



KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

SOP
ACADEMIC, STATUTORY AND ADMINISTRATIVE
BODIES

STANDARD OPERATING PROCEDURE FOR ACADEMIC & ADMINISTRATIVE BODIES

FAROOK ARTS AND SCIENCE COLLEGE has a well-structured administrative setup with the Governing Body as the highest decision-making along with other functional bodies and committees.

GOVERNING BODY

A group of leaders from industry and academia constitute the Governing Body. The body meets four times a year to discuss various issues and aspects related to the development of the college. Major decisions on considering and approving the college's strategic plans to achieve the goals of the college.

Functions and Responsibilities:

The Governing Council shall have powers to function subject to the existing provision in the bye-laws of FAROOK EDUCATIONAL SOCIETY and rules laid down by the state government / affiliated university.

The following are the functions of the Governing body:

- Evolves the Vision, Mission, and Objectives of the college and ensures that they are achieved
- Ensures total Academic and Administrative Autonomy for achieving short-term and long-term objectives of the Institute.
- GB makes all policy decisions regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, and conduct of staff and student's academic and non-academic activities, also ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Committee.
- Approves new programs of study leading to degree.
- Approves scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Committee and ensures the adequacy of financial resources for asset management

- All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.
- It administers the physical resources of the college.
- Reviews the college performance and guides to effectively Achieve Excellence in Academics, Research, and Industry collaborations.
- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HOD, and other Officers of the college in all matters of fundamental concern.
- Ratifies and resolves the minutes of the Academic Committee, Board of Studies, Finance Committee and IQAC
- Reviews to apply Accreditations of different regulatory bodies (NAAC, UGC, etc.)
- Monitors the effective functioning of different college-level non-statutory committees of the college
- Encourages and gives directions to apply for funds from different funding agencies

STANDARD OPERATING PROCEDURE (SOP) FOR GOVERNING BODY

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Governing Body of Kottakkal Farook Arts and Science College. The Governing Body is responsible for making strategic decisions and ensuring the overall development and success of the college.

2. Scope

This SOP applies to all members of the Governing Body and covers the following areas:

- Vision, mission, and objective setting
- Academic and administrative autonomy
- Policy decisions and curriculum approval
- Financial management and resource allocation
- Regulatory compliance and accreditation
- Monitoring and review of college performance

3. Definitions

Governing Body: A group of leaders from industry and academia responsible for making strategic decisions and ensuring the overall development of the college.

Academic Committee: A committee responsible for academic matters, including curriculum approval and student-related issues.

Finance Committee: A committee responsible for financial matters, including budgeting and financial management.

IQAC: Internal Quality Assurance Cell responsible for quality assurance and enhancement in the college.

4. Responsibilities

Governing Body Chair: Lead the Governing Body meetings, ensure compliance with policies, and oversee the implementation of decisions.

Governing Body Members: Participate in meetings, provide input on strategic decisions, and ensure alignment with the college's vision and mission.

Administrative Staff: Support the implementation of Governing Body decisions and provide necessary documentation and reports.

5. Procedures

5.1 Meetings

The Governing Body will meet four times a year to discuss various issues and aspects related to the development of the college.

The Chair will prepare and distribute the agenda at least one week before the meeting.

Minutes of the meeting will be recorded and circulated to all members within two weeks.

5.2 Vision, Mission, and Objectives

Evolve the Vision, Mission, and Objectives of the college and ensure that they are achieved.

Ensure total Academic and Administrative Autonomy for achieving short-term and long-term objectives of the Institute.

5.3 Policy Decisions and Curriculum Approval

Make all policy decisions regarding courses offered, recruitment of staff, service conditions, and conduct of academic and non-academic activities.

Approve the curriculum as recommended by the Academic Committee.

Approve new programs of study leading to degrees.

5.4 Financial Management and Resource Allocation

Approve scholarships, fellowships, studentships, medals, prizes, and certificates.

Ensure the adequacy of financial resources for asset management.

5.5 Regulatory Compliance and Accreditation

Ensure regulatory compliance of all decisions by the concerned authorities.

Review and apply for accreditations from different regulatory bodies.

5.6 Monitoring and Review

Administer the physical resources of the college.

Review the college's performance and guide to achieve excellence in academics, research, and industry collaborations.

Monitor the effective functioning of college-level non-statutory committees.

5.7 Funding and Grants

Encourage and give directions to apply for funds from different funding agencies.

Ensure proper utilization of funds and compliance with funding agency guidelines.

6. Documentation and Reporting

Maintain records of all Governing Body meetings, decisions, and actions.

Document all strategic decisions, policies, and guidelines.

Submit quarterly and annual reports to the Principal and the Governing Body members on the status of college development and performance.

7. Review and Revision

This SOP will be reviewed annually by the Governing Body.

Any changes or updates will be documented and approved by the Governing Body before implementation.

8. Approval

This SOP is approved by the Governing Body and is effective from [Date].

Governing Body Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all Governing Body members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

COLLEGE COUNCIL

The college council is an advisory body on the college's internal and academic administration affairs. It comprises the principal, heads of various departments, the librarian, the Superintendent, the Co-Ordinator, IQAC, and two nominated members from the staff club. The College Council, as a representative body, is responsible for advising the Governing Body on infrastructural and academic development matters of the college. The college council is the final Appellate Board to the staff and the students at the college

STANDARD OPERATING PROCEDURE (SOP) FOR COLLEGE COUNCIL

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the College Council at Kottakkal Farook Arts and Science College. The College Council serves as an advisory body on internal and academic administration affairs and acts as the final appellate board for staff and students.

2. Scope

This SOP applies to all members of the College Council and covers the following areas:

- Advisory role in internal and academic administration affairs
- Infrastructural and academic development recommendations
- Appellate functions for staff and students

3. Definitions

College Council: An advisory body comprising the principal, heads of various departments, the librarian, the Superintendent, the Coordinator of IQAC, and two nominated members from the staff club.

4. Responsibilities

College Council Chair (Principal): Lead the College Council meetings, ensure compliance with policies, and oversee the implementation of decisions.

College Council Members: Participate in meetings, provide input on academic and administrative matters, and ensure alignment with the college's goals and objectives.

5. Procedures

5.1 Meetings

The College Council will meet at least once a month to discuss internal and academic administration affairs.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Advisory Role

Advise the Governing Body on infrastructural and academic development matters of the college.

Provide recommendations on policies and guidelines related to internal and academic administration.

5.3 Appellate Functions

Serve as the final appellate board for staff and students regarding internal and academic administration matters.

Hear appeals from staff and students and make decisions based on the merits of each case.

5.4 Infrastructural and Academic Development

Review and recommend infrastructural development projects to the Governing Body.

Provide input on academic development initiatives, including new programs and courses.

5.5 Compliance and Documentation

Ensure compliance with all college policies and guidelines.

Maintain records of all College Council meetings, decisions, and actions.

Document all recommendations and submit reports to the Governing Body as required.

6. Documentation and Reporting

Maintain records of all College Council meetings, decisions, and actions.

Document all recommendations and submit reports to the Governing Body as required.

Submit quarterly and annual reports on infrastructural and academic development matters to the Governing Body.

7. Review and Revision

This SOP will be reviewed annually by the College Council.

Any changes or updates will be documented and approved by the College Council before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all College Council members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet

ACADEMIC COMMITTEE

The Academic Committee has been constituted with the Vice-Principal as the Chairman, /convenor. It is the principal academic body of the college responsible for laying down, regulating, and maintaining the standards of instruction, education, and examination within the college. It has the right to advise the college council on all academic matters. The committee implements the academic program for the year and monitors them. They send out directions for effective curriculum transactions. The committee is also responsible for collecting feedback from the students and the teachers and suggests remedial actions if needed. The Academic Committee monitors whether the daily conduct of classes is conducted following the timetable, and schedule and monitors the coverage of topics, syllabus, and other coursework delivered in time. The committee directs the examination committee to conduct test papers, internals, practicals, etc. in time.

Functions and Responsibilities:

- To promote the overall academic affairs of the college.
- To provide direction about methods of instruction, evaluation or research, or improvement in academic standards
- To consider matters of academic interest either on its initiatives or at the insistence of the governing council and take proper action thereon.

- To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus, and evaluation methods.
- To introduce value-added courses/ certificate courses which are required to meet industry needs
- To prescribe courses of study leading to the undergraduate and postgraduate degree of the institute
- To develop the regulations for student admission based on government policies.
- To formulate guidelines for the conduct of examinations in conformity with the bye-laws of the college and the affiliating university
- To maintain proper standards of the examination
- To develop the guidelines for sports, extracurricular activities, maintenance, and functioning of amenities
- To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
- To prescribe measures for departmental coordination

To make recommendations to the college Council for the following:

- Inception of new courses
- Initiate measures for improvements of standards of teaching, training, and research
- Institution of fellowships, traveling fellowships, scholarships, medals, prizes, etc.
- Establishment or discontinuation of courses/centers and formulate bye-laws guiding the academic functioning of the college admissions and examinations.

STANDARD OPERATING PROCEDURE (SOP) FOR ACADEMIC COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Academic Committee at Kottakkal Farook Arts and Science College. The Academic Committee is responsible for laying down, regulating, and maintaining the standards of **instruction, education, and examination within the college.**

2. Scope

This SOP applies to all members of the Academic Committee and covers the following areas:

- Promotion of academic affairs
- Direction about methods of instruction, evaluation, or research
- Approval of academic proposals and regulations
- Development of guidelines for examinations, sports, extracurricular activities, and research
- Recommendations to the College Council on academic matters

3. Definitions

Academic Committee: A committee responsible for laying down, regulating, and maintaining the standards of instruction, education, and examination within the college.

4. Responsibilities

Academic Committee Chair (Vice-Principal): Lead the Academic Committee meetings, ensure compliance with policies, and oversee the implementation of decisions.

Academic Committee Members: Participate in meetings, provide input on academic matters, and ensure alignment with the college's academic standards.

5. Procedures

5.1 Meetings

The Academic Committee will meet at least once a month to discuss academic affairs.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Academic Affairs

Promote the overall academic affairs of the college.

Provide direction about methods of instruction, evaluation, or research to improve academic standards.

Consider matters of academic interest and take proper action either on its initiatives or at the insistence of the Governing Council.

5.3 Curriculum and Courses

Approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus, and evaluation methods.

Introduce value-added courses/certificate courses required to meet industry needs.

