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12/11/2019

STANDARD OPERATING PROCEDURES

Dnyan Prabodhini Mandal's

SHREE MALLIKARJUN & Shri. Chetan Manju Desai

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Prof. (Dr.) Manoj S. Kamat
PRINCIPAL



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STANDARD OPERATING PROCEDURES: ADMINISTRATION

➤ PURPOSE:

The Purpose of the SOP for the Administrative department of Shree Mallikarjun and Shri Chetan Manju Desai College is to set directives/guidelines to assist in the performance/execution of its regular functioning by following a simplified procedure in an accurate manner and in accordance with the standardized design format. It is ultimately aimed at accomplishing efficiency, quality output and uniformity of performance while reducing miscommunicating, failure to conform to the set order.

➤ THE VISION

To develop the administrative excellence through systematized process and team work.

➤ THE MISSION

To provide healthy atmosphere for stakeholders in providing the desired support.

➤ OBJECTIVES

- ADM-01/2019-20- To facilitate the smooth functioning of all aspects of administration and assist the stakeholders by providing a time bound and quality service.
- ADM-02/2019-20- To ensure the efficiency in administration by effective communication and maintaining records and documentation.

➤ ACTIVITY (SCOPE):

The Quality Management System procedures applies to all the processes engaged in by the Office Administration so as to avoid occurrence/reoccurrence of non-conformities in processes outlined for the administrative department and





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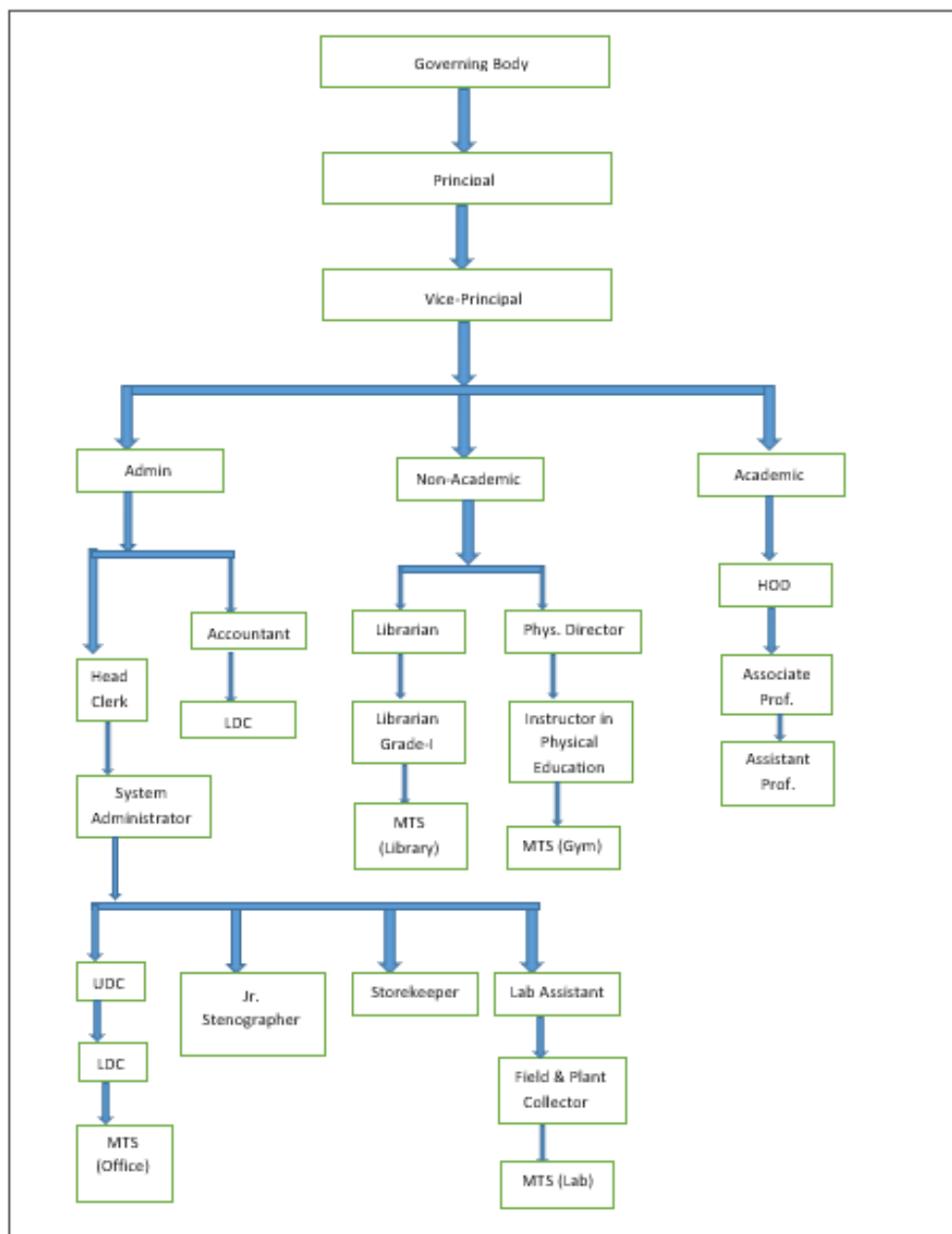
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achievements of the department laid out goals and quality system for effective and smooth functioning of the administrative processes.

➤ PROCESS INPUT:





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- PROCESS (PROCEDURE):
- ROLES AND RESPONSIBILITIES
- PROCESS
- OUTPUT:
- PROCESS EFFECTIVENESS MONITORING
- RELATED DOCUMENTED INFORMATION:





STANDARD OPERATING PROCEDURES: EXAMINATION

➤ Vision:

To develop fully **trustworthy, transparent** and **zero-defect** examination system.

➤ Mission:

- To maintain expected norms and procedures of the examination.
- To keep providing qualitative and reliable educational assessment.
- To keep encouraging students in getting academic excellence.

➤ OBJECTIVES

- To develop **Positive Environment** to conduct examination for the improvement of **Academic Excellence**.
- To maintain **Secrecy and Sanctity** of the examination system to better the **BEST**.
- Conducting the Exam as per exam Schedules in a time bond and **Efficient Manner**, in the light of Goa University **Ordinances/Statutes**.
- To get the question papers from the teachers as per the given syllabus in the respective subjects with **Zero Defect**.
- To get question papers printed with proper **Layout and Legibility**.
- Conduct exam work in sincere and diligent manner with **Equal Responsibility and Opportunity** to all the teachers without any bias or prejudice.
- Keep the exam related records and other documents in the **Safe Custody**.
- To distribute the supervision duties to all the teachers in a **Balanced Manner**.
- To address the grievances of the students in **Time Bond Manner** in the light of Ordinances and statues of Goa University.





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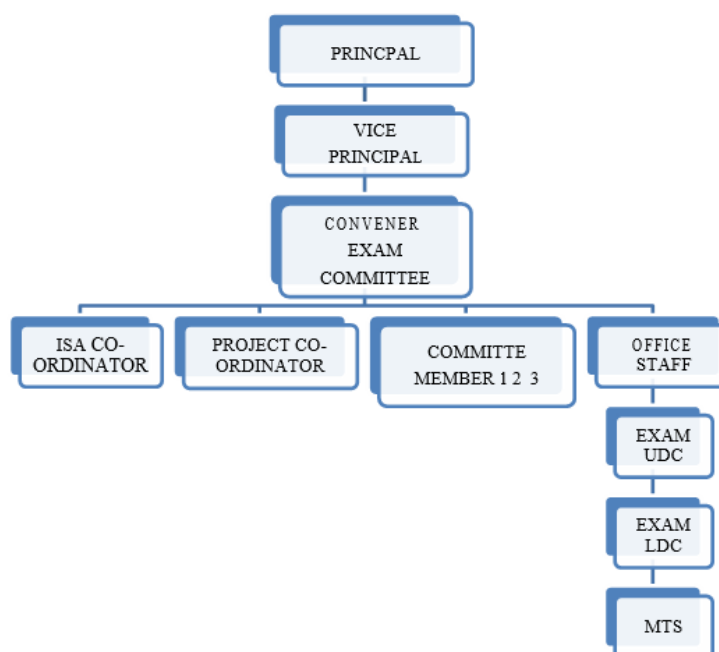
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- To train and empower all the teachers and non-teaching staff to build their capacity and capability to conduct exam in a **Free and Fair Manner**.
- **Benchmark** our results with the best institutes in the neighbourhood.

➤ Hierarchy of the Examination Committee



The Principal will constitute the examination committee for one year term in the light of **OC 8.18** (term of the committee can be extended up to three years).

➤ DUTIES OF THE EXAM COMMITTEE

1. The college Examination Committee shall consist of:
 - One Head of Department who shall be the **Chairman**
 - **Two or Four** Senior teachers (in addition to the Chairman)
 - Additional members can be nominated as per the requirement.
2. This Committee shall be generally in-charge of all matters pertaining to **F.Y. and S.Y.B.A./B.Com./ B.Sc.** examinations in the College and **T.Y.B. A/B. Com and B.Sc** classes in the light of **OA 6.4**.





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3. The Committee shall prepare the examination time-table, arrange to get the sets of question papers, get them printed or cyclostyled and answer books assessed.
4. The Committee shall arrange to get the result prepared and announced in time.
5. The committee shall get the individual statement of marks prepared and issued to the students.
6. Principal/Vice-Principal shall fulfil the following basic requirements for the smooth conduct of examination:
 - Provision of two xerox machines.
 - CCTV cameras, laptop, printer pen drive and other exam related required stationary.

➤ DUTIES OF EXAMINATION UDC

1. Entering students' data in the Exam software.
2. Preparing the list of candidates appearing for ISA, SEE and Supplementary Examination of FY/SY/TY BA/B.Com and BSc.
3. Preparation of Exam seating arrangement.
4. Allotment of examination Seat numbers and Blocks.
5. Preparation of draft Time-Table and placing before the exam committee at least 30 days before the start of the exam for approval.
6. Display of Time Table in the student notice board at least 15 days before the start of the exam.
7. Preparation of draft supervisor's duty list of the teachers and placing before examination committee for approval at least 15 days before the start of exam.
8. Receiving manuscripts of the Question Papers of SEE and ISA along with model answer wherever necessary and their safe keep.
9. Acquiring exam related stationary as per the needs and keeping it ready to conduct the exam.





