# STANDARD OPERATING PROCEDURE (SOP) MANUAL

1) SOP with regard to execution of processes related to End Semester Examination (Autonomous Examinations including B. Tech., M. Tech. and B. Voc.):

a) Dean Academic in consultation with Controller of Examination (CoE) will prepare Academic Calendar (Examination Activity Schedule) in regard to Conduction and carrying of related activities for End Semester Examination at the very beginning of the Academic year / Semester.

b) After getting approval from the various authorities, the Academic Calendar (Examination Activity Schedule) will be shared with all departments and will also published in Black and White and make it available for reference at various other platforms for stake holders.

c) As per schedule, Examination Form submission notice will be prepared by CoE office and will be made available to Administration Office for circulation to concerned stake holders.

d) Students will submit the examination forms along with requisite documents in the Administration Office as per the schedule given in notice along with fees as mentioned. (**Suggested to take Examination fees payment at the time of Admission to next academic session only. Student will only submit the form through student login in MIS portal. Final list of students who filled Examination form will be shared by CoE office to Administration cell and Account section for verification of payment and related procedures**).

e) After due date, Administration Office will compile data of forms collected and summary of the same branch-wise and semester – wise will be submitted to CoE office.

f) If any student fails to submit the examination form within the time frame (with or without late fees), will be no longer eligible to appear for the examination.

g) Filling and submitting the examination form within time frame is the sole responsibility of student who is going to appear for the examination.

h) Preparation of Examination Time – Table and distribution of the same will be done by CoE office.

i) Generation of Hall Tickets will be done by CoE office and will be provided to Administration Department for further distribution to students.

j) Administration department will circulate a Notice regarding Hall Ticket distribution and students need to act as per the schedule mentioned herein.

k) Student whose name is in Detention list prepared by respective department, Fees payment due list prepared by Account office will no longer receive Hall ticket unless clears all dues and made himself / herself eligible for examination after fulfilling attendance criteria.

l) No Hall Tickets will be distributed on the day of examination. (In case of extreme emergency and prior intimation to authority, application of student may be considered to receive hall ticket on the day of examination.)

m) In case if students fail to receive / collect hall ticket as per the schedule mentioned, student need to write a letter mentioning the reason behind not collecting hall ticket and it is then complete authority of Principal to either issue or deny the hall ticket to student.

n) Regarding issue of Duplicate Hall Ticket / Duplicate Grade report card, information is already circulated to students in this regard. (Student need to apply in the prescribed format for getting duplicate hall ticket. Student can collect format from Administration Office, will pay the mentioned amount in accounts office and then duplicate hall ticket / Grade Report card will be issued by CoE office.)