Prescribe courses of study leading to undergraduate and postgraduate degrees.

5.4 Examination and Evaluation

Formulate guidelines for the conduct of examinations in conformity with the bye-laws of the college and the affiliating university.

Maintain proper standards of examinations.

Direct the Examination Committee to conduct test papers, internals, practicals, etc., in time.

5.5 Research and Development

Promote research within the institute and acquire reports on such research for further guidance and advice.

Develop measures for departmental coordination to enhance research activities.

5.6 Recommendations

Make recommendations to the College Council regarding the inception of new courses, improvements in standards of teaching, training, and research, and establishment or discontinuation of courses/centers.

6. Documentation and Reporting

Maintain records of all Academic Committee meetings, decisions, and actions.

Document all recommendations and submit reports to the College Council as required.

Submit quarterly and annual reports on academic affairs to the College Council.

7. Review and Revision

This SOP will be reviewed annually by the Academic Committee.

Any changes or updates will be documented and approved by the Academic Committee before implementation.

8. Approval

This SOP is approved by the Vice-Principal and is effective from [Date].

Vice-Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Academic Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet

BOARD OF STUDIES

Each Department has its own Board of Studies which consists of:

- Head of the department concerned (Chairman)
- The entire faculty of each specialization
- Two experts in the subject from outside the college to be nominated by the Academic Committee
- One expert to be nominated by the principal
- One representative from the industry/corporate sector/allied area relating to the placement
- One postgraduate meritorious alumnus

FUNCTIONS AND RESPONSIBILITIES:

- To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department as value-added/certificate courses/skill-based courses
- Design the syllabus as per the mission, vision, program outcomes, program-specific outcomes, and course outcomes of all programs offered by the department
- Prepares the contemporary syllabi for different programs based on the changing needs of the profession and the requirements of the industry, for all courses concerning the objectives of the college, stakeholders, and societal/local/national/regional/global developmental needs.
- Approve the curriculum and its structure for all the programs of the department.
- Advises innovative pedagogical methods teaching and evaluation methods
- Suggest a panel of names to the academic committee for the appointment of examiners
- Coordinate research, teaching, consultancy, and any other academic matters for the growth of the department/institution

To make recommendations to the Academic Committee for the following:

- Starting of new courses
- Initiate measures for improvements of standards of teaching, Training and Research

STANDARD OPERATING PROCEDURE (SOP) FOR BOARD OF STUDIES (BOS)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Board of Studies (BoS) at Kottakkal Farook Arts and Science College. The BoS is responsible for approving course outcomes, designing syllabi, approving curriculum, and advising on pedagogical methods for all programs offered by the department.

2. Scope

This SOP applies to all members of the Board of Studies within each department and covers the following areas:

Approval of course outcomes, program outcomes, program specific outcomes, and program educational objectives.

Designing syllabi and curriculum for programs offered by the department.

Advising on innovative pedagogical and evaluation methods.

Coordination of research, teaching, and other academic matters within the department.

3. Definitions

Board of Studies (BoS): A committee within each department consisting of the Head of the department, faculty members, external subject experts, industry representatives, and alumni, responsible for designing syllabi, approving curriculum, and advising on academic matters.

4. Responsibilities

4.1 Board of Studies Chair (Head of the Department)

Coordinate BoS meetings and ensure compliance with policies.

Oversee the implementation of decisions taken by the BoS.

Represent the department in Academic Committee meetings.

4.2 Board of Studies Members

Participate in BoS meetings and provide input on academic matters.

Contribute to the design of syllabi, curriculum, and evaluation methods.

Share industry insights and alumni perspectives to enhance the relevance of the programs.

5. Procedures

5.1 Meetings

The BoS will meet at least twice a year to discuss academic matters. The Chair will prepare and distribute the agenda at least one week before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Approval of Course Outcomes and Curriculum

The BoS will approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs), and Program Educational Objectives (PEOs) of the programs offered by the department.

The BoS will design syllabi and curriculum based on the approved COs, POs, PSOs, and PEOs, ensuring alignment with the mission, vision, and objectives of the college.

5.3 Pedagogical and Evaluation Methods

The BoS will advise on innovative pedagogical methods and evaluation methods to enhance teaching and learning outcomes.

The BoS will suggest a panel of names to the Academic Committee for the appointment of examiners.

5.4 Recommendations

The BoS will make recommendations to the Academic Committee regarding the starting of new courses and measures for the improvement of standards of teaching, training, and research.

6. Documentation and Reporting

Maintain records of all BoS meetings, decisions, and actions.

Document all recommendations and submit reports to the Academic Committee as required.

Submit quarterly and annual reports on academic matters to the Academic Committee.

7. Review and Revision

This SOP will be reviewed annually by the BoS.

Any changes or updates will be documented and approved by the BoS before implementation.

8. Approval

This SOP is approved by the Head of the Department and is effective from [Date].

Head of the Department's Signature:

Date:

9. Distribution

This SOP will be distributed to all BoS members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet

THE COLLEGE DEVELOPMENT COUNCIL (CDC)

The College Development Council (CDC) at Kottakkal Farook Arts and Science College (KFASC) is a vital administrative body responsible for overseeing and coordinating various aspects of the college's development and growth. The CDC plays a crucial role in shaping the strategic direction of the college and ensuring its continued progress and advancement. Key functions of the College Development Council at KFASC may include:

Strategic Planning: Developing and implementing long-term strategic plans for the overall development of the college, including academic programs, infrastructure, and student support services.

Resource Mobilization: Identifying and mobilizing resources, both financial and non-financial, to support the college's development initiatives and projects.

Quality Assurance: Monitoring and evaluating the quality of academic programs and support services to ensure they meet the required standards and are in line with the college's goals and objectives.

Policy Formulation: Formulating and reviewing policies related to academic affairs, administration, and student welfare, and ensuring compliance with regulatory requirements.

Collaboration and Networking: Establishing and maintaining collaborations and partnerships with other institutions, industry partners, and relevant stakeholders to enhance the college's academic and research activities.

Review and Feedback: Regularly reviewing and providing feedback on the college's performance and progress towards its development goals.

STANDARD OPERATING PROCEDURE (SOP) FOR COLLEGE DEVELOPMENT COUNCIL (CDC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the College Development Council (CDC) at Kottakkal Farook Arts and Science College (KFASC). The CDC is responsible for overseeing and coordinating various aspects of the college's development and growth, including strategic planning,

resource mobilization, quality assurance, policy formulation, collaboration, and networking.

2. Scope

This SOP applies to all members of the College Development Council at KFASC and covers the following areas:

- Strategic planning for the overall development of the college.
- Mobilization of resources to support development initiatives.
- Monitoring and evaluation of academic programs and support services.
- Formulation and review of policies related to academic affairs, administration, and student welfare.
- Collaboration and networking with other institutions and stakeholders.
- Review and feedback on the college's performance and progress.

3. Definitions

College Development Council (CDC): A vital administrative body responsible for overseeing and coordinating various aspects of the college's development and growth, including strategic planning, resource mobilization, quality assurance, policy formulation, collaboration, and networking.

4. Responsibilities

4.1 CDC Chair (Principal)

Coordinate CDC meetings and ensure compliance with policies.

Oversee the implementation of decisions taken by the CDC.

Represent the college in external meetings related to development and growth.

4.2 CDC Members

Participate in CDC meetings and provide input on development and growth strategies.

Contribute to the identification and mobilization of resources for development initiatives.

Review and evaluate the quality of academic programs and support services.

5. Procedures

5.1 Meetings

The CDC will meet at least once a quarter to discuss development and growth strategies.

The Chair will prepare and distribute the agenda at least one week before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Strategic Planning

The CDC will develop and implement long-term strategic plans for the overall development of the college.

The CDC will identify key areas for development, such as academic programs, infrastructure, and student support services.

5.3 Resource Mobilization

The CDC will identify and mobilize resources, both financial and non-financial, to support development initiatives.

The CDC will explore funding opportunities from government agencies, donors, and other sources.

5.4 Quality Assurance

The CDC will monitor and evaluate the quality of academic programs and support services to ensure they meet the required standards.

The CDC will conduct regular reviews and assessments to identify areas for improvement.

5.5 Policy Formulation

The CDC will formulate and review policies related to academic affairs, administration, and student welfare.

The CDC will ensure that policies are in compliance with regulatory requirements.

5.6 Collaboration and Networking

The CDC will establish and maintain collaborations and partnerships with other institutions, industry partners, and stakeholders.

The CDC will explore opportunities for joint projects, research initiatives, and exchange programs.

5.7 Review and Feedback

The CDC will regularly review and provide feedback on the college's performance and progress towards its development goals.

The CDC will identify areas for improvement and recommend strategies for enhancement.

6. Documentation and Reporting

Maintain records of all CDC meetings, decisions, and actions.

Document all development initiatives and projects.

Submit quarterly and annual reports on development and growth activities to the Governing Body.

7. Review and Revision

This SOP will be reviewed annually by the CDC.

Any changes or updates will be documented and approved by the CDC before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all CDC members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

FINANCE COMMITTEE

The Finance Committee of Kottakkal Farook Arts and Science College (KFASC) is an administrative body responsible for overseeing the financial management and planning of the college. The committee plays a crucial role in ensuring the financial sustainability and growth of the institution. Key functions of the Finance Committee at KFASC may include:

Budget Planning: Developing the annual budget for the college based on projected income and expenditure, and ensuring that it aligns with the college's strategic goals and objectives.

Financial Oversight: Monitoring the college's financial performance, including revenue generation, expenses, investments, and financial reserves, and making recommendations for improvement.

Resource Allocation: Allocating financial resources to various departments and programs based on their needs and priorities, and ensuring that funds are used efficiently and effectively.

Risk Management: Identifying and mitigating financial risks faced by the college, such as fluctuations in revenue, rising costs, or financial mismanagement.

Compliance: Ensuring compliance with financial regulations, accounting standards, and institutional policies, and conducting regular audits to maintain transparency and accountability.

Fundraising: Developing and implementing strategies to raise additional funds for the college, including through donations, grants, and other fundraising activities.

STANDARD OPERATING PROCEDURE (SOP) FOR FINANCE COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Finance Committee of Kottakkal Farook Arts and Science College (KFASC). The Finance Committee is responsible for overseeing the financial management and planning of the college to ensure its financial sustainability and growth.