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10. Assisting Exam committee in opening of Question papers, classifying them block wise and collecting the answer papers.
11. Preparation of results within one month from the last day of exam.
12. Drawing up and distribution of mark sheets to the students within one week after declaration of the results.
13. Safe keeping and custody of question papers answer sheets, results including materials of previous year.
14. Collecting T.Y classes result from Goa University.
15. Answering all correspondence, queries relating to examination from the university and to the university.
16. Result analysis of the entire exam for last 5years subject wise/stream wise.
17. Allocation of duties of MTS and Examination supporting staff.
18. Preparation of exam bills and settlement of related account.

➤ Instructions to the paper setters:

1. The Paper Setter shall take all the necessary precaution for the maintenance of secrecy of the question papers submitted.
2. Paper Setter shall see that each question should be numbered, typed or written out carefully in a legible hand in the manuscript question paper personally. If there are alternatives to a question, all the alternative questions must be written on the same page of the manuscript and should bear the same number as that of the original question.
3. He must ensure that the paper set carry correct caption of the subject, paper, scheme, parts title and division of paper.
4. He shall also ensure that proper instructions regarding the duration of the paper, the maximum marks allotted to each question are provided.
5. The Paper Setter shall indicate clearly the instructions if any, to the candidate/s regarding the answering of different sections in different answer books or regarding the number of questions to be answered.





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➤ Instructions to the block supervisors

1. The Block Supervisors shall be in attendance at the place of examination and report to the committee at least 30 minutes before the commence of the examination.
2. The Block Supervisors shall be present in the block allotted to them by the committee at least fifteen minutes before the examination commences. They should carry with them blank answer books and supplements, Supervisors' report forms, students attendance report and other material to be supplied to candidates at the examination.
3. They shall go round the block and ensure that the examination hall is ready in all respects. The blackboard if any in the hall should be kept clean, books, stray papers, written chits etc., must be scrupulously removed from the hall.
4. They shall allow the candidates to enter the hall only after the warning bell is sounded, make sure that no books, papers etc., are carried to the hall.
5. They shall instruct the candidates to occupy the seats bearing their respective seat numbers.
6. They shall supply to each candidate one main answer book for each section duly signed and dated on the cover page. They shall not supply additional blank supplements/main answer books than what is necessary.
7. When the commencement bell sounds, Block Supervisor shall start distributing question papers from the last candidate in the respective block.
8. When the question paper is of more than one page, shall instruct the candidates to ensure that they have received all the pages of the question paper and ensure that all the candidates are supplied with the question paper in accordance with the subject the candidates have offered at the examination.





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9. Ten minutes after the commencement of the paper, the block supervisor shall ensure that every candidate occupies the specified seat.
10. Thirty minutes after the commencement of the paper, the block supervisors shall check the photo identity card and examination hall ticket of every candidate in every session.
11. One hour after the commencement of the paper, the block supervisors shall check that the candidates have made all entries correctly on the front page of each answer book/supplement supplied to them and have written correctly their seat number, the subject and the number of sections on each answer book/supplement.
12. The block supervisors shall ensure that the examination proceed smoothly and prevent use of malpractice by the candidates while the examination is going on.
13. Whenever a candidate requests for supplements, the block supervisor shall ensure that the candidate is issued the supplements duly signed and dated at his place only after he has completed the answer book supplied to him/her earlier.

➤ The Block Supervisor shall not:

- Encourage the candidates to leave examination hall during examination time;
- Allow any candidate to come to the examination hall late by more than half an hour;
- Allow any candidate to leave the examination hall within the first half an hour of starting of the examination;
- Engage in conversation with the candidates during the examination;
- Read what the candidates write in answer books;
- Give any kind of explanation connected with the question paper;
- Carry messages from one candidate to another.





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- Engage in any office work or private work or read books/newspapers;
- Permit copying, whispering, talking etc., among the candidates or with persons outside;
- Keep with them spare copies of question papers after they have been delivered to the candidates;
- Hand out copy of the question paper to anyone who is not a candidate appearing for the examination; and
- Allow any exchange of writing material, stencils, mathematical instrument, etc., when the examination is in progress.

➤ Instructions to the candidates

1. Before entering your seat number and other particulars on the cover page make sure that answer book given to you bears the initials of the Junior Supervisor in the space provided for the purpose at the top of the cover page. If the answer book does not bear initials of the Junior Supervisor draw his attention to the fact. Also please ensure that the stamp of the college WITH DATE is affixed on every supplement.
2. Answer-books which do not bear the signature with date of the Junior Supervisor, or the stamp of the college will not be examined.
3. Use only one main answer-book for each section. Where there are no sections only one main answer book shall be used. Each main answer book contains 16/20/24 pages. Check whether the answer book supplied to you contain the specified number of pages mentioned and whether the pages are numbered in serial order.
4. Candidates should write their answers in a legible hand. They are warned that no marks will be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.
5. Enter on the cover page of each of the answer books your examination seat number, the name of the Examination, the date and the centre of





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- the examination, the subject of the question paper, the number of the paper and/or of the section.
6. Write on both sides, rough work, when necessary, should be done on the left- hand side and in pencil only.
 7. Do not write your name and seat No. in any part of your answer book. Do not enter any sign or initial or sign or indicate any marks or word to reveal the identity or change the colour of ink in between other than the one used in the beginning on any page of the answer books. Only the seat No. has to be entered in the space provided on the front page. The answers shall be written in either blue or black shade (ink) only.
 8. No sheet shall be torn from the answer books provided nor shall additional papers brought from outside be attached.
 9. All answer books supplied shall be returned whether written in or blank.
 10. Nothing shall be written on the question-paper or on the blotting paper.
 11. Each section shall be answered in separate books. Examiners do not undertake to examine answers written in wrong books. Tie together all answer books relating to the same paper or section and enter on the first page of the answer-book the total number of answer books submitted. (No change).
 12. Begin your answer to each question on a new page. The unused space if any in the answer book should be crossed. Write the number of the question in the margin before beginning to write an answer to it.
 13. Exchange of writing materials, stencils, mathematical instruments etc., is strictly prohibited.
 14. You will not be permitted to leave the examination hall until half an hour after the question papers are distributed. Similarly, during the last 10 minutes you will not be allowed to leave the hall.
 15. If you want anything, apply to your supervisor; but do not leave your seat on any account.
 16. If you bring with you any book, notes or scribbled paper or speak to or communicate in any other way with any other candidate while the exam





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is going on or smuggle in or take out any answer books written in or blank, the Chief conductor may upon being informed by the Senior Supervisor/block supervisor may instantly issue suitable order for necessary action including expulsion from the examination hall for that particular paper.

17. Only after executing an undertaking that the decision of the College in respect of Unfair Means adopted is binding, the candidate will be allowed to write any further papers.
18. Any method of bribing the Examiner/s by attaching rupee-notes or letters is strictly prohibited, and will result in serious action being taken by the University.
19. A warning bell will be given ten minutes before the close of the examination; and at the second bell, you must stop writing and be ready to hand over your answer-books to the supervisors. You must not leave your seat until all your answer books are collected by the Supervisor.
20. Smoking is prohibited in the Examination Hall.
21. Candidates who are not in their seats by the time notified will not, as a rule be admitted to the examination. The Senior Supervisor may, however at his discretion admit those who give him satisfactory reason for delay, which under no circumstances should exceed more than half an hour.
22. Every candidate present must sign on the attendance sheet on each day of the examination against his/her seat number.
23. Candidates should occupy correct seats and write correct seat numbers in the space provided for the purpose on the answer-books. If they enter incorrect seat numbers, the marks assigned to such answer books will not be transferred to their correct seat numbers.

➤ Process:





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1. Following four members face identification shall be recorded to facilitate online printing of Question papers of TY classes from the university:

- The Principal
- Vice-Principal
- Convener Exam Committee
- UDC examination

(Normally UDC examination will be doing the needful to download and print the Question papers).

2. Exam committee shall notify one month in advance to receive the manuscripts of the question papers from the respective teachers.
3. Question papers of the newly recruited teachers should be verified by the HOD before submission.
4. Layout of the question papers should be corrected from the examination clerk and it should be submitted after proof reading.
5. Printing of required number of question papers.
6. Verification of ISA and attendance defaulters' record before preparing the sitting arrangement.
7. Block wise distribution of answer and question papers.
8. Block supervisors should remain present on the day of examination.
9. Examiner should collect answer sheets from the exam committee on the day of examination. (Emergency if any should be informed to the exam committee in advance).
10. Examiner should verify answer sheets and other records at the time of collecting the packet.
11. Examiners should assess twenty answer sheets per day.
12. Marks should be entered correctly in the marks sheet.
13. Over writing if any should be initialled.
14. Verification of marks entered in the marks sheet.
15. Entry of marks in the software.





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16. Entry of grace marks records.
17. Declaration of result.
18. Distribution of marks sheets.
19. Grievances if any.

➤ Members of the Examination Committee 2019-20:

- | | |
|-----------------------------------------|-------------------------|
| 1. Dr. Jagmohan Singh (Associate Prof.) | Convener Exam Committee |
| 2. Dr. Sucheta Naik (Asso. Prof.) | ISA Co-Ordinator |
| 3. Dr. Geeta S Walvekar (Asso. Prof.) | Project Co-Ordinator |
| 4. Mrs. Kshama Desai (Asso. Prof.) | |
| 5. Mr. Ashvek Shanbhag (Asst. Prof.) | |
| 6. Mrs. Anisha Sawant (Asst. Prof.) | |
| 7. Mr. Balchander Desai (UDC) | |
| 8. Mr. Suraj Kamat (LDC) | |
| 9. Mrs. Ankita Naik Gaonkar (MTS) | |





STANDARD OPERATING PROCEDURES:

NSS

➤ **PURPOSE:**

To set up and maintain a standard procedure or protocol for sustained improvement in the operation of National Service Scheme (NSS) Unit

➤ **ACTIVITY (SCOPE):**

The Standard Operating Procedure is applicable to all those dealing with NSS including NSS Programme Officer/s, administrative staff and volunteers.

➤ **Vision**

To build NSS Unit as a platform for social inclusion and cohesion to serve the nation building process through dedicated self-motivated volunteers

➤ **Mission**

To involve and prepare NSS volunteers to realise their potentialities and self-esteem through their active participation in community services addressing the needs of society.

