



JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority
Section 2 (f) of the UGC Act 1956

Standard Operating Procedure(SOP)

Academic Process

Scope

- Student related academic activities and curriculum implementation.
- Faculty related academic activities and procedures.
- Monitoring effective delivery of knowledge to students.

Objectives

- To ensure students and faculty have interactive sessions.
- To maintain pertinent records in prescribed form & predetermined time.
- To undertake day to day activities for proper functioning of the Institute with applicable statutory and regulatory requirements.
- To identify, record and manage areas of risk concerning the various operations and impacting the academic tasks.

Academic Process

Faculty related

➤ Allocation of Subject

- Subjects have been allotted to the faculties as per their academic expertise and area of interest by the program coordinators.

➤ Announcement of the Lecture timetable and syllabus

- Lecture Time Table is to be prepared considering the availability of the resources.
- Syllabus of all the available courses is followed as prescribed by the University of Mumbai.

➤ Submission of Teaching Plan

- Faculties need to submit their Teaching plan of their respective subject.
- Individual meetings of each faculty with the Principal to discuss the Teaching plan and teaching requirements.

➤ Preparing of Faculty Log-book

- Faculties are maintaining their Log Book which includes the details of the topic and lectures covered.

➤ Maintaining Student's Attendance record

- Faculties take students' attendance and maintain attendance sheets of their respective subjects.
- Faculties submit their respective subject attendance sheet to the course coordinators for analysis of the student's attendance record.





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➤ Preparation of Student Defaulter list

- Attendance sheet of all subjects is checked by the coordinators.
- Defaulter list is prepared as per University Norms.
- Submit the list of student defaulters to the principal for analysis.
- Parents are intimidated by sending letters.

Curriculum Implementation

Student related Activities

➤ Guest lecture of the industry experts for the student

- Arrange sessions of industry experts for students on general and special topics.
- As per the convenience of the guest speaker, schedule the guest lecture.

➤ Industrial Visit (I.V)

- Committee members finalize the location for Industrial Visits.
- Committee sends the indent to the principal for approval.
- After Approval, the committee finalizes with the Tour Operator.
- After finalization with the tour Operator, the details are shared with students for further process.

Co-Curricular & Extra Curricular Activities

➤ Formation of Committees

- Different committee exists for the smooth functioning of the college activities.

➤ Name of the Committees

- Cultural, Sports, Discipline, Magazine, Library, NSS, Student Council, Women's Development Cell, Women's Harassment Cell, Anti-Ragging.

➤ Committee Head

- Committees are headed by in-charge/convenor.

➤ Selection of Student's Committee Head

- Administrative office announces the application for selection of Student's Committee's Head.
- Interested students apply for the position.
- Students are called for an interview for selection procedure.
- The Faculty - Head of the Committee finalizes the members for each committee.





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Evaluation and Feedback

- Half Yearly (Semester wise) cross-college feedback is taken from students for assessing the effectiveness of teaching, teaching strategies, methods and techniques.
- Documentation and maintenance of feedback related information.