2. Scope

This SOP applies to all members of the Finance Committee at KFASC and covers the following areas:

- Budget planning
- Financial oversight
- Resource allocation
- Risk management
- Compliance
- Fundraising

3. Definitions

Finance Committee: An administrative body responsible for overseeing the financial management and planning of the college.

4. Responsibilities

4.1 Finance Committee Chair

Coordinate Finance Committee meetings and ensure compliance with policies.

Oversee the implementation of financial decisions taken by the committee.

Represent the committee in external financial matters.

4.2 Finance Committee Members

Participate in Finance Committee meetings and provide input on financial management and planning.

Review financial reports and budgets.

Monitor financial performance and risks.

5. Procedures

5.1 Meetings

The Finance Committee will meet at least quarterly to review financial reports and budgets.

The Chair will prepare and distribute the agenda at least one week before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Budget Planning

The Finance Committee will develop the annual budget for the college based on projected income and expenditure.

The budget will be aligned with the college's strategic goals and objectives.

5.3 Financial Oversight

The Finance Committee will monitor the college's financial performance, including revenue generation, expenses, investments, and financial reserves.

The committee will make recommendations for improving financial performance.

5.4 Resource Allocation

The Finance Committee will allocate financial resources to various departments and programs based on their needs and priorities.

Funds will be used efficiently and effectively.

5.5 Risk Management

The Finance Committee will identify and mitigate financial risks faced by the college, such as fluctuations in revenue or rising costs.

Strategies will be developed to manage these risks.

5.6 Compliance

The Finance Committee will ensure compliance with financial regulations, accounting standards, and institutional policies.

Regular audits will be conducted to maintain transparency and accountability.

5.7 Fundraising

The Finance Committee will develop and implement strategies to raise additional funds for the college.

This may include donations, grants, and other fundraising activities.

6. Documentation and Reporting

Maintain records of all Finance Committee meetings, decisions, and actions.

Document all financial reports, budgets, and audits.

Submit quarterly and annual reports on financial performance and planning to the Governing Body.

7. Review and Revision

This SOP will be reviewed annually by the Finance Committee.

Any changes or updates will be documented and approved by the Finance Committee before implementation.

8. Approval

This SOP is approved by the Chair of the Finance Committee and is effective from [Date].

Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all Finance Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

HUMAN RESOURCE MANAGEMENT (HRM) COMMITTEE

The Human Resource Management (HRM) Committee at Kottakkal Farook Arts and Science College (KFASC) is a vital administrative body responsible for overseeing and managing all aspects related to the college's human resources. The committee plays a crucial role in ensuring that the college has a competent, motivated, and well-supported workforce to achieve its goals and objectives. Functions of the HRM Committee :

Recruitment and Selection: Developing and implementing policies and procedures for the recruitment and selection of faculty and staff, ensuring that the college attracts and retains talented individuals.

Training and Development: Identifying training and development needs of faculty and staff, and organizing training programs to enhance their skills and capabilities.

Performance Management: Establishing performance appraisal systems to evaluate the performance of faculty and staff, and providing feedback and support for improvement.

Employee Relations: Managing employee relations issues, such as grievances, disputes, and disciplinary matters, in a fair and timely manner.

Policy Formulation: Formulating and reviewing policies related to employee benefits, welfare, and work conditions, and ensuring compliance with relevant laws and regulations.

Career Planning: Developing career advancement opportunities for faculty and staff, and providing guidance and support for career development.

STANDARD OPERATING PROCEDURE (SOP) FOR HUMAN RESOURCE MANAGEMENT (HRM) COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Human Resource Management (HRM) Committee at Kottakkal Farook Arts and Science College (KFASC). The HRM Committee is responsible for overseeing and managing all aspects related to the college's human resources to ensure the college has a competent, motivated, and well-supported workforce.

2. Scope

This SOP applies to all members of the HRM Committee at KFASC and covers the following areas:

- Recruitment and selection
- Training and development
- Performance management
- Employee relations
- Policy formulation
- Career planning

3. Definitions

HRM Committee: An administrative body responsible for overseeing and managing all aspects related to the college's human resources.

4. Responsibilities

4.1 HRM Committee Chair

Coordinate HRM Committee meetings and ensure compliance with policies.

Oversee the implementation of human resource decisions taken by the committee.

Represent the committee in external human resource matters.

4.2 HRM Committee Members

Participate in HRM Committee meetings and provide input on human resource management.

Review human resource policies and procedures.

Monitor human resource performance and issues.

5. Procedures

5.1 Meetings

The HRM Committee will meet at least quarterly to review human resource policies and procedures.

The Chair will prepare and distribute the agenda at least one week before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Recruitment and Selection

The HRM Committee will develop and implement policies and procedures for the recruitment and selection of faculty and staff. Ensure that the college attracts and retains talented individuals.

5.3 Training and Development

Identify training and development needs of faculty and staff. Organize training programs to enhance their skills and capabilities.

5.4 Performance Management

Establish performance appraisal systems to evaluate the performance of faculty and staff.

Provide feedback and support for improvement.

5.5 Employee Relations

Manage employee relations issues, such as grievances, disputes, and disciplinary matters, in a fair and timely manner.

Ensure compliance with relevant laws and regulations.

5.6 Policy Formulation

Formulate and review policies related to employee benefits, welfare, and work conditions.

Ensure compliance with relevant laws and regulations.

5.7 Career Planning

Develop career advancement opportunities for faculty and staff.

Provide guidance and support for career development.

6. Documentation and Reporting

Maintain records of all HRM Committee meetings, decisions, and actions.

Document all human resource policies and procedures.

Submit quarterly and annual reports on human resource management to the Governing Body.

7. Review and Revision

This SOP will be reviewed annually by the HRM Committee.

Any changes or updates will be documented and approved by the HRM Committee before implementation.

8. Approval

This SOP is approved by the Chair of the HRM Committee and is effective from [Date].

Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all HRM Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

STAFF SELECTION COMMITTEE

FUNCTIONS AND RESPONSIBILITIES

- Properly scrutinize and shortlist the applications as per the requirements
- Conduct the interviews and rank the applicants as per the interview scores
- Make a final list of selected candidates and recommend for approval.
- Select qualified, meritorious, talented, and efficient faculty.
- Responsible for the appointment of technical, administrative, and other staff.

STANDARD OPERATING PROCEDURE (SOP) FOR STAFF SELECTION COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Staff Selection Committee at Kottakkal Farook Arts and Science College (KFASC). The Staff Selection Committee is responsible for properly scrutinizing applications, conducting interviews, and selecting qualified candidates for various positions at the college.

2. Scope

This SOP applies to all members of the Staff Selection Committee at KFASC and covers the following areas:

- Scrutinizing and shortlisting applications
- Conducting interviews
- Ranking applicants
- Selecting candidates for approval

3. Definitions

Staff Selection Committee: A committee responsible for selecting qualified candidates for various positions at the college.

4. Responsibilities

4.1 Staff Selection Committee Chair

Coordinate Staff Selection Committee meetings and ensure compliance with policies.

Oversee the selection process and ensure fairness and transparency.

4.2 Staff Selection Committee Members

Participate in the selection process by reviewing applications and conducting interviews.

Provide input on the selection criteria and ranking of candidates.

5. Procedures

5.1 Scrutinizing and Shortlisting Applications

Review all applications received for the position.

Shortlist candidates based on the eligibility criteria specified in the job advertisement.

5.2 Conducting Interviews

Schedule interviews for shortlisted candidates.

Conduct interviews using a standardized interview process and evaluation criteria.

5.3 Ranking Applicants

Evaluate each candidate based on their qualifications, experience, and performance in the interview.

Rank applicants based on their interview scores and qualifications.

5.4 Selecting Candidates for Approval

Prepare a final list of selected candidates.

Recommend the final list to the appropriate authority for approval.

6. Documentation and Reporting

Maintain records of all applications received, shortlisting criteria, interview scores, and final selection decisions.

Prepare a report summarizing the selection process and outcomes for submission to the appropriate authority.

7. Review and Revision

This SOP will be reviewed annually by the Staff Selection Committee.

Any changes or updates will be documented and approved by the Staff Selection Committee before implementation.

8. Approval

This SOP is approved by the Chair of the Staff Selection Committee and is effective from [Date].

Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all Staff Selection Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

EXAMINATION COMMITTEE

Functions And Responsibilities:

- Preparing academic calendar which includes all the academic-related activities.
- Conducting the Internal Examinations and Semester End Examinations.
- Processing and publishing results in time.
- Issuing certificates such as Grade Sheet, Consolidated Statements of Grade, Provisional Certificate and Transcripts

STANDARD OPERATING PROCEDURE (SOP) FOR EXAMINATION COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Examination Committee at Kottakkal Farook Arts and Science College (KFASC). The Examination Committee is responsible for conducting internal examinations, semester-end examinations, processing and publishing results, and issuing certificates.

2. Scope

This SOP applies to all members of the Examination Committee at KFASC and covers the following areas:

- Preparation of the academic calendar
- Conducting internal and semester-end examinations
- Processing and publishing results
- Issuing certificates

3. Definitions

Examination Committee: A committee responsible for conducting examinations, processing results, and issuing certificates.

4. Responsibilities

4.1 Examination Committee Chair

Coordinate Examination Committee meetings and ensure compliance with policies.

Oversee the examination process and ensure fairness and integrity.

4.2 Examination Committee Members

Participate in the examination process by setting examination schedules, preparing question papers, invigilating examinations, and processing results.

Ensure that all examination-related activities are conducted in accordance with college policies and regulations.

5. Procedures

5.1 Preparing Academic Calendar

Develop an academic calendar that includes all academic-related activities, including examination dates, result publication dates, and certificate issuance dates.

Ensure that the academic calendar is approved by the appropriate authority and distributed to all stakeholders.

5.2 Conducting Examinations

Set examination schedules for internal and semester-end examinations.

Prepare question papers based on the syllabus and course objectives. Arrange for the invigilation of examinations to ensure fairness and integrity.

Ensure that all examination procedures are followed, including checking student IDs, distributing and collecting answer sheets, and maintaining exam security.

5.3 Processing and Publishing Results

Collect answer sheets and other examination materials after the examination.

Process the results and calculate grades based on the grading system approved by the college.

Publish the results within the specified timeframe and make them available to students and faculty.

Address any discrepancies or complaints regarding the results in a timely manner.