➤ **Objectives**

- a. Understand the community in which volunteers work
- b. Understand themselves in relation to their community;
- c. Identify the needs and problems of the community and involve them in problem solving process;
- d. Develop among themselves a sense of social and civic responsibility;
- e. Utilize their knowledge in finding practical solution to individual and community problems;
- f. Develop competence required for group living and sharing of responsibilities;





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- g. Gain skills in mobilizing community participation;
- h. Acquire leadership qualities and democratic attitude;
- i. Develop capacity to meet emergencies and natural disasters and
- j. Practice national integration and social harmony.

➤ **PROCESS INPUT:**

NSS Programme Calendar, Volunteers Enrolment List, List of Projects Undertaken, List of Equipment/Tools, List of Programme Officer/s, List of NSS Advisory Committee Members, Minute book.

➤ **PROCESS (PROCEDURE):**

➤ **ROLES AND RESPONSIBILITIES**

The NSS Unit of the college working under the framework provided by the Directorate of NSS, Ministry of Youth Affairs and Sports, Government of India, New Delhi is committed to devise and execute the responsibilities entrusted upon it to channelize and motivate the volunteers to be a part of nation building process. The administrative hierarchy of the NSS Unit in the college is given below.



Figure 1. Administrative Hierarchy





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- Principal

Principal shall give necessary guidance and support for the functioning of the NSS Unit by appointing required number of programme officer/s as per the allocated/enrolled strength of volunteers. He/she shall monitor the execution and progress of work/projects undertaken by the NSS Unit/s and shall direct programme officer/s for necessary rectification if required by ensuring financial support as per the NSS guidelines.

- NSS Advisory Committee

The NSS Advisory Committee shall consider the proposals submitted by the Programme officer/s according to the administrative and policy directives. And monitor the progress of the projects undertaken. Advisory Committee should meet at least four times during a year, once every quarter. As far as programme is concerned, the Advisory Committee is free to select the activities suitable for their area and people from amongst the activities, suggested in NSS Manual or added at state level.

- NSS Programme Officer/s

The NSS Programme Officer is responsible for the effective functioning of the NSS Unit given to him/her. He/she shall plan the activities/project for the academic year in consultation with the Principal and present it before the NSS Advisory Committee for information and approval. Maintenance of required documents/files like enrolment list, list of project/s, record of volunteer's attendance, stock register, reports submitted to various authorities, list of eligible volunteers for entitlement marks, volunteers' participation register, minute book, internal and external communication records. He/she shall execute the programmes communicated by NSS Functionary from time to time and furnish necessary report in prescribe format and timeline. The Programme Officer should motivate volunteers to participate in NSS programme and ensure completion of required number of hours under regular





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and special camping besides preparing and providing required support to participate in events of the Directorate of NSS and Ministry of Youth Affairs and Sports.

- **Administrative Staff**

The Administrative staff associated with NSS Unit shall oblige to all the instructions (verbal/written) from the Principal, Programme Officer/s. Clerical staff shall assist Programme Officer/s in preparing enrolment list, typing of reports/official communications and other clerical work as per the need.

➤ **PRIMARY DEPARTMENTAL PROCESS**

The NSS Unit is committed to provide platform to volunteers to realise their potentiality and develop personality through community services in systematic manner. The procedure in this regard is given below (figure 2).

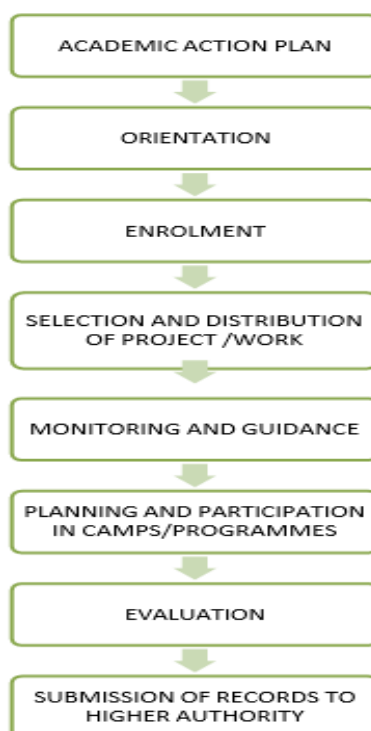


Figure 2. Departmental Procedure





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a. **ACADEMIC ACTION PLAN**

Academic Action Plan is prepared, in consultation with Principal, by the NSS Programme Officer/s in sync with the programme/s envisaged by the Ministry of Youth Affairs and Directorate of NSS and same is presented before the NSS Advisory Committee for guidance and approval.

b. **ORIENTATION**

General orientation is conducted in the beginning of the year to introduce students about NSS and to encourage them to participate in NSS. Special orientation is conducted to detail the structure of NSS and prepare volunteers for community services.

c. **ENROLMENT**

Willing students are enrolled for the academic year as per the guidelines of NSS and the enrolment list is sent to the NSS Cell of the University for onward submission.

d. **SELECTION AND DISTRIBUTION OF PROJECT /WORK**

Unit wise team/s of volunteers are made to facilitate regular activity and project/work is assigned. Project assigned consist of work to be done in college campus as well as in the community domain is also specified. Volunteers are purposefully involved in community services to provide them necessary exposure to the realities in the society.

e. **MONITORING AND GUIDANCE**

Programme Officer monitor the progress of the volunteers and provide necessary support for completion of the task. Volunteers are instructed to maintain work diaries and are expected to obtain signatures from the Programme Officer periodically.

f. **PLANNING AND PARTICIPATION IN CAMPS/PROGRAMMES**





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As per the action plan and direction of NSS authorities, varied programmes are planned and implemented involving volunteers in the organization of them. 7 days special camping programmes are conducted to provide scope for team spirit and community service. Volunteers are prepared to participate in inter- collegiate, state and national level events and necessary administrative support is provided.

g. **EVALUATION**

Periodic monitoring of work assigned to volunteers is done to ensure its completion and at the term/semester end progress report is evaluated to short list eligible volunteers for entitlement marks. Volunteers are asked to fill Work Record Form after completion of 60 hours of regular activity and same is submitted to the NSS Cell of the University for further processing.

h. **SUBMISSION OF RECORDS/REPORTS TO HIGHER AUTHORITY**

Periodic and activity-based reports are sent in prescribed format and in specified time to Higher Authorities.

➤ **PROCESS OUTPUT:**

Attendance, Work Record Forms/Volunteers' Work Diaries, Community Feedback, Activity/ Periodic/ Annual Reports

➤ **PROCESS EFFECTIVENESS MONITORING**

Volunteers Feedback, Community/Public Authority Feedback

➤ **RELATED DOCUMENTED INFORMATION:**

1. Department File
2. Attendance Register
3. Volunteers Work Diaries Stock Register
4. Project File





STANDARD OPERATING PROCEDURES: NATIONAL CADET CORPS

➤ PURPOSE:

The “NCC” NATIONAL CADET CORPS, the largest youth organization in the country, is rendering yeoman service in instilling the qualities of character, courage, comradeship, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and the ideas of selfless service among the youth.

True to its motto: “UNITY AND DISCIPLINE”, it has been creating a human resource of organized, trained and activated youth who are useful citizens and always available for the service of the nation. Establish and maintain a method for taking corrective action, to eliminate the causes of non-conformities and in order to prevent recurrence. To ensure that corrective actions are appropriate to the effects of non-conformities encountered.

➤ ACTIVITY (SCOPE):

➤ Vision:

To strive for making students confident through discipline, confidence building and personality development.

➤ Mission:

To empower the students and enable them to be physically and mentally fit for nation building and to take up challenges in all walks of their life.

➤ Objectives:

1. Provide an ideal platform for students to contribute to Unity and Discipline in nation building.
2. To prepare cadet to be disciplined and responsible citizens of the country.
3. Teach positive thinking and attitude to the youth.





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4. To motivate cadet to take up services in Indian army/police/security services/allied services.
5. To strengthen the spirit of national integration by taking part in various integration camps.

➤ PROCESS INPUT:

- Academic Syllabus
- Number Of Students Enrolled for NCC
- Syllabus Copy
- Classroom Teaching,
- Guest Lectures,
- Competitions,
- Movie,
- Drill,
- Camps,
- Special Camps,
- Social Awareness Drive,
- Exam,
- Firing On Rifle Range

➤ PROCESS (PROCEDURE):

➤ ROLES AND RESPONSIBILITIES

The roles and responsibilities of NCC are as follows:

PRINCIPAL--VICE PRINCIPAL---ASSOCIATE NCC OFFICER CADETS

○ Principal

Principal is the main authority who assigns the Associate NCC Officer (ANO) and all the NCC Activities are conducted and evaluated under the supervision of the Principal.





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○ Vice Principal

Vice Principal is the succeeding authority who directs the department in the absence of the Principal.

○ ASSOCIATE NCC OFFICER (ANO NCC)

- a. ANO is the faculty member of the college who is appointed by the Principal to provide the strong Academic leadership to the Department.
- b. The ANO has to pass on the communication (verbal/written) concerning department (activities, instructions etc) from the Principal/ Vice Principal to the cadets.
- c. He has to also carry out leadership in planning and conducting departmental activities keeping the departmental vision and objectives into consideration.
- d. She has to conduct departmental meetings/activities on a timely basis (or on the account of activity) to discuss, plan and decide the Forthcoming departmental activities, academic status, etc.
- e. In case of any Departmental activity, the ANO has to draft notices, letters, and emails and also has to present report to the Principal after the activity.

ACTIVITY /PROCESS	ACTIVITY-- OUTCOME / OPPORTUNITY	ACTIVITY OBJECTIVES
SELECTION AND ENROLLMENT OF CADETS	1). Interested and more deserving student will get an opportunity to be in NCC 2) Risk of drop up by cadet in between can be reduced.	To prepare cadet to be discipline and responsible citizens of the country.





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ORIENTATION TO CADETS	Builds up confidence of the cadets and increases interest to do better. More knowledge and clears their doubts.	Teach positive thinking and attitude to the youth.
DRILL	Best in drill cadet can get an opportunity to represent for RDC	To motivate cadet to take up services in Indian army/police/security services/ allied services.
WEAPON TRAINING (FIRING)	A) Focused mind, B) Hand on Experience of handling arms/Rifles	To motivate cadet to take up services in Indian army/police/security services/allied services.
INSTITUTIONAL TRAINING	Wide interesting syllabus has been designed for youth development including common subjects (70 %) and special subject (30 %)	Develops knowledge, good character and leadership traits
COMMUNITY DEVELOPMENT AND SOCIAL SERVICE	Information	Responsible citizen
ATTENDING NCC UNIT PROGRAM/MEETING/SESSION/SUBMISSION ETC	Cultivates Feeling of patriotism, love for nation.	Feeling of leadership qualities and love for nation
CELEBRATION OF PROMINENT DAYS (15TH AUGUST, 26TH JANUARY, NCC DAY, ARMY DAY ETC.)	Inculcate spirit of adventure and team work, undergo various adventure activities such as para jumps, trekking, mountaineering	Empowers woman and builds up leadership qualities.





