy of the format is to be emailed by the Committee to all faculty members prior to this.
- The Convenor of the Time Table Committee shall submit a copy of the consolidated, individual and adjusted time table to the Vice Principal for reference each time a fresh timetable is made.

DURING THE SEMESTER
CHANGES IN TIMETABLE DUE TO SCHEDULED OR UNSCHEDULED ACTIVITIES

- In case there is a scheduled/unscheduled change in the timetable midway during the semester (such as Observation of Lessons, ISAs, Practice Teaching, Internships, etc.), the above process is repeated.
- In case there is any event scheduled on a particular day, faculty members will inform the Timetable Committee about the same **at least two days in advance** so as to allow the Committee to allocate a room for the activity, and make alternate arrangements for the lectures that might be impacted due to the activity.
- Notice, Attendance and Minutes of meetings held by the Committee are to be prepared and signed by the Convenor, Members and the Principal each time the Committee convenes for major revisions to the timetable.
- The Timetable Committee is also responsible for **allocation of rooms for lectures and other activities** in the college. **No room may be assigned** for any other activity **without the concurrence of the Timetable Committee.**

TEACHING FACULTY - ABSENCE FROM WORKPLACE

- Faculty members are required to **inform the Principal, Vice Principal, HoD and Timetable Committee Convenor/Member** regarding their leaves or any lecture adjustment or later arrival in advance. In case the Vice Principal, Convenor, Member or HoD is absent, the faculty members are to inform about their absence/delay to the most senior faculty in the Department. Along with, the faculty member shall adjust the lectures with other faculty members where possible and **inform the Committee Convenor and the Vice Principal** about the same.
- Where the faculty member is not able to adjust the lectures, the Timetable Committee shall make the necessary changes in the regular timetable if possible, and inform the same to respective faculty members.
- In absence of the Convenor and Members, the Vice Principal or a senior faculty member assigned responsibility for the day by the Vice Principal shall make the necessary changes in the time table for that respective day.

ACCOUNTABILITY/RESPONSIBILITY:

Members of the Timetable Committee duly constituted by the Principal in the previous year.

LIST OF STAKEHOLDERS:

a. Students
b. Faculty
c. Administrative staff
d. UGC
e. Goa University
f. NCTE

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	
2.	Minutes and action taken report	
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	
6.	Photographs/Geotag Photos	
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

1. NCTE Appendix 13 - Norms and Standards for 4-year integrated programme leading to B.A.B.Ed./B.Sc.B.Ed. degree.
2. Provisions of clause 15 of the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, that stipulate that the workload of teachers in full employment should not be less than forty hours a week for thirty working weeks in an academic year, and the teacher must be available for at least five hours daily in the university/college.
3. Relevant statutes and ordinances issued by Goa University from time to time.

IQAC Coordinator

College Seal

Principal

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

COLLEGE OF COMMERCE, EDUCATION COMPUTER AND MANAGEMENT, PARVARI GOA

PRINCIPAL
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Standard Operating Procedure

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Discipline Committee
Vision (if applicable)	To Maintain the discipline in the institution on each aspect of the rules & regulations of the college.
Objective(s)	1.To maintain discipline in the institution by corrective or punitive action against acts of indiscipline and disruption by students in the institute
Scope	The Standard Operating Procedure for dealing with incidents of indiscipline among students.
Composition	1.Dr. Anil Thosare – Convenor 2.Dr. Ujvala Hanjunkar - Member 3.Dr. Arun Marathe - Member 4.Dr. Manisha Kulkarni – Member 5.Mr. Rajaram Sandye - Member
Duration	2021-22 to 2022-23 (02 Years)

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Orientation about the College rules & regulations as a part of discipline	First day of every Academic Year
2.	Conduct of the First Meeting	Odd Semester of Academic Year
3.	Conduct of the Second Meeting	Even Semester of the Academic Year
4.	Submission of report of the Committee	Last Day of the Academic Year

Section C: Standard Operating Procedure (SOP)

SOP- DISCIPLINE: Procedures for Disciplinary Enquiry

A student can lodge complaint in the office of any of the authority of VPC including Principal/HOD/Committee coordinator etc.

After receipt of a complaint, it is scrutinized by the HOD and HOD is empowered to take necessary action against the accused as per "VPC Rules and Regulations for Students", with at least three other members of the committee.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Standard Operating Procedure

If HODs and Committee coordinator ascertain that the offence pertains to the jurisdiction of discipline Enquiry then, subsequently, three members Enquiry Committee is setup by Committee coordinator to conduct an in-depth investigation into the matter.

Committee enquiry is an internal enquiry of VPC and hence, no other person, except the Board members and faculty or staff, is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party.

The Committee board will follow following procedure to initiate enquiry if the complaint is ascertain:

1. The complainant is called for hearing and his statement is recorded.

2. The accused person(s) is called for recording his/her statement.

3. Witnesses mentioned by both parties are listed and they are called for recording their deposition.

4. Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.

5. A cross-examination of the accused and the complainant is conducted.

6. If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.

7. Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.

8. The defense given by the accused persons in the show cause notice is studied and examined.

9. A report is prepared as per the "VPC Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.

10. Final report and recommendations is submitted to Principal for approval & final decisions.

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11. Consequently, the award of punishment is conveyed to the student duly signed by Chief of the Committee

12. The punished student has the right to appeal against the punishment and management is the empowered authority to deal with appeals

D) **Accountability/Responsibility:** The responsibility of "VPC Students' Discipline and conduct Rules"will be with the Convenor and the members will be responsible for maintaining discipline in the Institution..

E) **List of stakeholders (if applicable):** 1. Governing Council of the College

2. The Principal
3. Heads of Department
4. The Parents (if required)
5. The Students
6. The Faculty Members
7. The administrative staff
8. The Students

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Criteria V, Criteria VI. Criteria VII
2.	Minutes and action taken report	Criteria V, Criteria VI. Criteria VII
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	
6.	Photographs/Geotag Photos	
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

Section E: Flowchart

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Standard Operating Procedure

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

------------Not Applicable ------

IQAC Coordinator

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

College Seal

Principal

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Section A: Preliminary Information

Name of the Committee/Cell/ Association/Department/Section	Administration - Garden
Vision (if applicable)	Maintenance of Garden
Objective(s)	1. Garden Maintenance for environment. 2. To update the landscape around College Campus
Scope	Students/ Staff/ Parents and Other agencies
Composition	1. Contract labourer 2. Lower Division Clerk
Duration	Regular

Section B: List of Activities

Sr. No.	Name of the activity	Timeline
1.	Planting of Sapellings	As per requirement
2.	Plants / Tree Care	Daily
3.	Watering of Plants	Daily
4.	Pruning and weeding	As per requirement

Section C: Standard Operating Procedure (SOP)

Sr. No.	Procedure	Schedule
1.	Planting of sapellings and ornamental plants in vase	As per requirement
2.	Plants/Tree Care	Daily
3.	Regular watering of the plants and lawns.	Daily
4.	Pruning of trees and plants/shrubs as and when required.	As per requirement
5.	Regular mowing and sweeping of lawn.	Daily
6.	Removal of garden refuse from garden to the designated place.	As per requirement
7.	Plantation of seasonal flowers.	As per requirement
8.	Lawn Care and Signage in Garden	Daily
9.	Students are discouraged from playing in the lawns.	Daily
10.	Trees and Plants are classified by proper signage.	Daily

a. Accountability/Responsibility: Contract Labour / Lower Division Clerk

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

b. List of stakeholders (if applicable): Students / All staff/ Parents and Visitors.