5.4 Issuing Certificates

Prepare and issue certificates, including grade sheets, consolidated statements of grades, provisional certificates, and transcripts.

Ensure that certificates are issued accurately and in compliance with college policies and regulations.

6. Documentation and Reporting

Maintain records of examination schedules, question papers, answer sheets, results, and certificate issuance.

Prepare reports summarizing the examination process, results, and any issues or discrepancies encountered.

7. Review and Revision

This SOP will be reviewed annually by the Examination Committee. Any changes or updates will be documented and approved by the Examination Committee before implementation.

8. Approval

This SOP is approved by the Chair of the Examination Committee and is effective from [Date].

Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all Examination Committee members, department heads, faculty, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

LIBRARY AND RESOURCE CENTRE COMMITTEE

Functions and responsibilities:

- Collecting the requirements of the textbooks, reference books,
- Journals and ensuring the adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines, and equipment to the college as well as department libraries and propose budgetary estimates to the administration.
- Conducting annual stock verification

STANDARD OPERATING PROCEDURE (SOP) FOR LIBRARY AND RESOURCE CENTRE COMMITTEE

1. Purpose

The purpose of this SOP is to outline the roles, responsibilities, and procedures for the Library and Resource Centre Committee at Kottakkal Farook Arts and Science College (KFASC). This committee is responsible for ensuring that the library is well-stocked with textbooks, reference books, and journals, planning and implementing library automation and digital library development, and conducting annual stock verification.

2. Scope

This SOP applies to all members of the Library and Resource Centre Committee at KFASC and covers the following areas:

- Collecting requirements for textbooks, reference books, and journals
- Planning and implementing library automation and digital library development
- Finalizing lists of books, journals, and magazines, and proposing budgetary estimates
- Conducting annual stock verification

3. Definitions

Library and Resource Centre Committee: A committee responsible for overseeing the management and development of the college library and resource centre.

4. Responsibilities

4.1 Library and Resource Centre Committee Chair

Coordinate committee meetings and ensure compliance with library policies and procedures.

Oversee the collection of requirements, library automation, and stock verification processes.

4.2 Committee Members

Participate in collecting requirements, planning library development, and conducting stock verification.

Ensure that library resources are managed effectively and meet the needs of students and faculty.

5. Procedures

5.1 Collecting Requirements

Solicit input from faculty, students, and staff regarding the need for textbooks, reference books, journals, and other library resources.

Compile and review the collected requirements to ensure they align with academic and research needs.

Ensure that the required number of copies are available in the library as per norms.

5.2 Planning and Implementing Library Automation and Digital Library Development

- Develop a plan for library automation, including the selection and implementation of library management software.
- Plan and develop a digital library to enhance access to digital resources such as e-books, e-journals, and databases.
- Promote the usage of the digital library among students and faculty through training sessions and awareness programs.

5.3 Finalizing Lists and Proposing Budgetary Estimates

Prepare a list of required books, journals, magazines, and equipment for the college and department libraries.

Review and finalize the list in consultation with department heads and faculty.

Prepare budgetary estimates for the procurement of the listed items and submit them to the administration for approval.

5.4 Conducting Annual Stock Verification

Plan and schedule the annual stock verification process, including the allocation of tasks to committee members and library staff.

Conduct a thorough stock verification to check the availability and condition of all library resources.

Document any discrepancies or missing items and prepare a report for the administration.

Implement corrective actions to address any issues identified during the stock verification process.

6. Documentation and Reporting

Maintain records of collected requirements, library automation plans, digital library development, finalized lists, budgetary estimates, and stock verification reports.

Prepare annual reports summarizing library activities, resource acquisitions, and stock verification outcomes.

7. Review and Revision

This SOP will be reviewed annually by the Library and Resource Centre Committee.

Any changes or updates will be documented and approved by the committee before implementation.

8. Approval

This SOP is approved by the Chair of the Library and Resource Centre Committee and is effective from [Date].

Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all Library and Resource Centre Committee members, department heads, faculty, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

THE COMPLAINTS AND REDRESSAL MECHANISM (CGRC)

The complaints and redressal mechanism in the college is structured as per the guidelines given by the UGC in this regard. various CGRC's formed to address the grievances at various levels are given below.

1. STUDENTS GRIEVANCES REDRESSAL CELL (SGRC) (Department-wise):

This cell is dedicated to addressing grievances and complaints on academic matters. Grievances related to internal assessment, victimization, attendance, conducting of examinations etc. are investigated and solved by this Cell. The cell comprises of HOD, and two senior teachers of the department and receives the complaints related to academic matters of the students and find solutions following the principles of natural justice while considering the grievances of the students.

2. EMPLOYEE GRIEVANCES REDRESSAL CELL:

This cell is dedicated to addressing the grievances and concerns of the staff members, including teaching and non-teaching staff. It provides a platform for staff to raise issues related to their work environment, workload, career progression, or any other relevant matter. The cell strives to resolve grievances promptly and fairly, promoting a positive work culture within the institution.

3. INTERNAL COMPLAINTS COMMITTEE (ICC) AGAINST SEXUAL HARASSMENT

Calicut University Syndicate having considered the directive from UGC, resolved to implement UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 in the University and to make the implementation of the same in all affiliated colleges mandatory. As per the above directions the college has constituted an Internal Complaints Committee (ICC) to tackle complaints of sexual harassment and to take measures for gender sensitisation. Hence Internal complaints committee (ICC) against sexual harassment is constituted in the college to create a congenial atmosphere in the college for the staff and students at work.

The cell has developed guidelines and norms for a policy to uphold zero tolerance towards sexual harassment as per UGC guidelines. For all process and procedures of enquiry, redressal, punishment etc; these guidelines will be followed. The college has entrusted the task of enforcement of these principles and procedures for combating sexual harassment to this cell. Cell promotes measures aimed at achieving

gender equality, removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence by organising awareness programmes and campaigns for the benefit of all members of the College.

4. ANTI-RAGGING CELL

Hon'ble Supreme Court of India had taken serious note of ragging in Campuses and in its Judgment had directed that the recommendations of the Raghavan Committee appointed by the Court shall be implemented and compliance reported. Hon'ble High Court of Kerala in OP No. 31139/99 had also directed certain steps to be taken by the Police Department. In response to the guidelines given by the court and the DGP an Anti-Ragging Committee & Anti-Ragging Squad at the level of college consisting representatives of the faculty members, representatives of parents, representatives of students belonging to fresher category as well as non-teaching staff is formed in the college. This committee is headed by the head of the institution. It shall consider the recommendation of the anti-ragging Squad and take appropriate decisions, including imposition of suitable punishments to those found guilty.

5. DISCIPLINE COMMITTEE

Discipline committee is formed for safeguarding a peaceful and congenial campus. college disciplinary cases and all other violations of law will be handled by the Discipline Committee constituted every year. The Discipline Committee (DC) is charged with administering the Student Code of Conduct and rendering a decision within the shortest time. Any act of violence or threat that may disrupt the peaceful campus atmosphere will be properly investigated and appropriate disciplinary actions will be recommended to the college council for execution.

6. FACILITY TECH FIXES FORUM (FTFF)

This is an one-stop forum for addressing a wide range of grievances and complaints related to campus infrastructure and technology. From electrical and computer issues to plumbing and furniture requirements, our dedicated team is here to troubleshoot, fix, repair, restore, and maintain all aspects of campus facilities. Whether it's a power outage, a software glitch, or a plumbing problem, we are committed to providing efficient and effective solutions to ensure a comfortable and functional environment for all. Just log your complaint, and we'll take care of the rest, keeping your campus running smoothly and seamlessly

STANDARD OPERATING PROCEDURE (SOP) FOR REGISTERING COMPLAINTS AND GRIEVANCES THROUGH THE COLLEGE PORTAL ONLINE:

1. Procedure to Lodge a Complaint or Grievance:

- Students and staff can access the college portal and navigate to the "Complaints and Grievances" section.
- Select the relevant category (e.g., academic, administrative, personal, staff grievances, sexual harassment, ragging, disciplinary issues).
- Fill out the online form with details of the complaint or grievance, including nature, date, time, location, and parties involved.
- Attach any supporting documents or evidence, if applicable.
- Submit the form electronically.

2. Acknowledgement and Tracking:

- Upon submission, an automated acknowledgement message is sent to the complainant, confirming receipt of the complaint.
- Each complaint is assigned a unique tracking number for reference.

3. Review and Investigation:

- The Complaints Grievances Redressal Cell (CGRC) reviews the complaint and assigns it to the relevant cell (e.g., Student Grievances Redressal Cell, Employee Grievances Redressal Cell, Internal Complaints Committee, Anti-Ragging Cell, Discipline Committee).
- The assigned cell conducts a thorough investigation, which may include gathering evidence, interviewing witnesses, and reviewing relevant policies and procedures.

4. Resolution and Action:

- Based on the investigation findings, the cell formulates a resolution or recommendation for action.
- The resolution or action plan is communicated to the complainant through the college portal or email.

5. Appeal Process:

- If the complainant is not satisfied with the resolution, they may appeal to a higher authority within a specified timeframe.
- The appeal is reviewed, and a final decision is communicated to the complainant.

6. Tracking Progress:

- The progress of each complaint or grievance is updated on the college portal, allowing complainants to track the status of their complaints.
- Regular updates are provided to ensure transparency and accountability in the process.

7. Ensuring Justice Without Fear or Fret:

- The college ensures that all complaints and grievances are handled impartially and without bias.
- Confidentiality of the complainant and witnesses is maintained throughout the process.
- Strict actions are taken against any form of retaliation or victimization against the complainant.

Additional Information:

The college portal provides access to relevant policies, guidelines, and contact information for the designated authorities overseeing the complaints and grievances process.

Awareness campaigns and training programs are conducted regularly to educate students and staff about the complaints and grievances redressal mechanism.

Regular audits and reviews are conducted to evaluate the effectiveness of the process and make necessary improvements.

ETHICS COMMITTEE

An ethics committee has been constituted as per the Govt. Order (RT) No. 346/05/H.Ed.dt.01/03/2005 to monitor the ban of the implementation of the mobile phones, cinematic dance and fashion shows on the campus. The committee comprises of members from the College PTA, Staff, Student Union, Management Committee, NSS and from Local Authorities.

