



OPERATING PROCEDURES
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**Prahladrai Dalmia Lions College of
Commerce & Economics**

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Issue No : 00	Copy No : 01	Issue Date : 02/11/2020
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Issued On
: 14/08/2017

Revised On : -

Revision No. : /00

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OPERATING PROCEDURES AMENDMENT RECORDS

Doc. Ref : OP:AMND/01
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Sr. No.	Amendment No.	Date of Amendment	Ref. of OP	Clause Nos.	Details of Amendment
1	1	02/11/2020	OP:ADMN/01	----	Addition of online process in Admission
1	1	02/11/2020	OP:ER/01	----	Additions in Procedure of Examination and Result Degree
1	1	02/11/2020	OP:ECA/01	----	Updated Extra Curricular Activities
1	1	02/11/2020	OP:FPM/01	----	Updated Facility Planning and Maintenance
1	1	02/11/2020	OP:TL/01	----	Addition in Procedure of Teaching Learning Process
1	1	02/11/2020	OP:LM/01	----	Addition of Library uses <i>Koha Software</i> in Library Management
1	1	02/11/2020	OP:AB/01	----	Addition of Standard Operating Procedure in List Of Abbreviations

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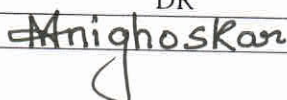
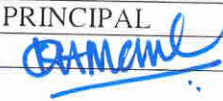
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Sr. No.	DESIGNATION OF COPY HOLDER	DEPARTMENT	COPY NO.
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	<h1 style="text-align: center;">OPERATING PROCEDURES</h1> <h2 style="text-align: center;">ADMISSION</h2>	Doc. Ref : OP:ADMN/01
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PURPOSE

- To ensure smooth conduct of admission process

SCOPE

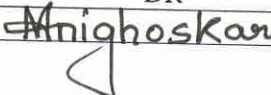
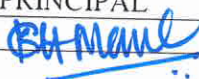
- Applicable for Junior and Degree college B. Com. and Self Financing Courses

RESPONSIBILITY


- Principal , Vice Principal of Degree, Self Financing Courses and Junior college , Registrar and Admission Committee

PROCEDURE

- The forms are sold online as per government notification.
- Duly filled in forms are accepted.
- Merit lists for admissions are put up online.
- Fees are collected from admitted students as per government stipulation.

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	OPERATING PROCEDURES		Doc. Ref : OP:ER/01
	Examination and Result		Issued On : 14/08/2017
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	Degree		I S O Ref. : ----

PURPOSE

- To conduct examinations and internal assessments on behalf of the University of Mumbai.
- To declare results of the students on behalf of the University of Mumbai.
- To assess students and conduct overall evaluations as per the norms and regulations of University of Mumbai as a statutory requirement.

SCOPE

- Applicable for Degree college B. Com. and Self Financing Courses

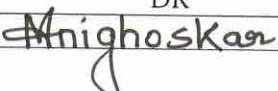
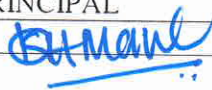
RESPONSIBILITY

- Principal , Vice Principals, Convener of Examination Committee and members of the committee.


PROCEDURE

After the finalization of the Tentative Annual Examination Schedule (Refer Exam Yearly Schedule - Format No.: DI/ P-AC/Ex/ 00) by examination committee, the following activities are initiated:

- Seat numbers are allotted to each student well before the Examination.
- Students and teaching staff are notified time to time about various activities like setting of Question Papers, exam schedule, Internal / External assessment schedule, etc.).
- Materials, Software & accessories related to Examination are procured. (Paper for Printing Question papers, Answer sheets, Mark sheets, Graph Paper, etc.)
- Question papers and synoptic answers including coding for all subjects are done.
- Examinations are conducted as per the schedule stipulated by the University.
- Entry of marks and result compilation work is performed strictly as per the guidelines and circulars prescribed by the University of Mumbai.
- Result of each examination is declared within stipulated time.

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- Verification / revaluation of answer books and conducting of ATKT examinations is done as per the guidelines prescribed by the University of Mumbai.
- Records of results are consolidated year wise for all classes.
- Analysis of results is also done and record maintained.