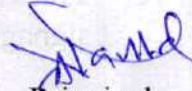| Sr. No.	Title of the document	NAAC criteria
	Section D: List of Documents	
1.	Meeting Notice	N.A.
2.	Minutes and action taken report	N.A.
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	N.A.
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	Labour Registration Certificate
8.	Letters/circulars/notification/office order (if any)	PF Registration/ ESIC Registration etc. Labour Contract between College and Labour Contractor
9.	Letter of appreciation/Acknowledgment (if any)	N.A.
10.	Any other relevant document(s)	N.A.

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

College Seal

Principal

Standard Operating Procedure

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Administration – Welcome to Guest
Vision (if applicable)	Good hospitality to Guest
Objective(s)	1. Successful handling the visit of a guest to an institution. 2. Hospitality to Visitors and Guests. 3. Greetings to Guests
Scope	Visitors/Guest
Composition	1. Chairman/Principal 2. HOD/Vice Principal 3. Concerned Committee Head
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Welcome Guest	As per requirement
2.	Introduction of Guest	As per requirement
3.	Refreshment	As per requirement
4.	Photography & Thanking Letter	As per requirement

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	The head of the institution shall greet and welcome the guest with bouquet/ flowers.	
2.	Provisions should be made in advance for light refreshments for the guest.	
3.	The head of the institution or concerned person shall briefly introduce the guest.	
4.	Information brochure of organization/institute shall be presented to guest.	
5.	A short visit to each department of the institution shall be organized to familiarize the guest with the set up.	
6.	Venue for function/program with concerned students should be made available in advance.	
7.	All guests shall be presented with the same gift as a symbol of identity of the organization.	
8.	Photographs/ videos of the event shall be shared with the guest after obtaining his/her contact	

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

	details.	
9.	Letter of Appreciation/ Thanking shall be awarded to the guest.	
10.	Feedback of the visit shall be obtained from the guest in the visitor register.	
11.	Provisions for travel/accommodation/dining of the guest shall be made if necessary.	

a. Accountability/Responsibility: Principal / Vice Principal/ HOD

b. List of stakeholders (if applicable): Visitors/Guests, Principal, Vice-Principal, HOD, Concerned Committee Head, Non-Teaching Staff, Students.

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Yes
2.	Minutes and action taken report	N.A.
3.	Event Proposal	Yes
4.	Event/Activity Report	Yes
5.	Press Note	Yes
6.	Photographs/Geotag Photos	Yes
7.	Certificates (if any)	N.A.
8.	Letters/circulars/notification/office order (if any)	Yes – Invitation Letter
9.	Letter of appreciation/Acknowledgment (if any)	Yes – Appreciation Letter
10.	Any other relevant document(s)	N.A.

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

College Seal

Principal

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Standard Operating Procedure

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Administration - Housekeeping
Vision (if applicable)	To keep clean and hygienic college campus
Objective(s)	1. Removal of fine dust and clean the surface thoroughly, sweep floors, remove dirt from desk and all office equipment, wipe clean glass surface, de-scaling from water coolers, chair / sofa 2. Proper cleaning of toilets, urinals and wash basin to remove rust stains. 3. To clean drain and ensure smooth flow of water through them to prevent any flooding.
Scope	College Campus
Composition	1. Multi-Tasking Staff 2. Sweeper (Contract) 3. Sweeper – Wet (Contract) 4. Lower Division Clerk
Duration	Daily

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Floor Scrubbing	Daily
2.	Brooming	Daily
3.	Class Cleaning	Daily
4.	Toilet Cleaning	3 times a day
5.	Glass Cleaning	Fortnightly
6.	Fixture Descaling	Monthly
7.	Upholstery Washing (Chair/Sofa)	Half-yearly
8.	Pressure Washing	Quarterly
9.	Cleaning of Drains	Yearly

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	FLOOR SCRUBBING	
1.	Confirm task from Administrative Staff.	
2.	Collect all cleaning equipment from the Store.	
3.	Place equipment close to area of work.	Daily
4.	Cordon off the area and place caution signage. Prepare the cleaning solution.	
6.	Wet mop the area.	

Sr. No.	Procedure	Schedule
7.	Do not allow the mop head to come in contact with corners or skidding to avoid dirt deposit in the vertical surface and corners.	
8.	Dry mop the residue if any, leave floor completely dry.	
9.	Collect equipment and return to store.	Daily
10.	Clean equipment before placing equipment back in the store	
11.	Report completion of task to the Administrative Staff, have the task inspected by him.	
12.	Proceed to execute the next task	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	BROOMING	
1.	Confirm task from Administrative Staff.	Daily
2.	Collect all cleaning equipment from the Store.	
3.	Broom with feather brush starting from top to bottom.	
4.	Use dustpan and feather brush to collect dust in a garbage bag.	
5.	Proceed from corner located furthest from the entrance.	
6.	Collect dust frequently to avoid scattering dust in other areas.	
7.	Use feather brush on all verticals surfaces to remove loose dust	
8.	Move steadily sweeping gently to prevent dust from flying.	
9.	Give the area a final inspection to ensure no dust is left behind.	
10.	Collect all equipment and return to store.	
11.	Report completion task to the Administrative Staff.	
12.	Have the task inspected by the Administrative Staff and proceed to execute the next task.	