CULTURAL COMMITTEE

Functions and Responsibilities:

The forming of the cultural committee is to promote organising the cultural activities in a structured manner without affecting the academic routine fixed by the college and university. It aims to provide sufficient venue and support to the students to express their creativity and histrionic talents. The planning, direction, coordination and logistical requirements for all these events is taken care of by the Cultural Committee working in collaboration with other Clubs and Committees of college to promote bonding and team spirit between each and every student. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College. The cultural committee shall form various sub committees with sufficient student representation and participation and delegate duties to the students to enhance their leadership and personality. The committee may plan the formal programmes as given below and shall conduct other events without interrupting normal academic work.

- Fresher's Day,

- Orientation Programs,
- Organize campus radio
- Teachers' Day,
- Festival Celebrations,
- National Days,
- Farewell parties,
- Annual college Day,
- Zonal competitions,
- Fests, management meets, exhibitions, melas, etc,

Functions

- Plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- Prepare the annual budget for various cultural event and prepare programme specific budget for each cultural event and take necessary steps for its approval from the College authorities to arrange programme.
- Decide the date, time and agenda of the program, inform members of staff and students about the event, arrange the venue and logistics (audio/video system, dais, podium etc).
- Invite the Chief Guest and other dignitaries.
- Arrange mementos for guests and gifts/certificates for the participants
- Publish the events and festivals in the Notice Board/Website/ Alumni site/press etc.
- Prepare and maintain brochures records of all cultural activities and proper documentation.
- Prepare the details of attendance exemption to be given to the students representing college in various competition

STANDARD OPERATING PROCEDURE (SOP) FOR CULTURAL COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Cultural Committee at Kottakkal Farook Arts and Science College. The committee is responsible for organizing cultural activities in a structured manner, providing a venue for students to express their creativity, and ensuring that events do not disrupt the academic routine.

2. Scope

This SOP applies to all members of the Cultural Committee and covers the following areas:

- Planning and scheduling cultural events
- Budget preparation and management

- Coordination of event logistics
- Student representation and participation
- Record-keeping and documentation
- Registration of the event in the portal

3. Definitions

Cultural Committee: A committee responsible for organizing and promoting cultural activities within the college.

Sub-committees: Groups formed under the Cultural Committee with specific responsibilities for different cultural events.

4. Responsibilities

Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Committee Members: Participate in meetings, provide input on cultural activities, assist in organizing events, and ensure proper execution of tasks.

Sub-committee Heads: Lead specific cultural events, delegate tasks to student representatives, and ensure successful event completion.

Administrative Staff: Support the implementation and management of cultural activities and events.

5. Procedures

5.1 Formation of the Cultural Committee

The Principal appoints the Cultural Committee members at the beginning of each academic year.

The committee should include representatives from faculty, administrative staff, and student body.

Form various sub-committees with sufficient student representation and participation.

5.2 Meetings

The Cultural Committee will meet at least once every month to discuss and review cultural activities.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Planning and Scheduling Cultural Events

Plan and schedule cultural events for the academic year, including:

- Fresher's Day
- Orientation Programs
- Teachers' Day
- Festival Celebrations

- National Days
- Farewell parties
- Annual College Day
- Zonal competitions
- Fests, management meets, exhibitions, melas
- Campus radio activities
- Include tentative dates for cultural events in the academic calendar of the college.
- **Collaborate with other clubs and committees to promote bonding and team spirit among students.**

5.4 Budget Preparation and Management

Prepare the annual budget for various cultural events.

Prepare program-specific budgets for each cultural event.

Submit the budgets for approval to the College authorities.

Ensure proper utilization of allocated funds.

5.5 Coordination of Event Logistics

Decide the date, time, and agenda of each event.

Inform members of staff and students about the event details.

Arrange the venue and necessary logistics, including audio/video systems, dais, and podium.

Invite the Chief Guest and other dignitaries.

Arrange mementos for guests and gifts/certificates for participants.

5.6 Student Representation and Participation

Delegate duties to students through sub-committees to enhance their leadership and personality.

Ensure active student participation in organizing and conducting cultural events.

Prepare the details of attendance exemption for students representing the college in various competitions.

5.7 Record-Keeping and Documentation

Maintain brochures and records of all cultural activities.

Document event details, including photographs and reports.

Publish information about events on the notice board, website, alumni site, and press.

Submit annual reports on cultural activities and budget allocations to the Principal.

6. Documentation and Reporting

Maintain records of all committee meetings, decisions, and actions.

Document all cultural activities, event reports, and student participation.

Keep records of achievements and awards received by students.

Submit quarterly and annual reports to the Principal on the status of cultural activities and events.

7. Review and Revision

This SOP will be reviewed annually by the Cultural Committee. Any changes or updates will be documented and approved by the principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Cultural Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

SPORTS COMMITTEE

FUNCTIONS AND RESPONSIBILITIES

The sports committee is constituted to promote sports activities among students and the faculty encouraging team spirit by conducting healthy competitions. It arranges for better coaching facilities, organizes regular sports events in order to train students for states and national level competitions.

Functions

- Prepare sports calendar and an action plan for the year
- Advise the management to develop necessary infrastructure for sports and games and take up the responsibility of preparing the budget estimate, requirement of infrastructure equipment, maintaining the equipment and play fields.
- Procure the requirement of sports items for the year and maintaining all sporting goods inventory.
- Organize intra college competitions at the college level.
- Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.
- Assist, motivate and encourage the students to conduct, participate actively in various sports and games activities, both indoor and outdoor in the college.
- Developing sports logo, manuals, brochures etc;

- Maintain records of sports and games events within the college, university/ and outside at the region/state/national level and their achievements /awards etc.
- Submit annual reports on the sports and games events/ budget allocations, expenditures during the year.
- Invite the Chief Guest and other dignitaries.
- Arrange mementos for guests and gifts/certificates for the participants
- Publish the events and festivals in the Notice Board/Website/ Alumni site/press etc. and its proper documentation.
- Prepare the details of attendance exemption to be given to the students representing college in various sports and games.

STANDARD OPERATING PROCEDURE (SOP) FOR SPORTS COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Sports Committee at Kottakkal Farook Arts and Science College. The committee is responsible for promoting sports activities among students and faculty, encouraging team spirit, and organizing sports events and coaching facilities.

2. Scope

This SOP applies to all members of the Sports Committee and covers the following areas:

- Sports calendar and action plan preparation
- Infrastructure development and budget management
- Procurement and maintenance of sports equipment
- Organization of intra-college and inter-collegiate competitions
- Motivation and support for student participation in sports
- Record-keeping and reporting
- Event publicity and documentation

3. Definitions

Sports Committee: A committee responsible for promoting and organizing sports activities within the college.

Intra-college Competitions: Sports events held within the college among students and faculty.

Inter-collegiate Tournaments: Sports events where teams from different colleges compete.

4. Responsibilities

Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Committee Members: Participate in meetings, provide input on sports activities, assist in organizing events, and ensure proper maintenance of equipment.

Administrative Staff: Support the implementation and management of sports activities and events.

5. Procedures

5.1 Formation of the Sports Committee

The Principal appoints the Sports Committee members at the beginning of each academic year.

The committee should include representatives from faculty, administrative staff, and student body.

5.2 Meetings

The Sports Committee will meet quarterly to discuss and review sports-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Sports Calendar and Action Plan

Prepare a sports calendar and action plan for the academic year.

Include dates for intra-college competitions, inter-collegiate tournaments, coaching sessions, and other sports events.

Publish the sports calendar on the college notice board, website, and alumni site.

5.4 Infrastructure Development and Budget Management

Advise the management on the development of necessary infrastructure for sports and games.

Prepare a budget estimate for sports activities, including infrastructure, equipment, and event costs.

Submit the budget for approval and ensure proper utilization of allocated funds.

Maintain sports fields, courts, and other facilities in good condition.

5.5 Procurement and Maintenance of Sports Equipment

Procure the required sports items for the year based on the approved budget.

Maintain an inventory of all sporting goods and equipment.

Regularly check and maintain the condition of sports equipment and facilities.

Ensure proper storage and security of all sports items.

5.6 Organization of Sports Events

Organize intra-college competitions at the college level.
Select and train teams to represent the college in inter-collegiate tournaments and intramural events.
Develop sports logos, manuals, and brochures for events.
Invite chief guests and other dignitaries for major sports events.
Arrange mementos for guests and gifts/certificates for participants.

5.7 Motivation and Support for Student Participation

Assist, motivate, and encourage students to participate actively in various sports and games activities, both indoor and outdoor.
Provide necessary coaching and training sessions to improve student skills.
Prepare the details of attendance exemption for students representing the college in sports events.

5.8 Record-Keeping and Reporting

Maintain records of all sports and games events within the college, university, and outside at the regional/state/national level.
Document achievements and awards received by students and teams.
Submit annual reports on sports events, budget allocations, and expenditures to the Principal.

5.9 Event Publicity and Documentation

Publish information about sports events and festivals on the notice board, website, alumni site, and press.
Ensure proper documentation of all events, including photographs and reports.
Upload event details and reports to the college website and maintain an archive.

6. Documentation and Reporting

Maintain records of all committee meetings, decisions, and actions.
Document all sports activities, equipment inventories, and event reports.
Keep records of student participation, achievements, and attendance exemptions.
Submit quarterly and annual reports to the Principal on the status of sports activities and events.

7. Review and Revision

This SOP will be reviewed annually by the Sports Committee.
Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].
Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Sports Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital portal.

PLACEMENT AND TRAINING CELL

College has a dedicated placement and training officer who actively encourage students to gain relevant work experience through a summer or full semester internship or semester – Long Placement. It also provides guidance to help, prepare you for the rigorous recruitment and selection procedures used by employers. Students with relevant training provided by PAC tend to fare much better in the campus recruitment process as they can demonstrate greater skills, competencies, strengths and experiences.

PAC believes in combining the three facets that together spell success - Ability, Motivation and Attitude.

Responsibilities:

- To facilitate, co-ordinate and administer training programs.
- To prepare annual calendar for training, up gradation of skills.
- Enhancing placement segment by arranging FDPs, Seminars, workshops and Internship programmes.
- Creating a stand-alone facility for placements, specialized in making MOU with industries.
- Creating SOP and policies for placement and training.
- Networking with major employees in companies and relationship building.
- Creating database for companies and students.
- To coordinate with other colleges and educational institutions for resource sharing in the field of training needs.
- Assist, guide and support HR Practices Conferences / Seminars to promote HR Practices.
- To be a wonderful counsellor and coordinator.