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	OPERATING PROCEDURES		Doc. Ref : OP:ER/JC/00
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	Junior		Revised On : ----
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PURPOSE

- To conduct examinations and internal assessments on behalf of the Mumbai board.
- To declare results of the students.
- To assess students and conduct overall evaluations as per the norms and regulations of the Mumbai board.

SCOPE

- Applicable for junior college (FYJC and SYJC).

RESPONSIBILITY

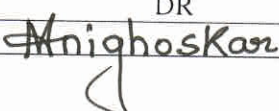
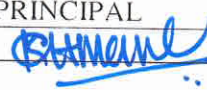
- Principal, Vice Principal, Examination Committee and teachers.

PROCEDURE


- ❖ Two Unit Tests, two terminals, orals and practicals along with one project work in Environmental Education for students of FYJC.
- ❖ One terminal and one preliminary exam, orals and practicals along with one project work in Environmental Education for students of SYJC.

Each examination is conducted as per the norms and regulations of the Mumbai board by following the steps furnished below:

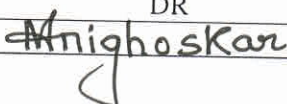

- Allotting roll numbers to each student soon after admissions.
- Notifying students and teachers about their responsibilities from time to time.
- Filling up of Board forms, sending them to the Board and distributing hall tickets to SYJC students for their Board Exams.

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- Declaring dates for the particular examination and displaying time table, seating arrangement of students and supervision charts for teachers on the notice board / website in due course. (System of one student per bench is followed)
- Displaying syllabus and essential details of every subject on notice board /website.
- Collecting question papers along with model answers and marking schemes in sealed envelopes / password protected files from the teachers.
- Printing of question papers, answers books and required materials like maps , graph paper, etc.
- Distributing Answer papers to respective teacher for assessment and thereafter collecting them back along with mark list.
- Entering data of the marks obtained in all subjects for all examinations conducted throughout the academic year.
- Checking and rectifying the processed data and preparing consolidated statement of marks for every student of FYJC.
- Allocation of statutory grace marks according to the guidelines of the Mumbai Board.
- Compiling the result work as per the guidelines of the Mumbai Board.
- Analyzing the results.
- Preparing and printing the marksheet of each student of FYJC.
- Awarding certificates and prizes to students of both FYJC and SYJC for securing highest marks in the academic year.

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	<h2 style="text-align: center;">OPERATING PROCEDURES</h2> <h3 style="text-align: center;">Extra Curricular Activities</h3>	Doc. Ref : OP:ECA/01
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PURPOSE

- To encourage and facilitate extracurricular activities in the college
- To enhance students skills in handling real life situation
- To cover various talent platforms so that all students can show case their varied interests and talents

SCOPE

- Applicable to degree college B.Com and Self Financing courses and Junior college

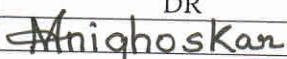

RESPONSIBILITY

- Principal ,Vice Principal ,Conveners of various Committees and Members of Committee


PROCEDURE

To support talents and enhance interest of students in various fields the college has different functional committees and in view of the present Covid 19 situation all activities to be conducted online or by following SOPs given

- Student's Council is set up, according to University of Mumbai norms, which conducts intra- college events.
- Women Development Cell(WDC) is constituted according to University of Mumbai norms, which ensures empowerment of students
- National Social Service (NSS) unit is set up according to University of Mumbai norms, which ensures students to participate in socially useful activities
- National Cadet Corp (NCC) unit is to set up according to University of Mumbai norms; it has Army, Navy and Air force wings , which enables students to participate in republic day parades and other defense activities. T
- The Department of Life Long Learning & Extension (DLLE) has been recognized as a Statutory Department of the University of Mumbai since 1994. It aims to

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promote a sustained rapport between the University & the Community. The Extension dimension of the Department facilitates the sensitization of the students to the socio-cultural realities. The department offers extension work projects encompassing social issues to the students.

- Discipline Committee is set up , which ensures students maintain the discipline and decorum of the college
- Planning forum is set up, which makes students aware about contemporary economic issues through debate and essay writing competitions.
- Marathi Wangmay Mandal, Hindi Bhasha Parishad, Marwadi Mandal , etc. are other committees which help in the overall development of the students in their fields of interest.
- The Cultural Committee conducts inter -college events for the enhancement of cultural, musical ,theatrical, dance and other multiple talents ingrained in the youth.