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EXAMINATION (B AND C CERTIFICATE NCC EXAM)	Exposure to wide knowledge relevant to build up youth in all walks of their life.	Takes up career in armed forces
ORGANIZING COMPETITIONS	Develops confidence,	Makes them confident and strong and positive on all walk
GUEST SESSIONS	Wide knowledge and new talents	Empowers girl cadets

➤ **PROCESS OUTPUT:**

MARKSHEETS AND EXAM CERTIFICATES, COURSE WORK FILE, NCC ANNUAL REPORT, COLLEGE MAGAZINE, ATTENDANCE REGISTER, ACHIEVEMENTS CERTIFICATES FILE,

➤ **PROCESS EFFECTIVENESS MONITORING:**

EXAM PASSING CERTIFICATE ATTENDANCE

- CAMP ATTENDANCE CERTIFICATE/NOTICES ACHIEVEMENT CERTIFICATE
- PRESENTATION AND VIDEOS

➤ **REFERENCES:**

- a. NCC File
- b. Stock File
- c. Certificate of Achievements File
- d. Syllabus, Question Paper File
- e. Attendance Register
- f. Reports
- g. Notice File
- h. Participation File
- i. Exam File





STANDARD OPERATING PROCEDURES: ACCOUNTS

➤ **PHILOSOPHY: -**

Develop fair management accounting system and facilities

➤ **VISION: -**

- Facilitate financial compliance and prompt services.
- Provide excellent support system and help you to plan for your achievements
- Maintaining TRANSFERANCY IN ACCOUNTS

➤ **MISSION: -**

Ensure compliance without reminder and error. Minimize loss to organization
Maximum VALUE FOR MANAGEMENT





STANDARD OPERATING PROCEDURES:

SPORTS

➤ **PURPOSE:**

To establish and maintain a method for taking corrective action, to eliminate the causes of non-conformities and in order to prevent recurrence in the Allotment of Sports and Merit marks. To ensure that corrective actions are appropriate to the effects of non-conformities encountered.

➤ **ACTIVITY (SCOPE):**

The activity of Allotment of Sports and Merit marks involves in the students participating at various levels and achievements based on which gets eligible for academic benefits. These benefits of additional marks have assisted in better percentage and promotion results of the overall college passing and grade percentage of an estimated 10 % improvement. This Quality Management System Procedure applies to all corrective actions taken are by timely attendances and updating the Goa University about the participation and achievements of the college players. The list is displayed at the end of every Semester and students are given 15 days to complain or correct their entry. The list is then submitted to Goa University

➤ **PROCESS INPUT:**

I. Processes

- a. Eligibility proforma as per university guidelines is submitted per game/discipline at least 3 days prior to competition.
- b. The selected students should have attended at least 10 practice sessions of 1 hour each.
- c. The result of the said game/discipline is noted down and marks are allotted and eligibility criteria decided in the statutes of Goa University (mentioned in references at the end of this document)





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- d. The list of eligible students with marks is prepared in the prescribed format.
- e. This list is displayed for 15 days on Notice-board for correction or complaints.
- f. The list is submitted to Goa University at the end of each Semester to the Sports section, which forwards it to the Registrar office.
- g. The list is prepared in Triplicate sets for Fifth and Sixth Semester, and duplicate sets for First, Second, Third and Fourth Semesters.
- h. For achievements at university level, certificate may not be attached as the details are already in Sports Section of The University.
- i. For Achievements not at University level, like Open state level, or Inter State Nationals Federation Cups, etc conducted by Federations or Associations, then a certificate or letter attested by Principal is to be attached, confirming the participation.
- j. The list after verifying is sent to the Registrar Office or /and college for records and allotment of marks.

II. Requirements for respective process, and standard:

- a. Criteria is decided as per the statutes of Goa University (mentioned in references at the end of this document)
- b. Attendance of practices and participation for discipline/game/event.
- c. List of students per class in every semester.
- d. To be submitted and verified before the declaration of results

➤ **PROCESS (PROCEDURE):**

Table for Eligibility as per achievements at various levels





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Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semifinalists/ Bronze Medal
A	28	28+24 = 52	28+22 = 50	28+20 = 48
B	26	26+22 = 48	26+20 = 46	26+18 = 44
C	16	16+20 = 36	16+16 = 32	16+14 = 30
D1	20	20+16 = 36	20+12 = 32	20+10 = 30
D2	16	16+12 = 28	16+08 = 24	16+06 = 22
E1 & E2	10	10+06 = 16	10+04 = 14	10+02 = 12

a.

- Category A = Major International events
- Category B = Minor International events
- Category C = Goa State for Nationals
- Category D1 = Goa University for All India Inter University
- Category D2 = Goa University for West Zone Inter University
- Category E1 & E2 = State level including Goa University Inter Collegiate.

b. Eligibility proforma is submitted for Goa University level participation.

c. Attendance of practices and competition is marked.

d. The result of the said game/discipline is noted.

e. The list of eligible students with marks as per category is prepared. This list is displayed.

f. The list is submitted to Goa University in duplicate and triplicate.

g. For Achievements not at university level, a certificate or letter attested by Principal is to be attached.

h. The list after verifying is sent to the Registrar Office or /and college for records and allotment of marks.

➤ PROCESS OUTPUT:

1. Sports Grace Marks list submitted to Sports Section and Registrar of Goa University.
2. Covering letter





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3. Received verified Copy to be kept in C-20 file.
4. Attendance sheet.
5. Eligibility form submitted to Goa University with University No, Date of Birth and Admission details.

➤ **PROCESS EFFECTIVENESS MONITORING:**

No grievances and complaints relating to Allotment of Sports and Merit marks in the record till date.

➤ **REFERENCES:**

GOA UNIVERSITY: Ordinance OA 5.16 Instructions relating to the grace marks at the University Examinations.

OA-5.16

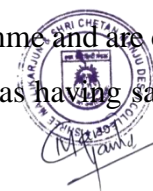
(Effective from 23rd July, 2013) Scheme for award of entitlement marks and grace marks at the University Examinations. This ordinance shall apply to all University examinations except where separate provisions for gracing are made by respective statutory Councils or Ordinance made by Goa University or wherever Grading system of evaluation is in force.

OA-5.16.1

- I. Scheme for Award of Entitlement Marks. Candidates who have participated in NCC / NSS / Sports / Cultural events shall be entitled to entitlement marks as per the following scheme. 37 I) Candidates who have been enrolled as members of the NCC and are certified by the Principals of their colleges / Heads of Institutions as having satisfactorily completed 40 parade's/Semester for Semester Scheme or 80 parade's for annual scheme.

OR

- II. Candidates who have participated in the NSS programme and are certified by the Principals of their colleges/Heads of Institutions as having satisfactorily





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completed at least 120 hours of social service comprising the time spent in at least two types of projects for the annual scheme of examinations or 60 hours of social service comprising the time spent in one or more types of projects during a semester for the Semester Scheme of examination.

OR

III. Candidates who have to their credit participation in cultural events during the academic year/semester as specified below: A. Cultural Events – At the University Level a) All the students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are actually conducted by the University. b) In the case of individual events at the Inter-Collegiate meets conducted by the University as in the case of cultural events, students winning first three places, in the order of merit.

Cultural Events – At the Inter-University / Inter- State / (representing the University or State or Nation) / National / International (representing the University or State or Nation) Level.

IV. All the above category of students participating in the NCC / NSS / Cultural Events at the University / Inter- University / Inter-State/ National / International level (representing the University or State) level shall be entitled, to the gracing of 1% of maximum aggregate marks under any one or more of conditions (a) to (d) mentioned below, for the examination pertaining to the respective semester/academic year.

- a. A candidate who fails to pass in one or more heads of passing shall be graced to the extent of 5 % of the maximum marks allotted to the head of passing subject to a maximum of 1% of maximum aggregate marks.
- b. A candidate shall be entitled to grace marks upto a maximum of 1% of maximum aggregate marks for the purpose of the award of class / honours or distinction at an examination or head of passing.





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- c. A candidate who fails to pass an examination shall be graced upto a maximum of 1% of the maximum aggregate marks for the purpose of an exemption in a Head/Heads of passing provided the marks so graced in a Head/Heads of passing shall not exceed 5% of the maximum marks allotted to the Head/Heads of passing.
- d. The entitlement marks whether allotted or not fully or partially under any of the heads of passing shall be shown along with the grand total with appropriate '#' sign. Provided that in the case of a candidate appearing at the University examination under semester system, the benefit of gracing mentioned above shall be given at the respective semester examinations. The entitlement marks under this scheme shall not be counted for purposes of 38 placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of class/honours/distinction.
- e. Level of participation in the cultural event within the State of Goa:
 1. Grace marks may be awarded to the 1st three prize winners in the team as well as individual events organized by the State Government/ Central Government organizations.
 2. In the events, at least 10 colleges should participate, only then the winner should be considered for the award of the grace marks.
 3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the award of grace marks.
 4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.
- V. Candidates who are eligible as per University eligibility rules and have to their credit participation in Sports events during the academic year/semester as specified below:
 - A. Eligibility Candidate (Sportsperson) should be a bonafide student of the Goa University or its affiliated college after obtaining prior





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approval of the respective Principal / Dean / Head of Department should participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports / Indian Olympic Association / Association of Indian Universities.

A candidate shall be eligible for the Sports Merit Marks only after the completion of his/her performance in the event and the marks so allotted shall be counted for his/her appearance at the respective Semester/Term/Annual exam only. In the event of his/her performance in more than one category/sport, only the highest marks allotted in any one category/sport will be considered.

For the purpose of allotment of marks, sports events shall be divided into the following categories:

- Category A:

Students representing India in the following International events. Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy, Commonwealth Games, Commonwealth Championships, World University Games, World University Championships, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australia Open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

- Category B:

Students representing India in the following International events/Championships recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports/ Indian Olympic Association/Association of Indian





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Universities. One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games, Any Other International Game/Sport recognised by Indian Olympic Association

- Category C:

Students representing Goa State for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association / Association of Indian Universities.