STANDARD OPERATING PROCEDURE (SOP) FOR PLACEMENT AND TRAINING CELL (PAC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Placement and Training Cell (PAC) at Kottakkal Farook Arts and Science College. The PAC is dedicated to enhancing

students' employability through training programs, internships, and placement opportunities.

2. Scope

This SOP applies to all members of the PAC and covers the following areas:

- Training program coordination
- Placement process administration
- Industry networking and relationship building
- Collaboration with other educational institutions
- Student and employer database management

3. Definitions

PAC: Placement and Training Cell responsible for student employability and placement activities.

Training Programs: Programs aimed at enhancing students' skills, competencies, and readiness for the job market.

Placement Process: The process of facilitating student placements in internships and jobs.

MOUs: Memorandums of Understanding with industries for training and placement collaboration.

4. Responsibilities

Placement and Training Officer: Oversee the PAC's activities, schedule training programs, and ensure compliance with policies.

PAC Members: Participate in meetings, provide input on training and placement activities, and assist in implementing programs.

Administrative Staff: Support the implementation and management of training programs and placement activities.

5. Procedures

5.1 Formation of the Placement and Training Cell

The Principal appoints the PAC members at the beginning of each academic year.

The committee should include representatives from faculty, administrative staff, and industry experts.

5.2 Meetings

The PAC will meet monthly to discuss and review training and placement-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Training Program Coordination

Develop and facilitate training programs to enhance students' skills and competencies.

Prepare an annual calendar for training programs, including workshops, seminars, and internships.

Coordinate with faculty and industry experts to conduct training sessions.

Monitor and evaluate the effectiveness of training programs and make improvements as needed.

5.4 Placement Process Administration

Create and maintain a database of potential employers and job opportunities.

Facilitate the campus recruitment process, including scheduling interviews, coordinating with employers, and providing logistical support.

Guide students in preparing for recruitment processes, including resume writing, interview preparation, and skill assessments.

Collect feedback from employers and students to improve the placement process.

5.5 Industry Networking and Relationship Building

Network with major employers and industry professionals to build and maintain relationships.

Create a standalone facility for placements and make MOUs with industries for collaboration.

Organize events such as HR practices conferences and seminars to promote networking and knowledge sharing.

5.6 Collaboration with Educational Institutions

Coordinate with other colleges and educational institutions for resource sharing in training and placement activities.

Share best practices and collaborate on joint training programs and placement drives.

5.7 Student and Employer Database Management

Create and maintain a database of students, including their skills, qualifications, and placement preferences.

Regularly update the database with new student information and job opportunities.

Use the database to match students with suitable job opportunities and training programs.

5.8 SOP and Policy Creation

Develop and implement SOPs and policies for training and placement activities.

Ensure that all PAC activities comply with these SOPs and policies.

Review and update the SOPs and policies annually to reflect changes in industry standards and college requirements.

6. Documentation and Reporting

Maintain records of all PAC meetings, decisions, and actions.

Document all training programs, placement activities, and employer interactions.

Keep records of student placements and feedback from employers.

Submit quarterly reports to the Principal on the status of training and placement activities.

7. Review and Revision

This SOP will be reviewed annually by the Placement and Training Cell. Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all PAC members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

CALENDAR & HANDBOOK COMMITTEE

Calendar & handbook Committee is composed of faculty, staff, administrative representatives, from various college areas. The committee coordinates the development of the College's calendar as inputs received authentically from the principal and various committees. The committee prepares the draft and finally serve as an operational document to the college. The calendar identifies holidays and other college closings that impact the entire College community as well as instructional and non-instructional days for faculty. The committee will meet twice in a semester.

Roles & Responsibilities of the committee

- Gather inputs from all HOD's on new university regulations relevant to their department, their activity, events plan for the year.
- Update staff list, their qualifications from each department.
- Procure details from different cells and clubs about events.
- Add relevant updates regarding rules , regulations, student code of conduct, uniform changes, changes in various committees, bodies etc;
- Incorporate the govt holidays as published by the govts.

- Receive quotations for printing of the handbook from various vendors as per the guidelines of purchase committee.
- Communicate the approval to printing press to initiate the work
- Communicate with printing press about content, lay out details
- Make corrections in the contents and finalizing wrapper design of the calendar and handbook
- Receive the soft copy of the calendar and handbook from printing press.
- Upload the soft copy of the calendar and handbook in college website.
- Receive the hard copy of the college calendar and handbook from printing press.
- Issue calendar and handbook to students and staff members.

STANDARD OPERATING PROCEDURE (SOP) FOR CALENDAR & HANDBOOK COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Calendar & Handbook Committee at Kottakkal Farook Arts and Science College. The committee is responsible for coordinating the development of the college's calendar and handbook, ensuring they serve as operational documents for the college community.

2. Scope

- This SOP applies to all members of the Calendar & Handbook Committee and covers the following areas:
 - Gathering inputs for the calendar and handbook
 - Drafting and finalizing the calendar and handbook
 - Printing and distribution
 - Uploading digital copies to the college website

3. Definitions

Calendar: A document that outlines the academic and event schedule for the college year, including holidays, instructional, and non-instructional days.

Handbook: A document that includes important information about college policies, staff lists, student conduct rules, and other relevant updates.

4. Responsibilities

Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Committee Members: Participate in meetings, gather and provide input, assist in drafting, and finalize the calendar and handbook.

Administrative Staff: Support the implementation and distribution of the calendar and handbook.

5. Procedures

5.1 Formation of the Calendar & Handbook Committee

The Principal appoints the Calendar & Handbook Committee members at the beginning of each academic year.

The committee should include representatives from faculty, staff, and administrative areas.

5.2 Meetings

The committee will meet twice per semester to discuss and review calendar and handbook-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Gathering Inputs

Gather inputs from all Heads of Departments (HODs) on new university regulations, department activities, and event plans for the year.

Update the staff list and their qualifications from each department.

Procure details from different cells and clubs about their events.

Add relevant updates regarding rules, regulations, student code of conduct, uniform changes, and changes in various committees and bodies.

Incorporate government holidays as published by the authorities.

5.4 Drafting and Finalizing

- Prepare the initial draft of the calendar and handbook based on the gathered inputs.
- Review the draft with the committee members and make necessary corrections.
- Finalize the content and layout of the calendar and handbook.
- Ensure the accuracy and completeness of the information.

5.5 Printing and Distribution

- Receive quotations for printing the handbook from various vendors as per the guidelines of the purchase committee.
- Communicate approval to the selected printing press to initiate the work.
- Coordinate with the printing press about content, layout details, and wrapper design.
- Receive the soft copy of the calendar and handbook from the printing press.
- Upload the soft copy to the college website.

- Receive the hard copies from the printing press and distribute them to students and staff members.

6. Documentation and Reporting

Maintain records of all committee meetings, decisions, and actions.

Document all inputs gathered from departments, cells, and clubs.

Keep records of communications with the printing press and final quotations.

Archive the final versions of the calendar and handbook, both digital and hard copies.

7. Review and Revision

This SOP will be reviewed annually by the Calendar & Handbook Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Calendar & Handbook Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet

WEBSITE DEVELOPMENT & MAINTENANCE COMMITTEE (WD&MC)

WD&MC is responsible for providing advice on the development, maintenance, and content of college and the Alumni website. They will provide recommendations on the design, graphics, placement of content, and functionality of the Website. The aim of the college website committee is to enhance communication and awareness to the stakeholders on the college. WD&MC supervises all aspects of updating content, training users, and troubleshooting technical issues for the organization of website. Committee has to take measures to remove obsolete features or add new features as needed. WD&MC has to identify and seek the service of faculties & Students and Alumni and web developers to make and utilize their knowledge and technical support to involve in Website Maintenance & Development. WD&MC maintain and manage the website data backup & restoring process for all the related college events, reports, photographs etc. by using themes, and plug-

in. WD&MC collect and follow up the data with photos from concerned event coordinators in Dept-wise or College events. Above all, WD&MC designs the manifesto, logo, posters and notices for the events held at college level.

STANDARD OPERATING PROCEDURE (SOP) FOR WEBSITE DEVELOPMENT & MAINTENANCE COMMITTEE (WD&MC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Website Development & Maintenance Committee (WD&MC) at Kottakkal Farook Arts and Science College. The WD&MC is responsible for advising on the development, maintenance, and content of the college and alumni websites, ensuring effective communication and awareness among stakeholders.

2. Scope

This SOP applies to all members of the WD&MC and covers the following areas:

- Website development
- Content management
- Design and functionality
- Training and technical support
- Data backup and restoration
- Event coordination and documentation

3. Definitions

Website Development: The process of creating and improving the college and alumni websites.

Content Management: The process of collecting, updating, and maintaining website content.

Technical Support: Assistance provided for resolving website-related technical issues.

Data Backup and Restoration: The process of creating copies of data and restoring them when needed.

4. Responsibilities

WD&MC Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

WD&MC Members: Participate in meetings, provide input on website development and maintenance, and assist in implementing website updates.

Administrative Staff: Support the implementation and maintenance of the website and its content.

5. Procedures

5.1 Formation of the Website Development & Maintenance Committee
The Principal appoints the WD&MC members at the beginning of each academic year.

The committee should include representatives from various departments, technical staff, and students.

5.2 Meetings

The WD&MC will meet monthly to discuss and review website-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Website Development

Provide recommendations on website design, graphics, content placement, and functionality.

Identify and collaborate with faculty, students, alumni, and web developers for technical support and knowledge sharing.

Implement new features and remove obsolete ones as needed.

Ensure the website is user-friendly, accessible, and meets the needs of stakeholders.

5.4 Content Management

Collect data and photos from event coordinators for department-wise or college events.

Regularly update website content to ensure accuracy and relevance.

Supervise all aspects of content updating and coordinate with departments for timely submissions.

Maintain a content calendar to schedule updates and ensure consistency.

5.5 Design and Functionality

Develop and maintain a consistent visual identity for the college website, including logo, posters, and notices for college events.

Ensure the website design is modern, visually appealing, and aligned with the college's branding guidelines.

Optimize website functionality to enhance user experience and engagement.

5.6 Training and Technical Support

Provide training to designated users on website management and content updating.

Offer technical support and troubleshooting for website-related issues.

Maintain documentation and guides for website management and troubleshooting.

5.7 Data Backup and Restoration

Establish and implement a data backup plan for website content, including reports, photographs, and other important data.