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	CLASS CLEANING	
1.	Confirm task from Administrative Staff.	Daily
2.	Collect all cleaning equipment consumables from store	
3.	Clean cobwebs and start dusting from top to bottom with a feather brush.	
4.	Brush all vertical surfaces.	
5.	Clean the classes.	
6.	Clear & clean the dust bin at the classes.	
7.	For cleaning computer monitor screen use a yellow duster (dry) & for cleaning keyboard use vacuum cleaner.	
8.	Always use a check moist duster for dusting classes.	
9.	Use dry glass duster for cleaning glass tabletop etc.	
10.	Pick up items one by one while cleaning table top.	
11.	Replace items on the table in original position after cleaning.	
12.	Carry out final inspection to ensure a clean classes.	
13.	Collect all equipment and proceed to the next classes in an orderly fashion to clean the entire room/floor.	
14.	Return all equipment to the store after completion of the work.	
15.	Report completion of the task to the Administrative Staff.	
16.	Have the task inspected by the Administrative Staff and report discrepancies, if any.	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	TOILET CLEANING	
1.	Confirm task from Administrative Staff.	Daily
2.	Collect all House Keeping cleaning equipment and consumables from the stores as listed alongside.	

3.	Place all housekeeping equipment and stores at a safe corner outside the toilet.	
4.	Place 'UNDER MAINTENANCE' signage outside the Toilet door.	
5.	Switch on the lights inside the toilet.	
6.	Remove all toiletries and keep outside the Toilet in a dry place.	
7.	Empty the dustbins in a garbage bag outside the toilet.	
8.	Wear cap, apron, rubber gloves and rubber shoes.	
9.	Clean the roof, exhaust fan, light points, corners & vertical walls.	
10.	Clean vertical wall tiles with Steam jet cleaner and mild detergent. Spot clean stained patches with vim/higher concentrate soap solution.	
11.	Wipe and dry vertical walls with duster.	
12.	Clean overhead light points/exhaust fans with dry duster.	
13.	Clean mirror with Colin, squeeze and wipe & dry immediately.	
14.	Clean all plumbing fittings with Vim and wipe dry.	
15.	Clean wash basin, water tanks and taps with Vim & dry.	
16.	Clean wash basin, water tanks and taps with Vim & dry.	
17.	Flush WC bowl twice to ensure thorough cleaning.	
18.	Scrub the Toilet floor and wash extensively.	
19.	Dry the toilet floor and switch on Exhaust fan.	
20.	Clean and display Toiletries.	
21.	Display naphthalene balls (5 in a group), Toilet cubes (2 No's/urinal) air fresheners (right side up), Toilet roll (fold lose corner), Face tissue(open and pull out the first tissue), and towels, if authorized.	
22.	Refill liquid soap dispenser.	
23.	Check operations of the hand drier and all flow sensors in the Urinal/WC. Report defects, ifany to the Administrative Staff.	

Sr. No.	Procedure	Schedule
24.	Give the Toilet a final inspection to ensure a clean and dry Toilet. Switch off the non-essential lights and remove the 'UNDER MAINTENANCE' signage from the door.	
25.	Collect all housekeeping equipment /consumables and return to stores. Report completion of Task tothe Administrative Staff, have the task inspected by him and proceed to execute the next Task.	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	GLASS CLEANING	
1.	Confirm task from Administrative Staff.	Daily
2.	Collect all cleaning equipment from stores.	
3.	Mix glass-cleaning liquid in wringer bucket.	
4.	Take cloth and dry wipe accessible surface to remove lose dust.	
5.	Use scraper to remove stains.	
6.	Use washer to rinse glass.	
7.	Use squeeze from top to bottom of the glass.	
8.	Wipe blade with dry cloth after every pull.	
9.	Immediately wipe excess water dripped on the sill/frame with dry cloth.	
10.	Move from left to right with an overlap of 20%	
11.	Look for any leftover stains. Repeat step 5 - 10 again till clear.	
12.	Incase of high-rise, use the telescopic pole and step ladder.	
13.	Give a final inspection to ensure thorough cleaning of glass.	
14.	Carry equipment's back to store.	
15.	Clean equipment before placing it back in the store.	
16.	Report completion of task to the Administrative Staff.	
17.	Have the task inspected by the Administrative Staff, only then proceed to execute the next task.	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	FIXTURE DESCALING	
1.	Confirm task from Administrative Staff.	
2.	Collect all cleaning equipment from store.	
3.	Place caution signage.	
4.	Mix de-scaling chemicals as per manufacturer's instructions.	
5.	Apply de-scaling chemical and wait for 30 minutes.	
6.	Scrub the surface with wire brush.	
7.	Wash thoroughly with clean water several times.	
8.	Dry the area completely with the help of a drier.	
9.	Remove caution signage and carry all equipment back to store.	
10.	Report completion of task to the Administrative Staff.	
11.	Have the task inspected by Administrative Staff before proceeding to execute the next task.	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	UPHOLSTERY CLEANING (CHAIR / SOFA)	
1.	Confirm task from Administrative Staff.	
2.	Collect all cleaning equipment and machines from store.	
3.	Remove furniture to be cleaned to an area covered with plastic sheet to prevent floor from being soiled.	
4.	Mix cleaning agent as per manufacturer's instruction.	
5.	Spray cleaning agent with the help of trigger spray.	
6.	Scrub surface with brush.	
7.	Spot clean stains if any.	
8.	Let chair /sofa dry up for minimum 12 hours.	
9.	Place chair /sofa back at its original location.	
10.	Carry all equipment back to store.	
11.	Clean equipment before returning to the store.	
12.	Report completion of task to the Administrative Staff.	
13.	Have the task inspected by him and proceed to	

Sr. No.	Procedure	Schedule
	execute the next task.	
14.	For thorough cleaning, at times outstation professional cleaners are hired.	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	PRESSURE WASHING	
1.	Confirm task from Administrative Staff.	
2.	Collect all cleaning equipment from store.	
3.	Place equipment and accessories close to area of task.	
4.	Place caution signage.	
5.	Connect water pipe to authorized source of water and plug point.	
6.	Use pressure gun nozzle to the area that needs to be cleaned to dislodge dirt from that surface.	
7.	Work from high ground towards drains.	
8.	Adjust nozzle to remove old mud stains.	
9.	Push water towards drains	
10.	Scrub heavily soiled areas with wire brush.	
11.	Wash with adequate water.	
12.	Use wiper to remove water.	
13.	Leave area to dry completely before use.	
14.	After completing of task clean equipment.	
15.	Close water form source.	
16.	Remove caution signage and carry equipment's back to store	
17.	Clean equipment before placing in the store.	
18.	Report completion of task to the Administrative Staff.	
19.	Have the task inspected by him and proceed to execute the next task.	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
	CLEANING OF DRAINS	
1.	Confirm task from Administrative Staff.	
2.	Collect all cleaning equipment from store.	
3.	Cordon off area to be cleaned and place caution signage.	
4.	Remove drain covers and place in safe areas.	