I. National Games

II. National Championships (only one in each recognised discipline to be determined by respective National Federation)

III. Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.

IV. National Sports Festivals for Women.

- Category D

Students representing Goa University in the All India Inter University Championships, approved by Association of Indian Universities.

- Category D (2)

Students representing Goa University in Zonal Inter- University Championships, approved by Association of Indian Universities.

- Category E1

Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organised by Goa University.

- Category E2

Students eligible as per eligibility rules of Goa University and participating in State Championship recognized by Sports





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Authority of Goa in disciplines that are not in the list of annual Intercollegiate Championships organized by Goa University.

A student shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/University in the form of inter class/intra mural competition/coaching in order to be eligible for participation /selection at inter college championships.

- B. Allotment of Sports Merit Marks to Categories Students participating in sports shall be eligible for marks for participation and achievements as per

Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semifinalists/ Bronze Medal
A	28	28+24 = 52	28+22 = 50	28+20 = 48
B	26	26+22 = 48	26+20 = 46	26+18 = 44
C	16	16+20 = 36	16+16 = 32	16+14 = 30
D1	20	20+16 = 36	20+12 = 32	20+10 = 30
D2	16	16+12 = 28	16+08 = 24	16+06 = 22
E1 & E2	10	10+06 = 16	10+04 = 14	10+02 = 12

the table given below:

- C.
- Sports Merit Marks allotted to a student passing on his/her own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.
 - A student shall be eligible for the Sports Merit Marks in a particular Paper/Subject, provided that he/she shall have obtained a minimum of 50% marks required to pass/claim exemption in that Paper/Subject. In the event of the student being unable to utilise the Sports Merit Marks the





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- same can be carried forward to the subsequent appearance of the same examination.
- iii. A student failing in a particular Paper(s)/Subject(s), whether in theory or practical or both, the Sports Merit Marks shall be added to that Paper(s)/Subject(s) and indicated by a hash (#), after which the general grace marks will be added and indicated by a dollar (\$). Balance marks, if any, shall be shown separately in the mark sheet.
 - iv. In case of semester system of examination, the entitlement marks on account of participation of sports shall be awarded at the examination concluded at the end of the semester during which the student is eligible for such marks.
 - a. The rules relating to gracing under this scheme shall be applied first and thereafter if need be the scheme for the award of General Grace Marks, shall be applied.
 - b. The marks graced under this scheme shall be shown separately in the candidate's marks sheet.
 - c. The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate in that behalf.
 - d. If the percentage of the grace marks calculated /arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.
 - e. The student participating in Sports / NCC / NSS / Cultural activities shall be eligible to get marks under only one category in whichever he/she scores maximum.





STANDARD OPERATING PROCEDURES: ENGLISH

➤ PURPOSE:

To establish policies and procedures to enhance competence and performance of the Department of English.

➤ ACTIVITY (SCOPE):

The SOP of the Department of English applies to all teaching, non-teaching staff and students affiliated to the Department of English. This SOP shall bring in systemic approach to ensure everyone concerned is able to follow set norms and procedures for qualitative improvements in what we do, how we do it, why we do it and for whom we do it.

- Vision

To be recognized as the Thought Leader and Action Executor in Innovative Student-Centric Learning Means and Methods.

- Mission

To enable Learners to involve and evolve through Blended Learning Strategies and become Career-Ready, Tech-Savvy Individuals with an obligation to serve the society.

- Objectives

1. To fuel passion for performance.
2. To enhance communicative competence. To develop entrepreneurial mindset.
3. To employ Andragogy (Adult Learning Principles) in Curriculum Design and Delivery.
4. To promote Diggory (Using Digital Tools for Learning) and Heutagogy (Self-Directed Learning).





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5. To use Bloom's Revised Taxonomy to set and achieve educational objectives.
6. To develop Positive Attitude, Life Skills and Knowledge of Learners.
7. To create benchmarks in image-building through Graphic Designing and Social Media Presence for the Institution.
8. To create a state-of-art Recording Facility for E-Content Creation through the Language Lab.
9. To adopt Collaborative and Cooperative Approach for Inter-Departmental Activities.

➤ **PROCESS INPUT**

Curriculum (Explicit, Implicit, Null and Extra-Curricular); Syllabi, Course Plan, Academic Calendar, Time-Table, Departmental Faculty other Colleagues, Library as a learning Resource, E-Resources, Language Lab, E-Content Creation and Development Facility, Mentees, Non-Teaching Staff, Code of Conduct, Policies and Manuals, Membership in various Committees (Statutory and Non-Statutory), Membership of outside bodies and NGOs and other stakeholders.

➤ **PROCESS/PROCEDURE**

➤ **ROLES AND RESPONSIBILITIES**

1. The Department of English is receptive and responsive to the needs and expectations of all stakeholders and will interact with internal stakeholders and outside stakeholders with due cognizance of their positions. It will maintain a symbiotic relationship and recognize institutional hierarchy in its functioning.
2. The Departmental Head will oversee overall functioning of the Department, including Planning, Execution and Review to achieve stated Objectives in tune with Vision and Mission of the Department as well as of the Institution. S/He will promote Quality Culture and provide Exemplary Leadership. S/He will communicate Principal or through the





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Principal to Goa University, Directorate of Higher Education and the DPM Management as the protocol. S/He will also communicate with Print or Electronic Media or the Outside Public, if situation warrants as part of the branding and public relations requirements. This is in addition to her/his normal responsibilities as a Teaching Faculty.

3. The Departmental Colleague will function as the Departmental Secretary for the Departmental Meetings held in every Semester for Planning, Execution and Review Purposes. S/He will maintain record of Minutes in Minutes of Resolution Form as against Minutes of Discussion. S/He will execute Academic Work including conduct of lectures, setting ISA & SEE Question Papers, Conduct of Examinations and Evaluations, coordinating departmental activities, maintaining Records in prescribed formats (if any) and preparing Semester-wise Course Files for Annual Academic Audit.
4. The Department of English will interact with Vice Principal, Office In Charge, Office Admin, Accounts Officer and other Non-Teaching Staff and MTS as and when necessary. It will carry out its responsibilities as Members/Coordinators or other positions in various Statutory and Non-Statutory Bodies.

➤ Teaching staff (Regular/Contract/Lecture basis)

The Teaching Staff of the Department shall be obliged to follow all the instructions (Oral/ Written) from Principal, Vice-Principal, Acting Principal, HoD and In Charges of Various Statutory and Non-Statutory Committees to facilitate Institutional work. The Teaching Staff shall submit its Academic Semester Plan through Academic Course Work File after two days of issue of Academic Time Table for the Semester/Year. Leave of any nature shall be communicated to the HoD in advance/at the earliest, apart from the Office Administration. All pending work will have to be completed within the stipulated time and/or before the academic term or year ends.





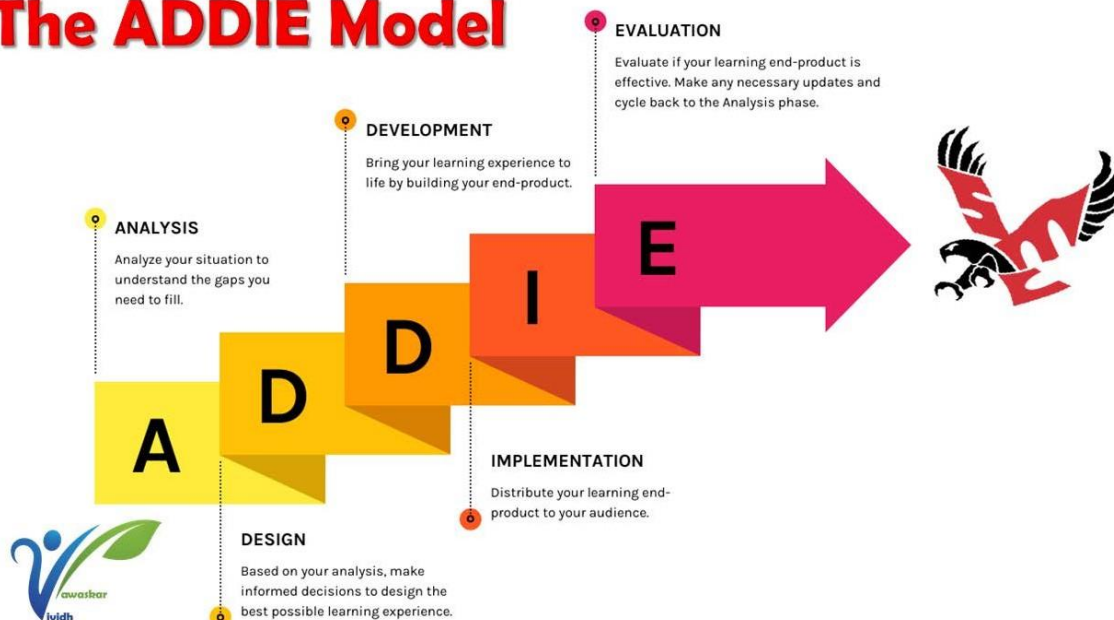
➤ Non-Teaching Staff (Regular/Contract/Lecture basis)

The Non-Teaching Staff will be available for Academic and Administrative Purposes of the Department or for obligations arising out of membership of Statutory and Non-Statutory Committees. Due notice/intimation (Oral or Written) will be given considering their job specifications.

➤ Departmental Process for Curriculum Design, Delivery and Evaluation

Curriculum Design, Delivery and Evaluation is aided by the ADDIE Model.

The ADDIE Model



➤ BEST PRACTICES & INITIATIVES

1. # DEPARTMENTAL (FREE) WEBSITE
2. # SOCIAL MEDIA PRESENCE - COLLEGE FACEBOOK GROUP
3. # JOB.ED INITIATIVE (Connecting Job Seekers & Job Providers) through FB Group





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4. # VIRTUAL LIBRARY
 - # GRAPHIC DESIGNING AWARENESS POSTERS CERTIFICATES FLYERS & BROCHURES
5. # COMMUNITY CONNECT - LIONS INTERNATIONAL DISTRICT 317-B
6. # CAPACITY-BUILDING FOR EMPLOYABILITY OF LEARNERS
 - CV/RESUME CREATION TEMPLATES
 - SELF-ANALYSIS QUESTIONNAIRES
 - CORE LEARNING APTITUDE, IQ TESTING SOFTWARE JOB INTERVIEW TIPS
 - ENTREPRENEURIAL GUIDANCE MENTORING MATTERS
7. # CERTIFICATE PROGRAMS COMMUNICATIVE COMPETENCE
 - SOFT SKILLS/LIFE SKILLS
8. AUDIO-VISUAL EDITING
9. SELF-DIRECTED TOUCH-TYPING SOFTWARE

➤ ACADEMIC PLAN OF THE DEPARTMENT

The Academic Time-Table of College based on the Academic Timetable of Goa University forms the base of the Academic Plan of the department. Curriculum Delivery methods are discussed and decided as per requirements of the Syllabi.