o) Student coming under RTM Nagpur University Examination scheme, will pay their examination fees as per notice taken out by Administration department.
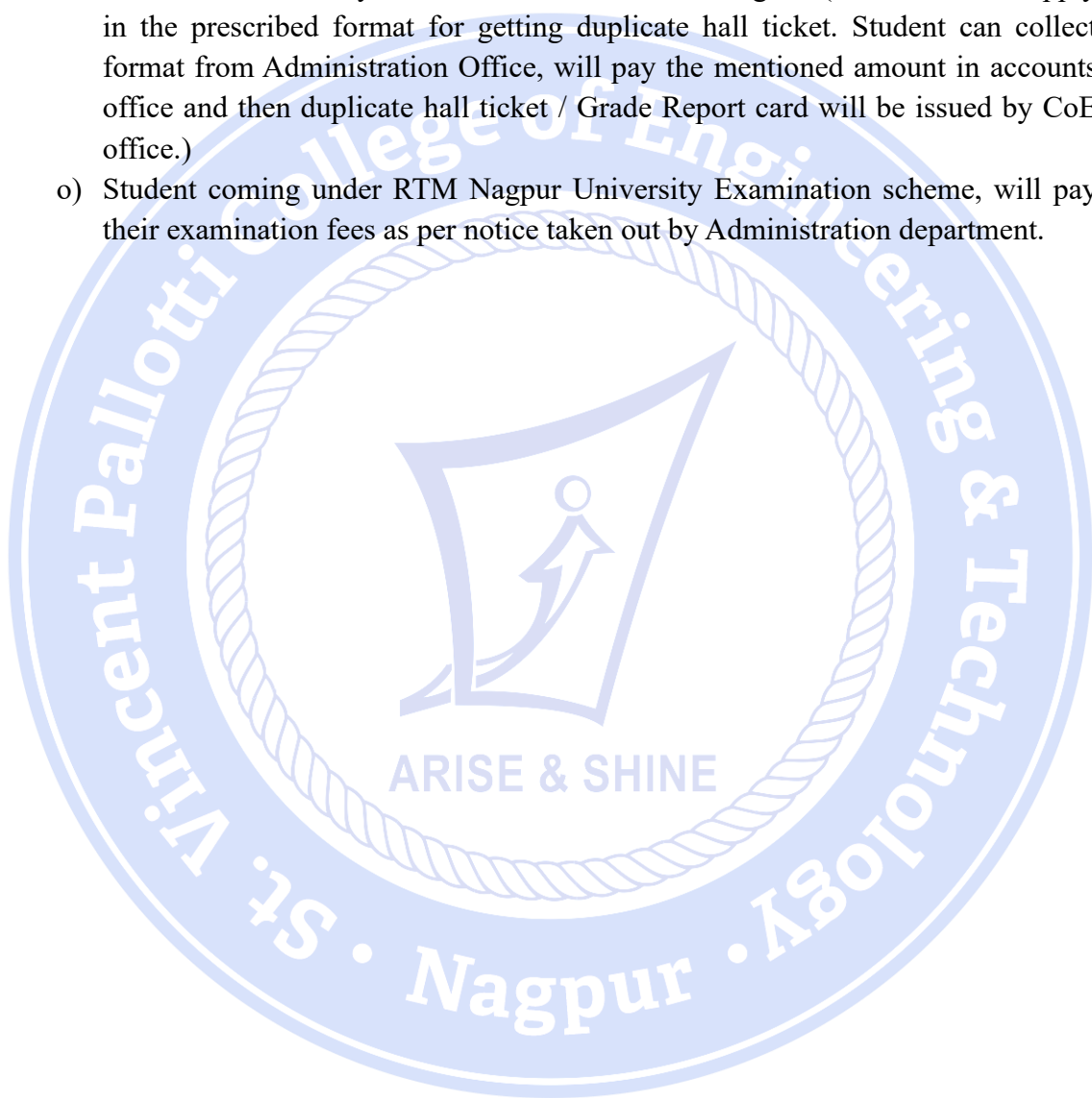
2) SOP with regard to Eligibility of Student to for getting Promoted / Admitted to Next Academic Year (2nd year onwards - Autonomous Schemes):

2.1 For Regular Students:

a) Dean Academic in consultation with Controller of Examination (CoE) will decide Eligibility Criteria as per Schemes of various Boards of Studies and final copy will be given to Administration Cell for record and further necessary proceedings.

b) Once the eligibility criteria are finalized and approved, will be made available to students for their reference.

c) As per Ordinance and Regulations available as on date, following is the eligibility criteria (For B. Tech. / M. Tech. / B. Voc. As per applicable)–

   i. *For 1st Year to 2nd Year Admission:* Student must score **60% of Total Credits** (Including Odd Sem and Even Sem End Semester Examinations) to get promoted / admitted to next Academic Year.

   ii. *For 2nd Year to 3rd Year Admission:* Students should not have any backlog in First year (Must be all clear). Along with this, he / she must score **60% of Total Credits** (Including Odd Sem and Even Sem End Semester Examinations) to get promoted / admitted to next Academic Year.

   iii. *For 3rd Year to 4th Year Admission:* Students should not have any backlog in First year and 2nd Year (Must be all clear). Along with this, he / she must score **60% of Total Credits** (Including Odd Sem and Even Sem End Semester Examinations) to get promoted / admitted to next Academic Year.

d) If student is eligible for getting admitted to next academic year as per above mentioned criteria, he / she will report to respective department and do the registration process by filling the ***Student Registration cum Admission form – Process Sheet*** (available with Administration department and will be made available to all Head of departments for circulation).

e) Student must pay requisite Registration / Admission fees (50% of the total Tuition Fees) at the time for confirmation of their registration to the Academic Year. All previous Accounts dues must be cleared.

f) Regular End Semester Examination Fees (Including Odd and Even Semesters) must be paid at the time of Registration only.

g) Only after payment of requisite fees, and submitting the Registration cum Admission form in the Administration department, student registration will be considered for the concerned Academic Year.