Perform regular backups and ensure data is securely stored.

Develop a restoration plan to recover data in case of website issues or data loss.

5.8 Event Coordination and Documentation

Design and publish event-related content, including manifestos, logos, posters, and notices.

Coordinate with event organizers to collect information and visuals for website updates.

Ensure timely and accurate documentation of college events on the website.

6. Documentation and Reporting

Maintain records of all WD&MC meetings, decisions, and actions.

Document website updates, content changes, and technical issues resolved.

Submit quarterly reports to the Principal on the status of website development and maintenance activities.

7. Review and Revision

This SOP will be reviewed annually by the Website Development & Maintenance Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Website Development & Maintenance Committee members, department heads, and relevant administrative staff.

Copies will be available in the college's digital repository and on the intranet.

The OBC Cell is functioning in the college aiming the empowerment of OBC Students in the college and assisting and guiding them in their curricular and cocurricular activities.

MINORITY CELL

Minority cell was formed in the college with the intention of empowering the minority communities taking admission in the college. The college has a minority institution status and the institution is determined to provide many a services to the minority students from the Muslim, Christian, Jain, Buddhists etc. for their academic development.

SC/ST CELL

The SC/ST cell formed in the college with the purpose to empower the SC/ST students of the college. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

DROPOUT MANAGEMENT COMMITTEE

A Dropout Management Committee (DMC) is a committee comprising members from all departments chaired by the Academic Coordinator. The committee tracks the attendance of the students four times in a semester treats the dropout-prone students and takes measures to bring them to the classrooms. Hence, this committee is responsible for reducing the dropout rate in the college.

The DMC plays an important role in ensuring that all students have the opportunity to succeed in college. By working together, the DMC can help to reduce the dropout rate and ensure that all students have the chance to reach their full potential.

STANDARD OPERATING PROCEDURE (SOP) FOR DROPOUT MANAGEMENT COMMITTEE (DMC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Dropout Management Committee (DMC) at Kottakkal Farook Arts and Science College. The DMC is responsible for tracking student attendance, identifying dropout-prone students, and implementing measures to reduce the dropout rate, ensuring that all students have the opportunity to succeed.

2. Scope

This SOP applies to all members of the Dropout Management Committee and covers the following areas:

- Attendance tracking
- Identification of dropout-prone students

- Interventions and support measures
- Monitoring and follow-up
- Reporting and evaluation

3. Definitions

Dropout-Prone Students: Students who show signs of disengagement or irregular attendance and are at risk of dropping out.

Interventions: Measures taken to support dropout-prone students, such as counseling, academic support, and parental involvement.

4. Responsibilities

DMC Chair (Academic Coordinator): Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

DMC Members: Participate in meetings, provide input on dropout prevention strategies, and assist in implementing interventions.

Administrative Staff: Support the tracking of attendance and maintenance of student records.

5. Procedures

5.1 Formation of the Dropout Management Committee

The Principal appoints the Dropout Management Committee members at the beginning of each academic year.

The committee should include representatives from all departments and administrative staff.

5.2 Meetings

The DMC will meet at the start of each semester and then monthly to discuss and review dropout-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Attendance Tracking

Track student attendance four times per semester.

Use the college's attendance system to collect and analyze attendance data.

Identify students with irregular attendance patterns or low attendance rates.

5.4 Identification of Dropout-Prone Students

Analyze attendance data to identify dropout-prone students.

Consider other factors such as academic performance, behavioral issues, and personal circumstances.

Maintain a confidential list of identified students for targeted interventions.

5.5 Interventions and Support Measures

Develop a range of interventions to support dropout-prone students, including:

Counseling sessions to address personal or academic issues.

Academic support such as tutoring or study groups.

Parental involvement through meetings or regular updates.

Assign each dropout-prone student a faculty mentor for personalized support.

Coordinate with the Student Support Services to provide additional resources and assistance.

5.6 Monitoring and Follow-Up

Monitor the progress of dropout-prone students regularly.

Schedule follow-up meetings with students, parents, and mentors to assess the effectiveness of interventions.

Adjust support measures as needed based on student progress and feedback.

5.7 Reporting and Evaluation

Maintain records of all interventions and support measures provided to students.

Prepare and submit quarterly reports to the Principal on the status of dropout management activities.

Evaluate the effectiveness of the DMC's efforts at the end of each semester and make necessary improvements.

6. Documentation and Reporting

Maintain records of all DMC meetings, decisions, and actions.

Document attendance tracking, identified dropout-prone students, and interventions provided.

Submit quarterly reports to the Principal on the status of dropout management activities.

7. Review and Revision

This SOP will be reviewed annually by the Dropout Management Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Dropout Management Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

TIMETABLE AND WORKLOAD COMMITTEE

The Timetable and Workload Committee is responsible for creating and managing the schedules for classes, exams, and other academic activities. They ensure that the timetable is balanced, efficient, and meets the needs of both students and faculty.

The responsibilities of the committee are as follows:

Timetable Creation: Developing a master timetable that allocates time slots for each course, taking into consideration faculty availability, classroom availability, and student preferences.

Class Scheduling: Assigning specific classes to faculty members based on their expertise and availability, ensuring that classes are evenly distributed throughout the week.

Exam Scheduling: Planning and organizing exam schedules to avoid conflicts and ensure that students have adequate time to prepare for each exam.

Workload Distribution: Ensuring that faculty workload is distributed fairly and evenly, taking into account teaching hours, administrative duties, and research responsibilities.

Timetable Adjustments: Making necessary adjustments to the timetable throughout the academic year to accommodate changes in faculty availability, student enrollment, or other unforeseen circumstances.

Feedback and Evaluation: Collecting feedback from students and faculty regarding the timetable and making improvements based on the feedback received.

STANDARD OPERATING PROCEDURE (SOP) FOR TIMETABLE AND WORKLOAD COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Timetable and Workload Committee at Kottakkal Farook Arts and Science College. The committee is responsible for creating and managing schedules for classes, exams, and other academic activities, ensuring they are balanced, efficient, and meet the needs of both students and faculty.

2. Scope

This SOP applies to all members of the Timetable and Workload Committee and covers the following areas:

- Timetable creation
- Class scheduling
- Exam scheduling
- Workload distribution
- Timetable adjustments
- Feedback and evaluation

3. Definitions

Timetable: A schedule that outlines the time slots for classes, exams, and other academic activities.

Workload: The amount of work assigned to faculty members, including teaching hours, administrative duties, and research responsibilities.

4. Responsibilities

Timetable and Workload Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Timetable and Workload Committee Members: Participate in meetings, provide input on timetable and workload management, and assist in implementing scheduling initiatives.

Administrative Staff: Support the implementation and maintenance of the timetable and workload distribution.

5. Procedures

5.1 Formation of the Timetable and Workload Committee

The Principal appoints the Timetable and Workload Committee members at the beginning of each academic year.

The committee should include representatives from various departments and administrative staff.

5.2 Meetings

The Timetable and Workload Committee will meet monthly to discuss and review scheduling-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Timetable Creation

Develop a master timetable that allocates time slots for each course, considering faculty availability, classroom availability, and student preferences.

Use scheduling software or tools to create the timetable.

Ensure the timetable allows for adequate breaks and avoids scheduling conflicts.

5.4 Class Scheduling

Assign specific classes to faculty members based on their expertise and availability.

Ensure classes are evenly distributed throughout the week.

Coordinate with department heads to confirm faculty assignments and classroom allocations.

5.5 Exam Scheduling

Plan and organize exam schedules to avoid conflicts and ensure students have adequate time to prepare for each exam.

Coordinate with faculty to determine suitable exam dates and times.

Communicate the exam schedule to students and faculty well in advance.

5.6 Workload Distribution

Ensure that faculty workload is distributed fairly and evenly, considering teaching hours, administrative duties, and research responsibilities.

Regularly review and adjust workload distribution as necessary.

Maintain records of faculty workload for transparency and accountability.

5.7 Timetable Adjustments

Make necessary adjustments to the timetable throughout the academic year to accommodate changes in faculty availability, student enrollment, or other unforeseen circumstances.

Communicate any changes to the timetable promptly to all affected parties.

Ensure adjustments are made in a manner that minimizes disruption to the academic schedule.

5.8 Feedback and Evaluation

Collect feedback from students and faculty regarding the timetable and workload distribution.

Conduct surveys or hold meetings to gather input and suggestions for improvement.

Analyze feedback and make necessary improvements to the timetable and workload management process.

6. Documentation and Reporting

Maintain records of all Timetable and Workload Committee meetings, decisions, and actions.

Document all timetables, class schedules, exam schedules, and workload distributions.

Submit quarterly reports to the Principal on the status of scheduling and workload management activities.

7. Review and Revision

This SOP will be reviewed annually by the Timetable and Workload Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Timetable and Workload Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

ALUMNI COORDINATION COMMITTEE

Functions and Responsibilities:

- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
- Establishes the network of the alumni.
- Responsible for establishing alumni chapters and conducting their annual meets frequently.

- Host the alumni details on the college website interacting with individual HOD's update the same regularly.
- Circulates the details of alumni to the present students for their benefit.
- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.
- Host a Website for online registration of Alumni.
- Forwards information through E-News Letter and update the early calendar of events.
- Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation,
- Collects funds to develop Library / Equipment / Computer centers, Buildings etc.

STANDARD OPERATING PROCEDURE (SOP) FOR ALUMNI COORDINATION COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Alumni Coordination Committee at Kottakkal Farook Arts and Science College. The Alumni Coordination Committee is responsible for managing alumni registrations, maintaining databases, engaging with alumni, and leveraging their contributions for the benefit of current students and the institute.

2. Scope

This SOP applies to all members of the Alumni Coordination Committee and covers the following areas:

- Registration of alumni members and database maintenance
- Information collection and compilation of distinguished alumni
- Continuous interaction with alumni
- Establishment of alumni networks and chapters
- Hosting and updating alumni details on the college website
- Communication of alumni information to current students
- Organizing guest lectures by alumni
- Hosting a website for online alumni registration
- Forwarding information through e-newsletters
- Collecting alumni feedback for curriculum and lab updates
- Fundraising for library, equipment, computer centers, and buildings

3. Definitions

Alumni: Graduates of Kottakkal Farook Arts and Science College.

Database: A systematic collection of data about alumni, including their contact information and career achievements.

HOD: Head of Department.