➤ ADMISSION

The Admission Committee shall give the HoD and the Member/s of the Department list of students enrolled at FY/SY BA/BCom/BSc level for courses/subjects pertaining to the Department of English. It shall contain Name, Roll No., Seat No., Subject and Year, E-mail, Cell Phone Number, University Registration Number and all such details required for database of students of the department. The list, if revised, shall be circulated again to the department for smooth functioning. The Admission Committee is expected to ensure mandated strength to all subjects/courses of the department.





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➤ **PLAN OF ACTION**

The HoD shall communicate Plan of Action of the Department for Academic and other activities for information and necessary action from all those concerned.

➤ **TEACHING**

Use of Transformation Model; Pike's Adult Learning Principles; Principles of Primacy, Recency and Intensity; Flipped Classrooms; Blended Learning; MALL (Mobile-Assisted Language Learning); CALL (Computer-Assisted Language Learning); Experiential Learning is encouraged to promote Student-Centric Learning.

➤ **EXAMINATION**

Examination under Choice-Based Credit System (CBCS) will conduct as per the Syllabi requirements as revised from time to time. Due intimation will be given to students and the pattern of examination will be communicated to the Exam Committee to facilitate ISA/SEE Examinations and Evaluations. Examination Reforms will be suggested and implemented from time to time within the given parameters. Innovations within the system will be encouraged from the Students as well as the Faculty.

➤ **EVALUATION**

Formative, Continuous and Summative Evaluations; Multi-Modal Assessments & Examination in tune with Syllabi. Code of Ethics to dictate impartiality in Evaluations and Rubrics to aid the process.

➤ **PROCESS OUTPUT**

Performance of Learners in Cognitive, Affective and Psychomotor Domains. Responsibilities undertaken and executed.





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➤ **PROCESS EFFECTIVENESS MILESTONES**

Through Student Intake; through Feedbacks (Formal and Non-Formal) from Stakeholders, Academic Performances of Learners; through contributions like: Scripting of Mission, Vision, Aims and Objectives of DPM; College Mascot Eagle, its design and philosophy; Creatives like Departmental Posters, Awareness Posters, Flyers and Brochures; Departmental Website on wix; contribution for NAAC Quality Questions; training assignments related to Student-Centric Methods, Life Skills, Responsibilities in Service Organizations, Learning Organizations, etc.

➤ **RELATED INFORMATION**

1. Departmental Website DHE LMS Portal
2. Syllabi
3. Virtual Library for PDF Books CD/DVD Personal Library
4. Course Plan & Execution
5. Newsletters
6. Google Classrooms
7. Head of Department English





STANDARD OPERATING PROCEDURES: SOCIOLOGY

➤ Vision

To contribute to quality higher education and serve as a valuable resource for society

➤ Mission

Our mission is to disseminate knowledge that blends academic rigour with learning culture; ethical behaviour and developing intent of serving society.

➤ Objectives (short term):

1. To acquaint and familiarize those students without previous exposure to the discipline
2. Sensitize students to contemporary local and global social concerns
3. Develop a comprehensive understanding of social reality through research skills
4. Promulgate civic sense education for responsible citizenship
5. To facilitate dialogue with students and faculty from International campus
6. Encourage learning with indigenous folks
7. To create awareness and participate in Community Wellness Programme
8. To evolve ameliorative programmes for the marginalized sections (Especially the Scheduled Tribes)

➤ Meeting frequency

A minimum of four regular meetings scheduled in each semester

1. First meeting (Scheduled time: Generally, soon after reopening)
 (Chief agenda: Results, admissions, workload, timetable, roles and responsibilities, plan of activities and other related aspects)
2. Second meeting (Scheduled time: After completion of first quarter of semester)





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(Chief agenda: Take-off discussion, and any other related matters)

3. Third meeting (Scheduled time: Mid of semester)

(Chief agenda: Execution and monitoring of ongoing activities, programmes and other related discussions)

4. Fourth meeting (Scheduled time: Prior to commencement of Semester End Examinations SEE)

(Chief agenda: Examinations, preparations for following semester and other discussions)

5. Extraordinary meetings (Meetings may be called with short notice to address time bound matters)

➤ Reporting timelines

I. Pedagogy

- To evolve sociological imagination by engaging students in an inclusive learning environment, fostering participation and developing critical thinking through an elaborate social inquiry approach.
- Sociological imagination: C. Wright Mills concept of sociological imagination refers to the awareness of the relationship between personal experience and the wider society.
- Social inquiry approach: Sparking curiosity to stimulate students in posing inquiries that may head in developing discussions with interest.
- Foster participation: Giving students an opportunity for democratic participation by involving in curriculum and classroom decisions.
- Critical thinking: Ability to engage in reflective and independent thinking to establish logical connections between ideas.
- Inclusive learning environment or knowledge sharing: Inviting, sharing and building a social experience of cultural identity and knowledge in learning contexts. Such an environment will facilitate





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in acknowledging, respecting and valuing the socio-cultural matrix
and in turn aid the teacher in the in the teaching-learning process.

➤ Industry connects

➤ Social connect

The Department has evolved a direct connect with the native society via extension projects and programmes facilitated by way of MoUs. The community wellness programme launched during 2017-18 in association.

➤ Good practices

1. 'Revisiting Traditional Occupations' lecture series

Launching of 'Revisiting Traditional Occupations' lecture series (a novel programme inviting lectures of traditional artisans or craftsmen from different fields such as carpentry, pottery, toddy tapping, agriculturalist, cobbler, weaving, etc. hailing from the taluka of Canacona)

2. National Defence Fund (NFD) Institutional Best Practice

Raising contribution to National Defence Fund (NFD). (The National Defence Fund is set up to take charge of voluntary donations in cash and kind received for promotion of the National Defence effort, and to decide on their utilisation. The Fund is used for the welfare of the members of the Armed Forces (including Para Military Forces) and their dependents. The Fund is administered by an Executive Committee, with PM as Chairperson, and Defence, Finance and Home Ministers as Members.

The fund is entirely dependent on voluntary contributions from the public and does not get any budgetary support).

Plan of action may be formulated if agreed upon in consultation with requisite stakeholders

➤ Academic Audit





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To enhance quality in the academic audit team consists of three members which may include a teacher from a recognized institution, an industry personnel and an alumni member.

The following documents are to be enclosed in the course file:

1. Academic plan for the year
2. Comprehensive attendance report
3. Question papers (ISA and SEE)
4. A copy of ISA marksheet
5. Assignment (A best sample copy to be selected)
6. Final marksheet (To be inserted by the exam committee)
7. Feedback forms (Feedback of teacher by the student)
8. Audit feedback (Inviting suggestions for concerned teachers from the audit team members)

➤ Research

The faculty members would effectively contribute to the research domain and become research active by undertaking the following actions:

1. Each faculty member to publish a minimum of one research article/paper in UGC recognized journal or Chapter in a book carrying ISBN No. in a semester
2. Each faculty member to contribute a minimum of one article to local or national news daily
3. Each faculty member to participate and present research paper or act as a resource person in at least one seminar or workshop or conference or a symposium.

➤ Certificate courses

The Department intends to design a certificate course of thirty hours entitled 'UNDERSTANDING THE TRIBAL SOCIETY OF GOA'. The course design will be ready shortly. It is planned to begin the course during the academic year (2019-20).





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➤ Memorandum of Understanding (MoUs)

Three significant MoUs will be shortly executed (by the end of February 2019) with the following partners:

1. Department of Sociology (Smt. Parvatibai Chowgule College, Margao)
2. Sangath (NGO based in Porvorim, Goa)
3. Movement for Amity towards Roads in Goa (MARG) (office located in Margao, Goa)

➤ Timeline/Calendar of activities

Month	Activity
June	-----
July	T. B. Cunha lecture series begins (1st & 2nd) Activity as laid down in MoU (No.1) Guest lecture
August	T. B. Cunha lecture (3rd, 4th & 5th) Activity as laid down in MoU (No.2) Guest lecture
September	T. B. Cunha lecture (6th & 7th) Activity as laid down in MoU (No.3)
October	-----
November	-----
December	T. B. Cunha lecture (1st & 2nd) Activity as laid down in MoU (No.1) Health camp for women
January	T. B. Cunha lecture (3rd, 4th & 5th) Activity as laid down in MoU (No.2) Guest lecture
February	T. B. Cunha lecture (6th & 7th) Activity as laid down in MoU (No.3) Guest lecture





STANDARD OPERATING PROCEDURES: ECONOMICS

➤ Profile of the Department

- Department of Economics of Dnyan Prabodhini Mandal's Shree Mallikarjun College of Arts & Commerce was setup with the establishment of the College in 1993. Since the inception, Department is offering Bachelor Programme in Economics (General) and teaches Business Economics in commerce stream in all the three classes of FY, SY and TY. B.Com. In tune with the Aims and Objectives of College, Department offers wide variety of subject choices under Generic Electives, Skill Enhancement, and Discipline Electives.
- Department started with the fulltime workload of one lecturer in 1993. At present it has two regular full time Associate Professors and one contract basis Assistant Professor. Regular faculty members have acquired Ph. D. degree. Department has been contributing in the field of research by publishing research papers and administration of the college. Dr. Jagmohan Singh has rendered his services as officiation principal of the college from:
 - ☐ 20/06/1996 to 05/12/1997;
 - ☐ 15/06/1999 to 13/11/2000 and as a principal from:
 - ☐ 01/06/2009 to 20/04/2012.
- During his tenure as a Principal, the land mark achievement of the college was the affiliation by the University Grant Commission on 23/07/2011 under 2f and 12b clauses of UGC Act. 1956.
- The integral component of the Department is its Student Centric Learning with emphasis on Learn by Doing, Experiential Learning, Field based





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learning, Project based Learning Problem Solving, and Inquiry based Learning.