5.	Pressure wash the drain with water.	
6.	Connect pressure washer to authorized source of water and plug point.	
7.	Clear stains with scrubber brush.	
8.	Flush with clear water.	
9.	Remove thick dirt and place in garbage bags.	
10.	Push mud from higher towards lower slope.	
11.	Use machine for 30 minutes. Give break of 10 minutes.	
12.	Scrubbing the floor of the drain and remove dirt.	
13.	Flush door drain with clean water.	
14.	Carries out final inspection ensure the drain is clean.	
15.	Remove caution signage and carry equipment's back to store.	
16.	Clean equipment before returning to the store.	
17.	Report completion of task to the Administrative Staff.	
18.	Have the task inspected by him and proceed to execute the next task	

a. **Accountability/Responsibility: LDC/UDC/Head-Clerk and Labour Contractor**

b. **List of stakeholders (if applicable):** Students, Teaching/Non-Teaching Staff, Parents, Visitors, Management, Labour Contractor.

Section D: List of Documents		
Sr. No.	**Title of the document**	**NAAC criteria**
1.	Meeting Notice	N.A.
2.	Minutes and action taken report	N.A.
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	N.A.
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	N.A.
8.	Letters/circulars/notification/office order (if any)	Labour Contract
9.	Letter of appreciation/Acknowledgment (if any)	N.A.
10.	Any other relevant document(s)	List of activities in Classes

Note:
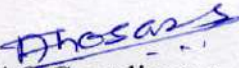
1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.

2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable) – N.A.

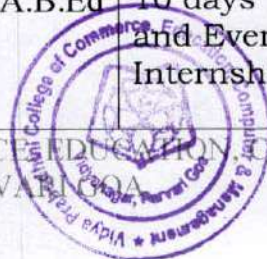| IQAC Coordinator	College Seal	Principal
IQAC Coordinator Vidya Prabodhini College of Commerce, Education Computer & Management Vidyanagar, Parvari - Goa.		Vidya Prabodhini College of Commerce, Education Computer & Management Vidyanagar, Parvari - Goa.

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	INTERNSHIP PROGRAM
Vision (if applicable)	-
Objective(s)	To enable the student teachers • to develop Professional Competency among student teachers. • to develop positive attitude towards teaching profession. • to provide hands on field experiences to student teachers. • to develop competencies required for being a reflective teacher.
Scope	
Composition	Principal Vice Principal Head of the Department Convenor In-charge Teachers

Duration	• **Meetings with HOD, Convenor and In-charge Teachers**
	  - Pre Internship in odd semester
	  - Post Internship in odd semester
	  - Pre Internship in even semester
	  - Post Internship Even semester
	• **Internship Program for Students**
	  o S.Y.B.A.B.Ed - Two Weeks per Semester
	  o T.Y.B.A.B.Ed - Four Weeks Per Semester
	  o Fo.Y . B.A.B.Ed – Four Weeks Per Semester

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	**Orientation Program for S.Y.B.A.B.Ed** Student teachers	10 days prior to Odd and Even semester Internship Program
2.	**Orientation Program for T.Y.B.A.B.Ed** Student teachers	10 days prior to Odd and Even semester Internship Program.

3.	**Orientation Program for** Fo.Y.B.A.B.Ed Student teachers	10 days prior to Odd and Even semester Internship Program.
4.		

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	The Convenor and the in-charge teachers with Head of the Department plan the dates and activities (experiences) for S.Y, T.Y and Fo.Y B.A.B.Ed student teachers.	
2.	For successful and planned implementation of the school based training program, the school is allotted to the students and while allotting schools to the students home district / taluka is preferred.	
3.	Permission letters are given to the students to seek permission from the school head and student teachers join the concerned school for their internship program.	
4.	Orientation is given to the student teachers about dress code, communication etc. the students are required to maintain photographic evidence of the activities conducted and submit them systematically in the Internship report after the completion of the Internship.	
5	After school allotment, student teachers are required to join the concerned school on the scheduled day and date.	
6	Convenor and incharge teachers with Head of the Department plan & prepare the internship school visit schedule for the said Internship.	
7	The Internship report must be submitted to their incharge teachers within one week after completion of the Internship Program or at the date given by the Internship Committee. Students teachers have to	

	submit the report in the prescribed format to the teacher incharge and teacher incharge distributes the files to different teacher educators for evaluation.	
8	Requests for an extension of time must be submitted in writing and requests for extensions should be only be considered due to extenuating circumstances.	
9	Orientation to teacher educators about evaluation process shall be conducted before distribution of the files.	
10	The assessed files shall be given back by teacher educators to incharge teachers and the entire report shall be submitted to convenor.	
11	The minimum required attendance for internship is 90%. However, the college shall insist the students to maintain a 100% attendance.	
12	Any student staying absent during internship will have to inform their concerned in-charge by phone or message.	
13	In case of a situations where in the teacher trainee is unable to complete the required 90% of the days of the internship program, the internship committee along with HoD and Principal may allow the student to complete the remaining days to make up 90% attendance, as per the availability of time in that semester itself. This shall be done without missing any regular teaching days and requires to be completed before the student appears for their semester end examination.	
14	The procedure to be followed to allow additional time for completing internship shall involve: a) The trainee shall submit a written application to the Convenor of Internship requesting additional time to complete the same. The letter shall include the reason for missing internship along with	

	medical reports and other substantiating proofs/ evidences to corroborate the same.	
	b) The internship convenor will schedule a meeting with the Principal, HoD, member of Internship committee, the teacher trainee and their parents on a convenient date and time.	
	c) Following the meeting the decision shall be made whether to allow completion of the internship in that semester or the students shall have to complete it in the upcoming years.	
	d) The decision of the committee in this matter will be final and biding to all.	

a. **Accountability/Responsibility:**
CODE OF CONDUCT FOR THE INTERNEE

- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions.
- Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments; give it your best effort.
- Changes in work schedule, supervision, or problems at your site must be reported to the Internship incharge teachers /Convenor / Head of the Department.
- If you feel victimized by a work-related incident, contact the Internship incharge teachers /Convenor / Head of the Department.
- Dress (Uniform) appropriately for the work setting.
- Follow through on commitments.
- Do not conduct personal business during work hours (emails, cell phones, internet)
- Keep a positive attitude.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments. ?
- Be observant – see how people organize their ideas and respond to situations.
- Communicate – keep people informed in a useful and succinct way, listen, and ask questions.
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with coworkers and students.
- Assert yourself and your ideas in an appropriate and tactful manner.
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

- Accept constructive criticism and continuously strive to improve performance.
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge .

b. List of stakeholders (if applicable):
- School Students
- School Teachers
- Headmaster/Headmistress
- Student teachers
- Teacher educators
- Head of the Department
- Vice Principal
- Principal

Section D: List of Documents

Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Criteria I Criteria IV
2.	Minutes and action taken report	
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	-
6.	Photographs/Geotag Photos	
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	-

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

College Seal

Principal

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Standard Operating Procedure

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Administration - Mail Delivery
Vision (if applicable)	On time delivery and Recording.
Objective(s)	1. Ensure on time delivery of mail and keep the record. 2. Inward and Outward of mail. 3. Filing
Scope	Applicable to all students, staff and Government and Private agencies.
Composition	1. Lower Division Clerk 2. Multi – Tasking Staff 3. Head-Clerk
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Receiving of Mail from Parties and Post/Courier	Daily
2.	Sorting of Mail	Daily
3.	Recording of Mail	Daily
4.	Distribution of Mail	Daily
5.	Filling of the mail	Daily

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	**Receiving the Mail:** Mails are received as delivered by the postman. Sometimes letters are received through the messengers of the offices. Private courier services rendering very speed post services	Daily
2.	**Sorting the Mail:** After the mail has been received, it should be sorted out before it is opened. It is easier to sort out sealed envelopes than different sized pieces of papers. Private letters of the employees may be sorted out at first than comparing to the business letters.	Daily
3.	Letters should be sorted out into three groups: a. Registered and unregistered letters or mail b. Sealed and unsealed envelopes; and c. Confidential and urgent letters, private or	Daily

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI, GOA

	personal, secret, and other official letters. Sorting of letters means grouping of letters on definite order. Sorted mail makes the delivery of letters convenient and quick.	
4.	**Opening the Mail:** Letters may be opened by hand or a paper knife is mostly used in offices to split open envelopes etc. The following guidelines may be followed for opening the mail.	
5.	The Lower Division Clerk is in-charge for opening the mail should be fully conversant with the method of sorting and opening the mail.	
6.	After an envelope has been opened, it is necessary to remove the content from it. Empty envelopes should be fastened by a pin or clip or stapler.	
7.	**Scrutiny of Contents:** After the removal of the contents, it must be scrutinised to find out for whom and for which department, they are meant for. The sorting of letters has been done on a departmental basis at this stage. Before sending the mail to the concerned departments, the enclosures to the letters should be checked, compared and verified with the covering letter to find out whether they are in order or not. Occasionally, the enclosures may be a cheque, bank drafts, postal order or a valuable document. If any discrepancy or omission is found while scrutinising then the matter should be immediately brought to the notice of the Head-Clerk. Letters in which certain previous references are given may be sent to the filing department from where the letters and the relevant files may be sent to the concerned department.	
8	**Stamping the Mail:** After proper scrutiny is done, the date stamping of letter must be done. For stamping of letters, a stamp is prepared which contains the Inward number and the date of receipt. **Specimen of Inward Stamp**	
9	**Recording the Mail:** After the stamping work, letters received are recorded in inward mail register or letters received book. Before recording of letters in the register, the contents are scrutinized properly so as to ensure the	

	department to which it belongs. The inward mail register contains 1. Serial number 2. Date of receipt **3.** Senders name and address 4. Nature of contents 5. Subject of the letter in brief 6. Remarks and initials of the officer with date.	
	A specimen of an Inward mail Register is given below: **Inward Mail Register**	
10	**Mail to Principal** – After inwarding of mails the letters should be sent to Principal for marking and noting.	
10	**Distributing the Mail:** This is the last step in the inward mailing routine. In this stage letters are handed over to the concerned departments. The letters are distributed through MTS.	
Procedure for Handling Outward Mail (or) Outgoing Mail:		
1.	**Collecting of Letters:** Letters prepared in various departments should be sent to the despatch section as quickly as possible. The departments should type the letters, duly signed by the executive along with the addressed envelopes to the mailing department. The letters should be put in a tray labelled "Outgoing Mail".	
2	**Sorting Out the Letters:** After the mail reaches the office, they are sorted as to whether intended for internal or local delivery or to be sent to outside agencies. At this stage, sorting is also necessary because sometimes there may be letter from different departments, addressed to the same agencies or to the same individual. All such letters can be sent through one messenger.	
3.	**Recording in the Outward Mail Register:** After sorting, the letters are entered in the mail register or peon book. The letters sent through post office alone are entered in the "Outgoing Mail Register". Letters to be sent through the office peon or messenger are recorded in the peon book. This register also serves as a record of postage expenses. Each letter is given a serial number as per the despatch book or peon book. The same serial number is	

	also recorded on the register.	
4.	**Folding and Inserting:** After recording, the letters are folded and inserted into envelopes. Generally the addresses are typed on the envelope in the department itself and the envelopes are sent along with the letter. The despatching clerk before inserting the letter into the cover should verify – (i) whether the address given on the letter agrees with the address typed on the envelope, and (ii) the number of enclosures are in agreement with the number specified in the letter. For ensuring quick and prompt delivery, complete address along with pin code and Mobile no. of party should be specified.	
5.	**Sealing:** The envelopes can be sealed with paste or gum. The envelopes and inland letters should be folded carefully and sealed with gum. When window envelopes are used, it should be checked whether the address is fully visible through the window.	
6.	**Stamping:** After sealing, the letter should be adequately stamped. The mailing clerk should have a thorough knowledge of the postage rates so that no more or less stamps can be affixed. If more stamps are affixed than needed, it will be a mere waste of money. On the other hand, if the value of the stamp is less than the actual rate, the recipient has to pay a fine, which will damage the reputation of the firm. For this purpose, the latest copy of Post and Telegraph Tariff Guides can be kept in the mailing department for reference..	
7.	**Posting or Delivering the Mail:** Posting the mail is the last step in the process of handling the outgoing mails. Office messengers can send letters to local addresses. Registered letters, V.P.P. should be sent to the post office. Acknowledgements or receipts issued by the	

Post Office should also be pasted in the register.	

a. **Accountability/Responsibility: LDC/ Head-Clerk/ Principal**

b. **List of stakeholders (if applicable):** Students/ Teaching – Non-Teaching Staff/ Principal/ Management/ Government/ Other Agencies

Section D: List of Documents		
Sr. No.	**Title of the document**	**NAAC criteria**
1.	Meeting Notice	N.A.
2.	Minutes and action taken report	N.A.
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	N.A.
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	N.A.
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	N.A.
10.	Any other relevant document(s)	Inward & Outward Register

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator   College Seal   Principal