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STUDENTS' COUNCIL

PURPOSE

- To enable students to actively participate in extra – curricular activities and develop an all round personality

SCOPE

- Applicable to all the students of the college

RESPONSIBILITY

- Principal ,Vice Principal , Student-Council Chairperson ,Cultural Association Chairperson, Members of Council and Cultural Association ,Student Council Representatives

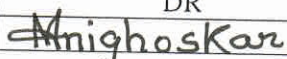

PROCEDURE

❖ ORGANISING


- Selecting student's Council Representatives (CR's)/ from each section
- Arranging meeting of the selected CR's/Members
- Preparing a yearly Calendar of all the Student Council Activities
- Selection of the Head and Assistant Head CR's
- Allocation of duties to the CR's

❖ CELEBRATION OF DAYS BY STUDENTS COUNCIL

- Friendship Day
- Independence Day
- Denim and Chocolate Day
- Mismatch Day
- Teacher's Day

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- Rose Day
- Tie and Saree Day
- Traditional Day

Arranging the Annual Day Function – Students Council

- Preparing the Budget
- Preparing the sequence of the various entertainment programs
- Preparing a consolidated list of all the participants
- Preparing different committees such as:
 - Programme Committee
 - Stage Committee
 - Reception Committee
 - Discipline Committee
 - Refreshment Committee
- Allocating Duties to different Committees
- Supervising the rehearsals
- Planning all the intricate details of the Annual Day celebrations
- Celebrating Annual Day

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PURPOSE

- To ensure proper Planning for acquisition of facilities and their maintenance for smooth working.

SCOPE

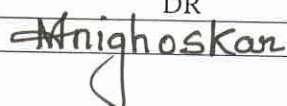
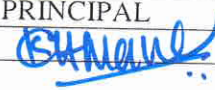
- Applicable for Junior and Degree College B. Com and Self Financing Courses.

RESPONSIBILITY


- Principal, Registrar and Administrative Staff.

PROCEDURE

- To take care of the telephone/ internet connection of the college.
- The housekeeping of the college.
- To maintain the photocopier, water purifier, air conditioning of the college.
- To ensure proper plumbing, electricity connections, carpentry in the college.
- To ensure maintenance of emergency services of fire extinguisher and first aid box in the college.
- To ensure maintenance of Oximeter and Sanitizer Dispenser Pump.
- To ensure sanitizers are made available on various desks / temperature detector (Temperature Gun) is used by the security personnel on the entry point to college.
- To ensure that the college premises is sanitised regularly as per the SOPs given from time to time
- To ensure that communication is maintained with regards to following of Covid 19 Protocol in relation with wearing of masks and maintaining social distance.

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PURPOSE

- To ensure smooth conduct of Gymkhana and Sports Activities.

SCOPE

- Applicable for Junior and Degree, B. Com and Self Financing Courses.

RESPONSIBILITY


- Principal, Vice Principals, Convener of Gymkhana Committee and Members of Committee.

PROCEDURE

- To conduct annual sports activities in the college.
- To ensure maintenance of facilities in Gymkhana Unit.
- To encourage students to participate in inter college and intra- college sports.
- To fulfill University of Mumbai norms and send representatives to inter university, state and national level sport meets.
- To send list of students to the University of Mumbai for grace marks allotted to sports performers.

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	OPERATING PROCEDURES Teaching Learning Process		Doc. Ref : OP:TL/01
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PURPOSE

- To ensure smooth facilitation of the teaching -learning process for timely completion of courses and developing students' skills.

SCOPE

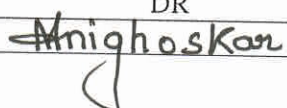

- Applicable for junior , degree college B. Com. and Self Financing Courses

RESPONSIBILITY


- Vice Principal, HOD^s , Teachers.