- Students of Economics have performed exceptionally well in both academic and extra- curricular activities showing their holistic development. Academic results of the department of Economics are better than any other department in the college. In Goa University results of April/May 2018-19 examination of T.Y.B.A/B.Com classes, Soniya Kankonkar, Economics student of Art's stream is the topper of the college scoring 81.2% marks. Out of total twenty-one students in T.Y.B.A Economics class, six of them have been selected for admission in M.A Economics at Goa University.

- Two of our Economics students secured 2nd and 16th rank in the Goa university entrance test 2019-20 for admission in postgraduation classes.

➤ Faculty Members in the Department

1. Dr. Jagmohan Singh (Associate Prof., HOD)
2. Dr. (Mrs.) Geeta S. Walvekar (Asso. Prof.)
3. Mrs. Darshana Pagi (Asst Prof., Contract basis)
4. Ms. Pretty Pereira (Asst Prof., Lecture basis, appointed temporarily at the place of Dr. Geeta Walvekar who is on medical leave.)

➤ Vision of the Department

To impart **Knowledge of Economics** among the students in the learner Centric Quality Higher Education through **Commitment and Dedication**.

➤ Mission of the Department

Holistic Development of the society by producing **Economically responsible Citizens** who understand **Economic issues and problems** faced and assisting to solve them.





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➤ Objectives of the Department

- ☐ To create interest and awareness among students to understand economic issues, policies, problems at Micro and Macro levels and solutions to solve these problems.
- ☐ To enable the students to understand the setup of Indian Economy and different issues related to it.
- ☐ Enabling the students to understand the different economic aspects of Goan Economy.
- ☐ To enable the students to understand the theory and practice of International Trade related aspects and different international institutes like IMF, IBRD, ADB and BRICS etc.
- ☐ To enable the students to understand the different aspects (theory and practice) related to the Budget.
- ☐ Enabling the students to understand the different welfare schemes of the Government and their distribution.
- ☐ To equip the students to understand and apply the latest banking techniques.
- ☐ To enable the students to understand the functioning of stock market and different issues related to it.
- ☐ To conduct study tours/field trips/excursions to get first-hand knowledge of the different economic and other aspects.
- ☐ To conduct workshops and seminars to understand the different economic issues/policies etc.

➤ Learning Outcome

- ☐ Student will be able to gain knowledge and understanding of different economic aspects at Micro and Macro levels.
- ☐ Students will be able to understand the economic setup at National and International levels.
- ☐ Students will be equipped to understand and apply the modern banking techniques.
- ☐ Students will be able to understand the different intricacies of the budget.





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- ☐ Students will be able to take wise decisions to invest in stock market.
- ☐ Study tours/field trips /excursions will open the horizon of practical knowledge of different economic and non-economic aspects of life.
- ☐ Students will acquire the basic skills to understand economic issues and problems faced and to take judicious decisions for the welfare and betterment of the society at large.

➤ SWOC Analysis of the Department

➤ STRENGTHS

1. Highly Qualified and Experienced faculties.
2. Very good results.
3. Field trips and excursions.
4. Student centric learning.
5. Healthy student teacher ratio.
6. Guest lectures.
7. Short-term courses.

➤ WEAKNESSES

1. Shortage of modern teaching facilities in the class rooms.
2. First generation learners.
3. Memorandum of Understandings.
4. Vertical mobility

➤ OPPORTUNITIES

1. Satisfaction of teaching to Socially and Economically challenged classes.
2. Confidence building among the students for economic self-dependence solution of economic problems.

➤ CHALLENGES

1. First generation learners.





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2. Distance from the city.
3. Lack of competitive environment.

➤ Programmes and Courses Offered

- ☐ Core based paper offered in F.Y, S.Y and T.YB.A.
- ☐ Core based papers offered in F.Y and T.Y.B.Com.
- ☐ Generic and skill-based courses offered in S.Y.B.A.
- ☐ Two-unit Economics papers offered in T.Y.B.A.
- ☐ Project offered in T.Y.B.A.
- ☐ Skill based paper offered in S.Y.B.Com.

➤ Add On Certificate Courses

To face the challenges of life with confidence and ease and to understand the techniques of research in higher education, department of Economics has introduced the following two short-term courses for the students

- ☐ Yoga and Meditation (30 hours)
- ☐ Research Methodology (30 hours)

➤ Work Load of the Department

- Workload of the Department is calculated at the beginning of the Academic Year as per the provisions under OC-66 of the Goa University. The available workload of the Department is distributed as per UGC norms i.e. 14 Hours for Associate Professor, 16 Hours for Assistant Professor and additional workload on Lecture basis.
- On the basis of Workload, Time Table is prepared by the College Time Table Committee for the implementation at the Department Level.

Class	Paper Code	Lectures
FYBA	ECC 101 & 102	4
SYBA	ECC 103 & 104	4





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	DSE 105 & 106	4
	ECS 103 & 104	4
TYBA	ECC 105 & 106	4
	DSE 107 & 108	4
	PROJECT	8
FY.B.Com	CC 3 & CC 7	4
SY.B.Com	GE 6 & GE 4	4
TY.B.Com	CC 16 & 18	4

➤ COURSES CURRICULUM

Class	Paper Code	Paper Name	No. of Credits
FY.BA	DSC	Micro Economics	04
SY.BA	DSC	Macro Economics	04
	DSE	Labour Welfare and Relations	04
	SE	Financial Economics	04
TY.BA	DSC	Indian Economy	04
	DSE	Public Finance	04
	Project	Project	04
FY. B.COM	CC	Micro Economics	04
SY. B.COM	GE	Economics of Resources	04
TY.B.COM	CC	Indian Monetary and Financial system and International Economics	04

➤ Departmental Meetings

- Departmental Staff Meetings are conducted on regular basis. Between two meetings there will not be more than 45 days gap. All meetings are conducted





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by following laid down procedures. Emergency meeting may be called as per the need with short notice.

- Department will also hold meetings of the students for their feedback and suggestions. There will be at-least 2 meetings in each Semester.
- All the minutes of the meeting will be sent to IQAC for approval with the action taken report

➤ Pedagogy

- Identification of slow and advance learners as per college policy and giving special attention accordingly.
- Use of ICT in teaching learning process.
- Conducting Proficiency test for the FY classes students to know their depth of knowledge and understanding of the subject.
- Student feedback.
- Fields trips/Excursions.

➤ Feedback

Department shall obtain the feedback of every stakeholder to understand the working standards and improvements needed.

- Curriculum feedback by the students.
- Teacher feedback by the students.
- Parent feedback about department curriculum activities and functioning.
- Alumni feedback to keep in touch with expectations/changes.

➤ Guest Lectures

Department invites at least four guest lectures by the experts in the field of Economics and related issues.

➤ Best Practices of the Department

- Selection of “SMC Young Economist of the Year”.





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- Study tours/ Excursions for field-based learning.

➤ Report Submission

Half yearly and yearly report of the department will be submitted to the IQAC before the last working day.

➤ Academic Calendar

Department will prepare Academic calendar at least 45 days before commencement of the next academic year and it will be submitted to IQAC for approval.

➤ Time Line of the Activities

Month	Date	Name of the Activity
JUNE		
		Induction programme and Introduction
JULY	1 st week	Proficiency test for freshers
	4 th week	Wall paper release on current economic issues
AUGUST	1 st week	Quiz competition for Economics students
	3 rd week	Essay writing competition
		Screening of movie on Economic issues
	4 th week	Guest lecture
SEPTEMBER	1 st week	SMC Young Economist Selection Test
	2 nd week	Guest lecture
DECEMBER	4 th week	Study tour for TY.BA student
JANUARY	4 th week	Quiz competition for the college students
FEBRUARY	2 nd week	Guest lecture
	3 rd or 4 th week	Workshop for students





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MARCH	1 st week	Discussions on the Budget of the central Govt and release of wall paper
	3 rd week	Guest lecture





STANDARD OPERATING PROCEDURES: GEOGRAPHY

➤ PROFILE OF THE DEPARTMENT OF GEOGRAPHY

- Department of Geography of Dnyan Prabodhini Mandal's Shree Mallikarjun College was setup with the establishment of the College in 1993. Since the inception, Department is offering Bachelors Programme in Geography (General). In tune with the Aims and Objectives of College, Department offers wide variety of subject choices under Generic Electives, Skill Enhancement, and Discipline Electives such as Disaster Mitigation, Travel and Tourism, Resource Study, and Environmental Studies.
- In the first year, Geography Department had part time workload. But today Department has 3 full time regular and 1 lecture basis faculty. Two of the faculty members have acquired Ph.D. degree. Department has been contributing in the field of research by publishing research papers, by undertaking minor research projects. The integral component of the Department is its Student Centric Learning with emphasis on Learn by Doing, Experiential Learning, Field based learning, Project based Learning Problem Solving, and Inquiry based Learning.
- Over the years, Geography students have performed exceptionally well in both academic and extra-curricular activities showing holistic development of the student.

➤ DEPARTMENTAL VISION

‘To Develop Knowledge about Geography, Environmental Issues and Disaster Mitigation among students in the learner Centric Quality Higher Education through commitment and dedication.

➤ DEPARTMENTAL MISSION





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‘To Strive for Community Development by Making Responsible students to protect our Mother Earth in the age of Climate Change and Global Warming through Curriculum.

➤ Objective

- To appreciate the physical environment, cultural settings, and prospects and problems of a region,
- To create interest and awareness among students to respect Environment and work to contribute positively in controlling climate change and ‘global warming’.
- To enable the student to visit places of interest to observe, assess, analyse and to interpret the details, with emphasis on Environment, and Ecology.
- To impart skills and techniques of map reading and map making with field and laboratory exercises /data.
- To orient the students to the skills of travel and tourism operations with a fundamental knowledge of tourism geography.
- To familiarise the basic concepts of disaster, mitigation in a geographical prospective. to develop awareness among the student as a catalyst in the society.
- To initiate the certificate course for the students of geography with Minimum 15 students
- Capacity bldg. of Geography teachers for high school and higher secondary
- To organise capacity building programmes of geography teachers In the secondary and higher secondary schools of Canacona.

➤ Outcomes

1. Student will be able to gain knowledge and understand the fundamentals of geographical concepts.
2. They acquire the skills to apply the acquired knowledge to solve the current geographical issues.