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Administration (Pre-employment Medical Checkup)
Vision (if applicable)	
Objective(s)	To provide a guideline to check the health of every employee working in College.
Scope	Applicable to all employees (Regular/Contract) working in College.
Composition	1. Goa Medical College 2. District Hospital, North – Mapusa (Asilo) 3. District Hospital, South – Margao (Hospicio)
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Medical Examination includes eye check-up, tuberculosis, skin and other communicable contagious diseases, ear testing for hearing abilities, ECG, BP etc.	Before joining the duty

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	After selection of Teaching / Non-Teaching Staff, they shall undergo medical checkup.	Before joining the duty
2.	College will give a letter for Medical examination duly signed by Principal/ Chairman of Prabodhan Education Society.	
3.	The selected candidate(s) has to visit the respective hospital and do the medical check at his own expenses.	
4.	After the medical examination, the doctor shall certify the fitness of the employee.	
5.	The medical examination records shall be kept by the Office in respective personal file and service book.	
6.	In case a person found affected by any contagious disease during the service then medical examination shall be done and shall be advised for further necessary treatment.	As and when required
7.	After completion of the treatment the employee	At the time of joining the

shall be allowed to resume his/her original place of employment after obtaining medical fitness certificate by a GMC or District Hospital or qualified registered physician.	duty back.

a. **Accountability/Responsibility:** Head-Clerk/Office In-charge/ Principal

b. **List of stakeholders (if applicable):** Directorate of Higher Education/ Management, Principal and Concerned Employee(s)

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	N.A.
2.	Minutes and action taken report	N.A.
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	N.A.
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	Medical Certificate of GMC/District Hospitals (Asilo/Hospicio)
8.	Letters/circulars/notification/office order (if any)	Letter from College to the Concerned Hospital duly signed by Principal.
9.	Letter of appreciation/Acknowledgment (if any)	N.A.
10.	Any other relevant document(s)	Fitness Certificate

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

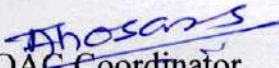**Section E: Flowchart**

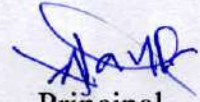**Section F: Copy of Ordinance/Statute/Office Order (if applicable)**

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Standard Operating Procedure

Directorate of Higher Education, Circular No.
2/178/DHE/NOC/TS/CB/LB/CES/2017-18/11760 dated 12/03/2020 (Copy enclosed)

IQAC Coordinator   College Seal   Principal

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND
MANAGEMENT, PARVARI GOA

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Administration - Meeting
Vision (if applicable)	Smooth conduct of Meetings
Objective(s)	1. Lays down the procedure for conducting meetings in a smooth and organized manner wherein every member participates actively.
Scope	Students, All staff.
Composition	1. Principal 2. Vice Principal 3. HOD
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Notice of Meeting	
2.	Agenda for Meeting	
3.	Place for Meeting	
4.	Minutes of Meeting	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	Cleanliness shall be maintained for the meeting room and equipment to reduce the risk of infection and pest infestation.	As per requirement
2.	Notice and Meeting agenda shall be circulated well in advance with the attendees.	As per requirement
3.	Uniformity shall be maintained for the meeting procedure and the format of minutes and resolutions.	As per requirement
4.	Provision for light refreshments should be made before or after the duration of the meeting, not during meetings.	As per requirement
5.	Use of mobile phones should be prohibited during meetings.	As per requirement
6.	Arrival and departure of members shall be recorded in the minutes of the meeting.	As per requirement
7.	Action lists shall be distributed within 2 working days of the meeting.	As per requirement
8.	Members are expected to prepare themselves	As per requirement

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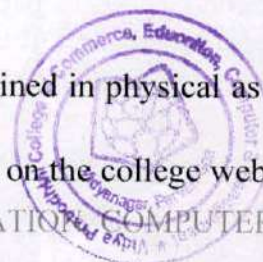|		
	thoroughly for the meeting by reading all related documents.	
9.	Members are expected to participate actively in the deliberations of the committee.	As per requirement
10.	No one should be allowed to enter the meeting room without prior permission of the chairman of the session.	As per requirement
11.	Each board meeting should conclude with confirmation of the date of the subsequent meeting in order to provide reasonable notice period for the members.	As per requirement
12.	Meeting should be concluded at the scheduled time.	As per requirement
13.	Minutes of the meeting shall be communicated to all members including those who were absent.	As per requirement
14.	Action Taken Report (ATR) of a meeting shall be discussed in the next meeting and documented in the minutes of the latter.	As per requirement

a. **Accountability/Responsibility: HOD/**

b. **List of stakeholders (if applicable):**

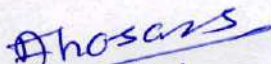| Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Applicable
2.	Minutes and action taken report	Applicable
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	N.A.
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	N.A.
8.	Letters/circulars/notification/office order (if any)	N.A.
9.	Letter of appreciation/Acknowledgment (if any)	N.A.
10.	Any other relevant document(s)	N.A.

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator   College Seal   Principal

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

(21)

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	College Planning Board
Vision (if applicable)	To Plan the activities at the College.
Objective(s)	1. To conduct the meeting of Planning Board. 2. To Finalize Departmental Plan. 3. To finalize different academic, co-curricular, extra-curricular and extension activities. 4. To finalize the budget for the College. 5. To finalize the activity plan of sports and library.
Scope	Vidya Prabodhini College.
Composition	1. Principal 2. Vice Principal 3. HOD 4. Head-Clerk 5. Accountant 6. Librarian 7. College Director of Physical Education & Sports 8. Convener, NIRF 9. Convener, NAAC 10. Convener, IQAC
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Planning Board Meeting	Yearly
2.	Finalization of Departmental Plans	
3.	Budget Finalisation	

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	Notice should be issues for yearly Planning Board Meeting by Principal.	Yearly
2.	The HOD should prepare and present the yearly plans for their Department.	Yearly
3.	The Accountant should present Financial Budget for next year.	Yearly
4.	The Library and Sports section should finalise and present the plan.	Yearly
5	IQAC/NAAC and NIRF Conveners should also	Yearly

VIDYA PRABODHINI COLLEGE OF COMMERCE EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

		inform about their plan.	
6		Head-Clerk should inform the Administrative Plan for the year.	Yearly
7.		The Member Secretary should make arrangements of meeting.	Yearly

a. **Accountability/Responsibility:**

b. **List of stakeholders (if applicable):**

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Yes
2.	Minutes and action taken report	Yes
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	N.A.
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	N.A.
8.	Letters/circulars/notification/office order (if any)	Budget/Plan
9.	Letter of appreciation/Acknowledgment (if any)	N.A.
10.	Any other relevant document(s)	N.A.