PROCEDURE

- Term wise Teaching Plans of all subjects are collected by all departments. (Refer to Format No. DI / R-TLip/TLP/00 (Teaching Plan)
- In some subjects project is collected from each student. Wherever necessary students are asked to give presentation on current topics.
- Tutorials are conducted wherein the class is divided into smaller batches so as to give individual attention to students' queries.
- Report of the topics covered/completed is collected monthly. (Refer to Format No. DI / TLI-Lg/TLP/01 (Log book format)
- Monthly monitoring is done through the Monthly Monitoring Report sent every month to the HOD and the DR for review. (Refer to Fomat No. DI/R-MM/TLP/00)
- Student volunteers are involved in all events, workshops and seminars conducted in the college
- Value added Courses are in place for enhancing employability skills of students.

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PURPOSE

- To enhance the teaching-learning process by knowledge up gradation.

SCOPE

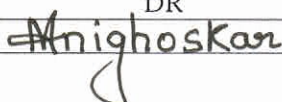

- Applicable for Junior and Degree B. Com and Self Financing Courses.

RESPONSIBILITY


- Principal, Vice Principals, Librarian, Library Staff.

PROCEDURE

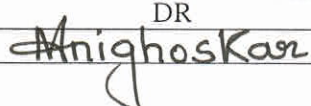
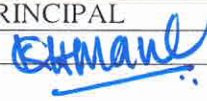
- The library advisory committee decides budget allocation and monitors the functions of the library.
- The library selects the book suppliers on the basis of their own terms and conditions.
- The accounts section submits the budget to the library at the beginning of the year. Budget comprises of the library fees paid by the students.
- The librarian earmarks the funds for books/ documents, journals and databases in consultation with library advisory committee.
- The library procures books in three ways:
 - ❖ By Requisition: Teachers can recommend books/ journals which are ordered keeping the specified budget for different courses in view.
 - ❖ By Books on Approval: Books are taken for publishers on an approval basis. Teachers see the books and can recommend them. Selected books are added to the library keeping the specified budget for different courses in view.
 - ❖ Books by Syllabi: Books which are recommended by the University of Mumbai are procured. Such books are also added to the library in view of the demand for the book and surplus fund available.
- The budgetary statistics is brought to the notice of the committee.

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- The library follows the standard Dewey Decimal Classification (DDC) System.
- The DDC provides a logical system for organizing each item. Document/ book in the Library's collection.
- The readers can search for books using the Online Public Access Catalogue (OPAC) by author, title and subject and retrieve the classification number to trace the book in the library.
- All classification numbers are followed by author mark.
- Library uses *Koha Software* - Library Software for book accessioning and also circulation.
- Library also subscribes to Electronic resources using N-List.
- College Library provides internet access to students also.

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	OPERATING PROCEDURES Office Administration	Doc. Ref : OP:OA
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PURPOSE

- To ensure smooth conduct of administrative functions.
- To liaison with regulatory bodies /authorities.

SCOPE

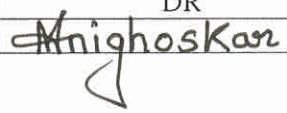

- Applicable for Junior, Degree college B Com and Self Financing Courses.

RESPONSIBILITY


- Principal, Vice Principals, Registrar and Administrative Staff.

PROCEDURE

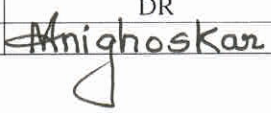

- To initiate and execute admission process smoothly.
- To facilitate the process to seek permissions required to start new courses/ divisions.
- To initiate documentation related to needs /requirements related to regulatory bodies.
- Seek approval from authorities, wherever necessary like teacher appointments, promotion, starting research centre, etc.
- To ensure smooth functioning of academic and infrastructure requirements as per the guidelines of regulatory bodies.
- Facilitate activities related to Enrollment and result distribution.

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Sr. No.	Abbreviation	Full Form
1	CA	Corrective Action
2	DI	Documented Information
3	IA	Internal Audit
4	DR	Designated Representative
5	MRM	Management Review Meeting
6	NC	Non-Conformity
7	NCR	Non-Conformity Report
8	PO	Purchase Order
9	PR	Purchase Request
10	PRF	Problem Reporting Form
11	ITR	Internal Training Record
12	STDNT	Student
13	ADMN	Admission
14	EXAM	Examination
15	QMS	Quality Management System
17	PG	Post Graduate
18	OP	Operating Procedure
19	SOP	Standard Operating Procedure

	ISSUED BY	APPROVED BY
Designation	DR	PRINCIPAL
Signature		

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