E-News Letter: Electronic newsletter sent to alumni to keep them informed about college events and updates.

4. Responsibilities

Alumni Coordination Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Alumni Coordination Committee Members: Participate in meetings, provide input on alumni engagement strategies, and assist in implementing initiatives.

IT Staff: Support the hosting and maintenance of the online alumni registration website.

5. Procedures

5.1 Formation of the Alumni Coordination Committee

The Principal appoints the Alumni Coordination Committee members at the beginning of each academic year.

The committee should include representatives from various departments, administrative staff, and IT staff.

5.2 Meetings

The Alumni Coordination Committee will meet bi-monthly to discuss and review alumni-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Registration and Database Maintenance

Register all outgoing students as alumni members before graduation.

Maintain an updated database of alumni, including their contact information, achievements, and career progress.

Regularly update the database with new information received from alumni.

5.4 Information Collection and Compilation

Collect information about distinguished alumni, including their achievements, progress, and successful careers.

Compile and maintain records of this information for reference and promotional purposes.

5.5 Interaction and Engagement with Alumni

Maintain continuous interaction with alumni through emails, social media, and other communication channels.

Develop and implement strategies to utilize alumni services for the benefit of current students and the institute.

5.6 Establishment of Alumni Networks and Chapters

Establish networks of alumni in different regions and professional fields.

Create and maintain alumni chapters and organize annual meets.

Plan and coordinate events and activities for alumni chapters.

5.7 Hosting and Updating Alumni Details on College Website

Host a dedicated section for alumni on the college website.

Collaborate with individual HODs to collect and update alumni details regularly.

Ensure the alumni section is user-friendly and regularly updated.

5.8 Communication with Current Students

Circulate information about alumni achievements and career opportunities to current students.

Highlight successful alumni stories to inspire and motivate students.

5.9 Organizing Guest Lectures by Alumni

Identify alumni in good professional positions and invite them for guest lectures.

Coordinate with HODs to schedule and organize these lectures.

5.10 Online Registration of Alumni

Develop and maintain a website for online alumni registration.

Ensure the registration process is simple and accessible.

5.11 E-Newsletters and Calendar of Events

Forward information to alumni through regular e-newsletters.

Update the alumni calendar of events and share it with alumni.

5.12 Collecting Feedback and Suggestions

Receive suggestions from alumni through email regarding curriculum updates, lab upgrades, and other improvements.

Forward these suggestions to the relevant departments for consideration.

5.13 Fundraising and Contributions

Organize fundraising campaigns to collect funds for developing the library, equipment, computer centers, and buildings.

Maintain transparent records of all funds received and their utilization.

6. Documentation and Reporting

Maintain records of all Alumni Coordination Committee meetings, decisions, and actions.

Document all alumni registrations, interactions, and contributions.

Submit quarterly reports to the Principal on the status of alumni activities and initiatives.

7. Review and Revision

This SOP will be reviewed annually by the Alumni Coordination Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Alumni Coordination Committee members, IT staff, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

CANTEEN COMMITTEE

Functions and Responsibilities:

- Supervise, take steps for the maintenance of canteen facilities with hygiene
- Maintain and control the quality of food supplied in the canteen To modernize the canteen equipment and cooking procedures
- Control and make suggestions to the canteen management
- Plan for all the infrastructure facilities required as per norms
- Plan and monitor the maintenance of all the infrastructure facilities related to Canteen
- Maintain the canteen premises clean and Hygiene.

STANDARD OPERATING PROCEDURE (SOP) FOR CANTEEN COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Canteen Committee at Kottakkal Farook Arts and Science College. The Canteen Committee is responsible for supervising the canteen facilities, maintaining hygiene, controlling food quality, modernizing equipment, and ensuring the cleanliness of the canteen premises.

2. Scope

This SOP applies to all members of the Canteen Committee and covers the following areas:

Supervision and maintenance of canteen facilities
Quality control of food supplied
Modernization of canteen equipment and cooking procedures
Suggestions and control over canteen management
Planning and monitoring of infrastructure facilities
Cleanliness and hygiene of the canteen premises

3. Definitions

Canteen Facilities: Includes the kitchen, dining area, storage, and all related equipment.

Hygiene: Practices to maintain health and prevent disease, especially through cleanliness.

Food Quality: Ensuring that food is safe, nutritious, and prepared according to standards.

4. Responsibilities

Canteen Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Canteen Committee Members: Participate in meetings, provide input on canteen management, and assist in implementing canteen initiatives.

Canteen Staff: Execute the Canteen Committee's recommendations, maintain canteen facilities, and ensure food quality.

5. Procedures

5.1 Formation of the Canteen Committee

The Principal appoints the Canteen Committee members at the beginning of each academic year.

The committee should include representatives from various departments, canteen staff, and administrative staff.

5.2 Meetings

The Canteen Committee will meet monthly to discuss and review canteen-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Supervision and Maintenance of Canteen Facilities

Conduct regular inspections of the canteen facilities to ensure they are in good condition.

Identify maintenance needs and schedule necessary repairs or replacements.

Ensure that all canteen equipment is functioning correctly and safely.

5.4 Quality Control of Food Supplied

Establish standards for food quality and hygiene in the canteen. Conduct regular inspections of food preparation and storage areas. Ensure that food is prepared and served according to health and safety regulations.

Address any food quality complaints promptly and effectively.

5.5 Modernization of Canteen Equipment and Cooking Procedures

Identify opportunities to modernize canteen equipment and improve cooking procedures.

Develop a plan and budget for modernization initiatives.

Implement approved modernization projects and monitor their effectiveness.

5.6 Suggestions and Control Over Canteen Management

Provide regular feedback and suggestions to the canteen management.

Monitor the implementation of suggested improvements.

Ensure that the canteen management adheres to the established standards and policies.

5.7 Planning and Monitoring of Infrastructure Facilities

Identify infrastructure needs and develop a plan to address them.

Monitor the implementation of infrastructure projects to ensure they meet required standards.

Regularly review the condition of canteen facilities and plan for necessary upgrades.

5.8 Cleanliness and Hygiene of the Canteen Premises

Establish and enforce cleanliness and hygiene standards for the canteen.

Conduct regular cleanliness inspections of the canteen premises.

Ensure that cleaning schedules are adhered to and that the canteen is kept clean at all times.

6. Documentation and Reporting

Maintain records of all Canteen Committee meetings, decisions, and actions.

Document all maintenance, quality control, and modernization activities.

Submit quarterly reports to the Principal on the status of canteen facilities and initiatives.

7. Review and Revision

This SOP will be reviewed annually by the Canteen Committee. Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Canteen Committee members, canteen staff, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

- Encourages an open-dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance related processes.

IT COMMITTEE

The college has an IT Committee to foster updating of IT Infrastructure and Management. It is a committee to advise upon the implementation of new Software and hardware technologies and also, to maintain the system environment to suit proper dissemination of knowledge to the stakeholders. It has to develop an IT Policy pertaining to procurement, maintenance, security, copy right, lab maintenance, digital library, dspace, campus wifi e.tc

STANDARD OPERATING PROCEDURE (SOP) FOR IT COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the IT Committee at Kottakkal Farook Arts and Science College. The IT Committee is responsible for updating IT infrastructure, advising on new software and hardware technologies, maintaining system environments, and developing IT policies to support the dissemination of knowledge to stakeholders.

2. Scope

This SOP applies to all members of the IT Committee and covers the following areas:

Procurement of IT resources

Maintenance of IT infrastructure
Security of IT systems
Copyright compliance
Lab maintenance
Digital library management
DSpace management
Campus Wi-Fi management

3. Definitions

IT Infrastructure: Hardware, software, networks, and facilities that support the delivery and use of information technology.

IT Policy: A set of guidelines and practices for the proper use and management of IT resources.

DSpace: An open-source repository software package typically used for creating open access repositories for scholarly and/or published digital content.

Stakeholders: Students, faculty, staff, and other members of the college community who use IT resources.

4. Responsibilities

IT Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

IT Committee Members: Participate in meetings, provide input on IT policies, and assist in implementing IT initiatives.

IT Staff: Execute the IT Committee's recommendations, maintain IT infrastructure, and provide technical support.

5. Procedures

5.1 Formation of the IT Committee

The Principal appoints the IT Committee members at the beginning of each academic year.

The committee should include representatives from various departments, IT staff, and administrative staff.

5.2 Meetings

The IT Committee will meet monthly to discuss and review IT-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Procurement of IT Resources

Identify the need for new IT resources (hardware, software, networks) based on academic and administrative requirements.

Prepare a procurement plan and budget.

Obtain quotations from multiple vendors to ensure competitive pricing.

Evaluate and select vendors based on quality, cost, and service.

Submit the procurement plan to the Principal for approval.

Purchase and install the IT resources.

5.4 Maintenance of IT Infrastructure

Regularly update and maintain hardware and software to ensure optimal performance.

Schedule and conduct preventive maintenance for all IT equipment.

Establish a helpdesk system for reporting and resolving IT issues.

Maintain an inventory of all IT assets.

5.5 Security of IT Systems

Develop and implement an IT security policy covering data protection, access control, and incident response.

Regularly update antivirus software and security patches.

Conduct security audits and vulnerability assessments.

Train stakeholders on IT security best practices.

5.6 Copyright Compliance

Ensure all software used is properly licensed and complies with copyright laws.

Maintain records of software licenses.

Conduct periodic audits to verify compliance.

5.7 Lab Maintenance

Schedule regular maintenance for all computer labs.

Ensure all lab equipment is functioning correctly.

Provide technical support to users of the labs.

Maintain cleanliness and orderliness in the labs.

5.8 Digital Library and DSpace Management

Ensure the digital library is accessible to all stakeholders.

Maintain and update digital library resources regularly.

Manage the DSpace repository, ensuring it is up-to-date and accessible.

Provide training to users on accessing and using digital library resources.

5.9 Campus Wi-Fi Management

Ensure campus Wi-Fi is accessible and reliable.

Monitor Wi-Fi usage and performance.

Troubleshoot and resolve connectivity issues.

Implement security measures to protect the Wi-Fi network.

6. Documentation and Reporting

Maintain records of all IT Committee meetings, decisions, and actions.

Document all procurement, maintenance, and security activities. Submit quarterly reports to the Principal on the status of IT infrastructure and initiatives.

7. Review and Revision

This SOP will be reviewed annually by the IT Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all IT Committee members, IT staff, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.