Note:

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Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

IQAC Coordinator

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

College Seal

Principal

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	**PARENT TEACHER ASSOCIATION**
Vision (if applicable)	The potential of every child is a fact.
Objective(s)	1. To encourage parents to become more involved with their children's institution and to develop strong links between home and the college. 2. To Review the College progress through Parent Teacher Meetings. 3. To run college events for parents and students; providing an opportunity for people to get to know each other and rejoice in each other's company. 4. To provide support for college events and other special occasions. 5. To raise funds to help the institution provide extra resources for the students by bringing together parents and teachers and working towards a common goal.
Scope	The Parent Teacher Association (PTA), established in 2006, is a partnership between parents and teachers who strive to enhance students' learning and enrich their lives within and outside the institution. It is also a forum for parents to obtain knowledge and voice their opinions about what is happening in the college. This is a platform where parents can share their ideas and share their valuable insights for the growth and development of the institution.
Composition	The Parent Teachers Association of Vidya Prabodhini College is a non-profit association, which is made up of College Staff and parents of the students.

	➤ President ➤ Secretary ➤ Treasurer ➤ Vice-President ➤ Join Secretary ➤ Join Treasurer ➤ Members 1 ➤ Member 2
Duration	• One Annual General Body Meeting per year. • One Working Committee Meeting per semester and as and when necessary.

Section B: List of Activities		
Sr. No.	**Name of the activity**	**Timeline**
1.	The discussion of a student's performance in the academic year / Semester on the day of the Result distribution.	Result Day
2.	Organize Orientation Program for parents and make them aware about college activities.	Odd Semester Result Day
3.	Workshops	Once in Semester
4.		

Section C: Standard Operating Procedure (SOP)		
Sr. No.	**Procedure**	**Schedule**
	Annual General Body Meeting of the PTA shall be scheduled each year at the beginning of the new year. The working committee once elected shall continue its term for three years. After every three years, new committee will be elected in the AGM. The Principal shall declare the election in the AGM and those interested in contesting shall submit their names. Election are to be conducted for the following posts 1) President	

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI, GOA

2) Secretary 3) Treasurer 4) Vice-President 5) Join Secretary 6) Join Treasurer 7) Members 1 8) Member 2 The candidate shall be elected with a show of hands if more than one candidate contests the election. If only one contestant, then he/she shall be declared elected unanimously. The working committee shall meet twice a year at the least and call for special meetings as and when required.	

a. Accountability/Responsibility:

b. List of stakeholders (if applicable):
- Parents
- Students
- Teachers
- Management

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	
2.	Minutes and action taken report	
3.	Event Proposal	
4.	Event/Activity Report	
5.	Press Note	
6.	Photographs/Geotag Photos	
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
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3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

College Seal

Principal

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.
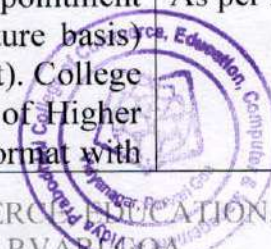
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Administration – Recruitment
Vision (if applicable)	Free and Fair Recruitment
Objective(s)	1. To understand the recruitment process. 2. To make the recruitment process transparent, easy and simple. 3. To make consistent and quality procedure. 4. To transfer the knowledge and training on-the-job.
Scope	Dealing Clerk/ Principal, Management and Society.
Composition	1. Management 2. Principal 3. VC Nominee/Subject Experts 4. Government Nominee 5. Subject Expert – Konkani 6. Representatives of SC/ST/ OBC/ PwD and Women's Representative. 7. Head of the Department or Teacher In-charge of subject concern.
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Preparation of Workload	As per requirement
2.	Approval/NOC from DHE	As per requirement
3.	Recruitment	As per requirement
4.	Interview / Skill Test	As per requirement

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	Getting workload from HOD/Principal of the each department and the requirement of teaching staff for the Academic year (Regular/Contract/Lecture basis).	As per requirement
2.	Obtaining NOC and approval for the appointment of teaching (Regular/Contract and Lecture basis) and non-teaching staff (Regular/Contract). College has to submit workload to Directorate of Higher Education, Govt. of Goa in prescribed format with	As per requirement

	due signatures of existing teaching staff and Principal of the College.	
3.	Drafting and publishing Advertisement for different posts as per NOC in 2 local as well as 1 National newsletters. Also the detail advertisement to be displayed on College Website with one month's notice period for receiving applications. The advertisement specifies all required parameters of qualification, experience & other eligibility criteria as per Goa University Statute and RR's of Government of Goa.	As per requirement
4.	Asking Expert list from Goa University and Directorate of Higher Education.	As per requirement
5.	Applications are received till last date as mentioned in advertisement and then start the processing of applications. Atleast 20 days for applying for the post shall be allowed.	As per requirement
6.	Obtaining the details of candidates from Employment Exchange for Non-teaching staff. Requisition form in prescribed format may be sent to Employment Exchange, Panaji to get the details of candidates as per Job Vacancy.	As per requirement
7.	Maintaining and preparing database of applications received.	As per requirement
8.	Scrutiny Committee is formed by Principal. The Scrutiny of applications received. Members of Scrutiny committee scrutinise the applications and the candidates are shortlisted. List of shortlisted candidates is sent Principal and Management for further selection based on number of vacant positions to avoid extra rush in the interview.	As per requirement
9.	Issue of interview call letters via Post/Mail and telephone call to candidates.	As per requirement
10.	Selection committee is formed by Chairman of Prabodhan Education Society as per the Goa University statute for the Concerned Positions Preparing Expert letters and sending them via mail and inform them.	As per requirement
11.	Arrangements of Interviews. Making database files, sitting arrangements, plan for refreshments to experts etc.	As per requirement
12.	Planning for Skill test with exam paper and making arrangements for exams in case of non-teaching staff.	As per requirement

13.	Preparing selection committee Minutes and Score sheets for interviews of teaching and non-teaching candidates. Interview panel awards marks on a defined scale for important attributes of academic career, experience, communication skills.	As per requirement
14.	Issue of offer of appointment and Medical examination letters. Medical examination can be done from Goa Medical College, Bambolim or District Hospitals (North/South).	As per requirement
15.	After doing Medical Examination, the candidates are joined by giving Joining Report and other documents like aadhar card, PAN card, Photo, relieving letter if earlier working in other institute. The joining formalities are done. The Regular/Contract Teaching staff has to do deed of contract. Also Regular Candidates has to fill the forms of Nominee, Oath of allegiance, home town declaration, family details etc.	As per requirement
16.	Reporting appointments to the Goa University and to the Dept. Of Higher Education and obtain approvals from both the agencies.	As per requirement
17.	Maintenance of personal files (Job related and general) of all the teaching and non-teaching staff members.	As per requirement
18.	Maintenance of Service Book of every employee (Teaching & Non-Teaching) who has joined on Regular basis.	As per requirement
19.	Open the National Pension Scheme Account and submit to Accounts Dept. so that salary claim can be sent to DHE.	As per requirement

a. **Accountability/Responsibility:** Management / Principal

b. **List of stakeholders (if applicable):**

Section D: List of Documents

Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	N.A.
2.	Minutes and action taken report	Minutes of Interview / Score Sheets
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	Advertisement
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	N.A.