h) This student registration process should be done within 15 (Fifteen) days from the start of Academic Session.

i) Student who fails to complete this registration process within stipulated time period, will not be allowed to continue classes and also liable for payment of late fees / fine as prescribed by management.

j) *In case if students are not sure about their eligibility before the Make – Up Examination results, can be admitted Provisionally in the concerned Academic Year. (As per Rules and Ordinances prescribed by CoE office)*

k) ***List of Discontinued students (DC) to be provided by CoE Office to the Administration Cell within 02 working days from the declaration of results after Makeup Examination.***

l) ***List of Detained Students to be provided by Dean Academic office to the Administration Cell within 02 days after the end of Regular End Semester Examination.***

m) On the receipt of above lists, Administration office will make students **Inactive in MIS Portal** within 02 working days so that, their names should not get reflected along with regular students in that Academic Year.

n) Final students' promotion to the next Academic Year will be made in the MIS portal within a week time period after the receipt of List from respective head of departments.

o) List of registered / promoted students will be prepared by Administration Office considering Students DC status / Detention status / registration form received from Head of Departments within due course of time (Maximum 08 Working days) and will be made available to all concerned departments / Cell by Administration Office.

p) Listed students are allowed to continue classes.

q) Library Department will generate ID Cards of Enrolled students as per final roll list of students within 15 working days from the receipt of list.

r) Student will collect their new ID card after submitting old one to library as per schedule given by Library department. Unless they submit old ID card, new ID card will not be issued. (In case of loss of ID card, student need to pay fine as per norms and then only can get new ID card. (In this regard notice is already circulated and to be acted as per the procedure mentioned therein)

s) Remaining 50% tuition fees to be paid at the start of Even semester (hence 100% tuition fees to be paid till even semester).

t) Student failed to pay the fees on time is liable to pay late fees as per norms.

u) Provisional Admission to next Academic Session is **Not Allowed**.

2.2 <u>Procedure for Cancellation of Admission:</u>

Student who wishes to cancel his / her admission in between the Academic Session should follow below mentioned steps –

a. Student to make application with regard to cancellation of admission and it should be signed by Student and his / her parent as well.

b. Application should be submitted to Administration Office along with requisite documents (College ID Proof copy, College Fees Payment Receipts, copy of CET Cell Admission Confirmation Letter received after confirmation of admission)

c. Application without parent signature and insufficient documents will not be processed.

d. Administration cell will check the application along with documents required and will forward to concern authorities / departments for their information and approval (includes Head of Department, Library, Accounts office, Scholarship Section, Hostel (Boys / Girls), Principal).

e. Students to clear all dues (if any) from respective departments as mentioned above. Without clearance, no application will be processed further.

f. Application once received with approval / clearance from various sections, Administration Office will generate Transfer certificate / Leaving Certificate and will be given to student (or authorized person).

g. Student then can process for getting return of documents (which were submitted at the time of admission) by contacting Admission Office.

h. Administration Office will prepare an office note mentioning list of students who have taken Leaving Certificate / Transfer Certificate and will be shared with all concerned departments / cells. (includes Library / Admission Office / Accounts Office / Respective Head of Department / Team MIS / Management).

2.3 DC to Regular Student Admission Process:

a) In case, student is to take admission after an Academic gap (DC student, Detained student, old ex-student, etc.), need to first apply in a prescribed format (available with Administration Office) along with all required documents mentioned therein to the Administration Department.

b) After form verification, application to be forwarded to concern head of department and Dean Academic office for seeking absorption to concern Academic Year (Semester).

c) Once approved by Dean Academic Office and head of Department, student need to register himself / herself for the academic session by doing admission formalities as mentioned above.

d) Final admitted students' entry in MIS will be done by Administration Cell and accordingly office note will be circulated to all concerned for their record.

2.4 Process for First Year Students and Lateral Entry Students:

a) Newly Admitted student in First Year and Lateral Entry students will pay Admission fees at the time of admission only. Full fees to be paid at once. No part payment is allowed.

b) Examination fee for First Year student and Lateral Entry student will be collected by taking out separate notice (by CoE Office) after last Cut – Off date of Admission.

c) Examination form filling and related procedures will be shared by CoE office at appropriate time during semester.

d) Remaining all other processes will remain same as per mentioned above.