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA

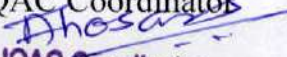| 8. | Letters/circulars/notification/office order (if any) | Interview Call letter
Expert Letter |
| 9. | Letter of appreciation/Acknowledgment (if any) | Attendance Letter to Experts |
| 10. | Any other relevant document(s) | N.A. |

Note:

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Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

College Seal

Principal
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

Section A: Preliminary Information

Name of the Committee/Cell/ Association/Department/Section	Administration – Relieving of Staff / Exit of Staff
Vision (if applicable)	To give a pleasant send-off to Exit Staff
Objective(s)	1. Good Farewell to Exit Staff. 2. No confusion over Farewell. 3. To keep long term relationship with Resigned Employees.
Scope	All Teaching and Non-Teaching Staff.
Composition	1. Principal 2. Vice-Principal/ HOD
Duration	

Section B: List of Activities

Sr. No.	Name of the activity	Timeline
1.	Farewell to Resigned /Relieved Employee	
2.	Exit Interview	
3.	Clearance of Employee	
4.	Experience & Memento	

Section C: Standard Operating Procedure (SOP)

Sr. No.	Procedure	Schedule
1.	Administration department of the College shall arrange the farewell event for the staff member.	
2.	Management shall send the invitation for the farewell event to the staff.	
3.	An exit interview shall be organized prior to the farewell to obtain feedback from the outgoing staff member.	
4.	The process for clearance shall be intimated to the outgoing employee.	
5.	The Senior staff shall address the farewell event and showcase the contribution of the outgoing staff member.	
6.	The outgoing staff member shall address the gathering and share his/her experience as an employee of the organization.	
7.	Memento and relieving/appreciation letter shall be handed over to the outgoing staff member by the Principal.	

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI, GOA

8.	An email shall be sent to all regarding the staff member who has left the organization.	

a. **Accountability/Responsibility:** Administration Department

b. **List of stakeholders (if applicable):** Teaching & Non-Teaching Staff

<table>
<tr><th colspan="3">Section D: List of Documents</th></tr>
<tr><th>Sr. No.</th><th>Title of the document</th><th>NAAC criteria</th></tr>
<tr><td>1.</td><td>Meeting Notice</td><td>Yes</td></tr>
<tr><td>2.</td><td>Minutes and action taken report</td><td>N.A.</td></tr>
<tr><td>3.</td><td>Event Proposal</td><td>Yes</td></tr>
<tr><td>4.</td><td>Event/Activity Report</td><td>Yes</td></tr>
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Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

College Seal

Principal

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Security
Vision (if applicable)	To ensure safe and secured campus
Objective(s)	1. To maintain Security of the College Premises. 2. To control visitors in College. 3. To maintain discipline in College premises.
Scope	Students/ All Staff / Parents and Visitors
Composition	1. Security Personnel 2. Security Contractor 3. Upper Division Clerk/Head-Clerk 4. Principal / Management
Duration	

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Gate Security	Daily
2.	Visitors Record	Daily
3.	Security of Premises	Daily
4.	Office Security	Daily
5.	Fire Safety	Daily
6.	Assets Movement and Safety	Daily

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	All visitors to the premises will be issued with visitors' badges at the reception. Badges must be displayed at all times on the premises. Employees should escort any person on the premises who is not displaying an identification badge back to the reception. Visitors will remain at the reception until the appropriate member of staff is available to escort them in and out of the office area.	Daily
2.	Access to the offices will be strictly controlled, and visitors will be permitted access through the LDC. Movement of equipment will be controlled by procedures operating under the Fixed Assets procedure. The Equipment will be registered if taken out of the premises.	Daily
3.	To assist in maintaining office security, the last employee to leave the office should ensure that all	Daily

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI, GOA

	entrances are locked. No money or valuable property should be left unattended VPC security coverage does not extend to personal property.	
4.	In the event of a fire or emergency, staff should leave their workstations immediately and not stop to clear papers or collect personal belongings.	As required
5.	Staff should ensure that all VPC materials and correspondence are properly secured and not accessible to unauthorized persons.	Daily
6.	VPC will not accept liability for loss of employee's belongings on the premises. The VPC Management will discourage employees from bringing valuables to the workplace. Where this is unavoidable, employees will be encouraged to safeguard their belongings.	Daily
7.	The confidentiality of the Office work is to be maintained at all times. All letterheads, forms, and other stationery bearing the logo of VPC are kept under lock and key. Back-up copies of computer data files are regularly updated to ensure security of documentation. External visitors are not permitted the use of office computers; computers are available in the library for the use of researchers and students.	Daily
8.	Backups of all important documents and records, including computerized information essential to the basic operation of the Office work, is maintained outside the offices. This ensures VPC's ability to continue unimpeded in the event of major disruptions, such as earthquake, fire, or prolonged civil disorder. Typically, such records include those pertaining to the training and research grants management, publications, the accounts, personnel contracts, and any other record of a commitment by VPC.	Daily

a. **Accountability/Responsibility:** Security Contractor/ UDC/ Principal/ Management

b. **List of stakeholders (if applicable):** Students / Parents/ Teaching & Non-Teaching Staff/ Visitors/ Guests/ Government Officers/ Management

Section D: List of Documents

Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	N.A.
2.	Minutes and action taken report	N.A.
3.	Event Proposal	N.A.
4.	Event/Activity Report	N.A.
5.	Press Note	N.A.
6.	Photographs/Geotag Photos	N.A.
7.	Certificates (if any)	Labour Registration Certificate/ License
8.	Letters/circulars/notification/office order (if any)	PF Registration/ ESCI Registration etc., Labour Contract between College and Labour Contractor.
9.	Letter of appreciation/Acknowledgment (if any)	N.A.
10.	Any other relevant document(s)	N.A.

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Section E: Flowchart

Section F: Copy of Ordinance/Statute/Office Order (if applicable)

IQAC Coordinator

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

College Seal

Principal

Vidya Prabodhini College of Commerce,
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VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, PARVARI GOA