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3. The practical course student will be able to locate places on the map, to understand and interpret the same.
4. To comprehend the possibility and unforeseen challenges in the field of travel and tourism activities, and acquire confidence of taking up tourism related initiatives.
5. To understand the link between the physical unavoidable hazard system in the world, the information will enable the student to become alert citizen and express their understanding before others.
6. Finally, the student will acquire basic skills of taking judicious decisions for the welfare of the society at the time of distress.

➤ SWOC Identification of Department

➤ STRENGTH

1. Qualified motivated faculty
2. Satisfying results
3. Field visits
4. Student centric learning
5. Healthy student teacher ratio
6. Enrichment programmes

➤ WEAKNESS

1. Consultancy
2. Space and Modern facilities
3. Vertical mobility
4. MoU
5. First generation learner

➤ OPPORTUNITIES

1. ST/ ST/ OBC Minority students
2. Funding agencies for research
3. Modern laboratory facilities





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➤ CHALLENGES

1. Gainful employment
2. Breaking geographical barriers
3. Mindset

➤ Programs and Courses Offered

- 3-unit geography paper offered for TYBA
- Generic paper offered in FYBA, FYBCOM and SYBA
- Skill based course offered in SYBA
- Core based paper offered in FYBA, SYBA and TYBA
- Practical paper in FYBA, SYBA and TYBA
- AECC paper is offered to FYBA, FYBCOM and FYBSC

➤ ADD ON CERTIFICATE COURSES

Employability of those who graduate from institutions of higher learning has always been a matter of serious concern. Studies have revealed that a large number of graduates are not employable immediately after their graduation may be the cause of inadequate skills, and other skill ingredients required by the employment market.

Hence to sharpen the needed skills of our students along with regular bachelor course Department Offers certificate program of 30 hours duration .each programme combined with knowledge, know-how and strengthen our students to face academic and professional challenges. The students are free to choose any of the following add on courses on first come first serve basis the said programmes are open (mini 10 and max 30) specially for SY BA geography students.

- Disaster Mitigation (20-hour theory and 10-hour practical)
- Travel and tourism (10-hour theory and 20-hour practical)
- Art of map making (10-hour theory and 20-hour practical)

➤ Department proposes





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To arrange seminar /meeting of EC/GB/ workshop / of geography teachers association or organisation in the college premises, at least one event in an academic year to be held.

➤ **WORK LOAD OF THE FACULTY IN THE DEPARTMENT**

- Workload of the Department is calculated at the beginning of the Academic Year as per the provisions under OC-66 of the Goa University. The available workload of the Department is distributed as per UGC norms i.e., 14 Hours for Associate Professor, 16 Hours for Assistant Professor and additional workload on Lecture basis.
- On the basis of Workload, Time Table prepared by College Time Table Committee for the implementation at the Department Level. All Practical Lectures of 2 hours duration are conducted in the Geography Lab.

CLASS	PAPER CODE	NO OF LECTURES
FYBA	DSC	3
SYBA	GE	4
TYBA	DSC V	3
FYBCom	GE	4
SYBA	DSC	4
SYBA	SEC	4
TYBA	DSC VI	4
TYBA	PROJECT	3
FYBA	DSC	4
FYBA	AECC	4
FYB COM	AECC	2
TYBA	DSC IV	2
TYBA	PROJECT	5
	GE	4
FYBSC	AECC	





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SYBA	AECC	1
TYBA	DSC V	1

➤ COURSES CURRICULUM

CLASS	PAPER CODE	PAPER NAME	NO OF CREDITS
FYBA	DSC	Introduction and Fundamentals of Geography	04
	AECC	Environmental Studies	02
	GE	Resource Geography of Goa	04
FYBCOM	GE	Economic and Commercial Geography	04
	AECC	Environmental Studies	02
FYBSC	AECC	Environmental Studies	04
SYBA	DSC	Geography of Natural Resources development	04
	SEC	Travel and Tourism operation in Geography	04
	GE	Fundamentals of Disaster Mitigation	04
TYBA	DSC V	Principles of Geomorphology	04
	DSC VI	Geography of India	04
	DSC VI	Practical's in Map Analysis, Remote Sensing and Aerial Photography.	04

➤ SEMINAR/ WORKSHOP/CONFERENCES

Department proposes to organize academic and professional growth of staff and students At least ONE STATE/ NATIONAL/REGIONAL/conference IN THREE YEARS / or TWO IN FIVE YEARS interval in the college





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➤ DEPARTMENTAL MEETINGS

1. Department will hold Staff Meetings on regular basis. Between two meetings there will not be more than 45 days gap. All meetings are conducted by following laid down procedures. Emergency meeting may be called as per the need with short notice.
2. Department will also hold meetings of the Students for their feedback and suggestions. There will be at-least 2 meetings in each Semester.
3. All the minutes of the meeting will be sent to IQAC for approval within 8 days from the conduct of meeting with action taken report

➤ DEPARTMENT STOCK VERIFICATION

Department shall undertake stock verification annually In consultation with college stock verification committee and make a report on the same and record.

➤ ALLUMINI REGISTER AND MAINTENANCE

Department shall maintain the register of Alumine students Along with the necessary detail and contacts details to keep in touch with the members periodically

➤ PROPOSAL

- Department library
- Stock register inventory
- Stock verification committee

➤ RESEARCH AND PUBLICATIONS

- Regular faculty will publish one article in recognised journal per year
- Department will also submit Research proposal to funding agency like ICSR, UGC and other bodies 1 major and 1 minor every 2 year





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➤ Pedogogy

- Identification of slow and advance learner as per college policy.
- Use of ICT in teaching learning process.
- Proficiency test
- Student feedback
- Fields trips
- Weather club – weather phenomena record by student and display the update at right place.

➤ ACADAMIC AUDIT

- Academic audit of each faculty by external expert from the affiliated college at the end of every semester or annually.
- If semester wise audit is conducted then it will be conducted in October/November and annually by April/May.
- The recommendation for improvement in teaching learning will be mediatory for all faculty.

➤ Practicals, Stock Verification of the Laboratory

- Proposes to get it check and verify the laboratory equipment and the nature and condition of the practical tools by the department in association with college stock verification committee annually and prepare a status report.
- Practical classes comprising 20 students in each per batch in the said course to be formed exercises completion compilation and certification etc to get complete periodically failing to fulfil the requirements leads to withheld the student in the said course.
- Time table for the practical examination to be displayed batch wise in advance (ie 15 days).

➤ ACADAMIC CALENDER





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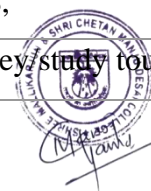
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Department will prepare Academic calendar at least 45 days before commencement of next academic and will be submitted to IQAC for approval to be incorporated in to the action plan for the coming academic year.

➤ TIME LINE OF THE ACTIVITIES

MONTH	DATE	NAME OF ACTIVITY
JUNE		
	21th June 2018	Session on June 21 st its geographic significance
JULY	1 st week	Ignoration of 'Geo Tarang' club
	2 nd week	Manson track for geography students
	1 st week	Proficiency test for freshers
	4 th week	Field visit and report submission 1(EVS)
AUGUST	1 st week	Quiz competition for geography students of collage.(Quiz 1)
	3 rd week	Organization of inter class photography competition on the topic bounty and beauty
		Field visit and report submission 2(EVS)
SEPTEMBER	1 st week	Display of bio diversity in college campus
	2 nd week	Organization of taluka level inter school one day event 'Aurora 2018,
NOVEMBER	4 th week	TYBA study tour
JANUARY	1 st or 2 nd week	Sky gazing/observation (based on weather condition)
	14 th	Session on Makarsakranti: its Geographical relevance.
	4 th week	Quiz competition for geography students of collage. (Quiz 3)
FEBRUARY	1 st week	Organization of taluka level inter Higher Secondary one day event 'Aurora 2018,
	3 rd or 4 th week	SYBA (SEC) field survey/study tour.





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	4 th week	Field visit and report submission 3(EVS and RGG)
MARCH	2 nd week	Quiz competition for geography students of collage (Quiz 4)
	3 rd week	Field visit and report submission 4(EVS and DM)
	4 th week	Validatory function of Geo-Tarang /Department
APRIL	1 st week	Practical examination of Sem II and Sem IV

➤ EX-STUDENT ASSOCIATION

- Placement assistant
- Through social media like 'what's app' job opportunities are being told.
- Higher education encouragement
- Supply of study material for further studies.
- Help for project and research

➤ FEEDBACK

Department shall obtain the feedback of every stakeholder to keep a fresh and aspirations. Following criteria wise feedback to be obtain

- Curriculum feedback by the students
- Teacher feedback by the students
- Parent feedback about department curriculum activities
- Alumni feedback to keep In touch with expectations/changes.

➤ WORKLOADS

- Rotation of courses
- Allocation of workload as per UGC norms and it will be known to collage timetable committee and will be implemented accordingly.

➤ MOOC

- Participation in short course and refresher course
- Participation in free courses for students.





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➤ **EXTENSION**

- Inter school taluka level one day event 'AURORA' in the first week of September.
- One day training program for higher secondary geography teacher

➤ **GUEST LECTURE**

Lecture by an industrialist or a geographer once a month.

➤ **FIELD VISITS / FIELD SURVEYS / EXCURSIONS**

Some of the Field trips conducted include:

- 1 or 2 EVS studies field visit to be held in each semester in the month of August /September and February/ March of the respective academic year.
- Disaster management (SYBA) and Resource Geography of Goa (FYBA) field trip to be held in the month of February of the respective academic year.
- SYBA (SEC) Geography of Tourism field visit/ survey to be held in the month of January/ February of the respective academic year.
- TYBA paper V practical study field trip to be held in the month of November / December of the respective academic year.

➤ **DEPARTMENTAL CURRICULUM/ EXTENSION ACTIVITIES**

- Taluka level Sky gazing program
- Taluka level Inter high school / Inter higher secondary events
- Makarsakranti and its geographic significance.
- June 21st its geographic relevance at taluka level.

➤ **BEST PRACTICES IN DEPARTMENT**

1. Field Based Learning
2. Special Faculty Lectures on relationship between Geography and Festivals during the festival season
3. Sky observation and star gazing





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4. 'Geo Tarang' Geography club

➤ REPORT SUBMISSION

- Half yearly/yearly report to IQAC/collage will be submitted before last working day.





STANDARD OPERATING PROCEDURES: HISTORY

➤ INTRODUCTION TO THE DEPARTMENT

Tag Line: Personal brand building through lessons in history.

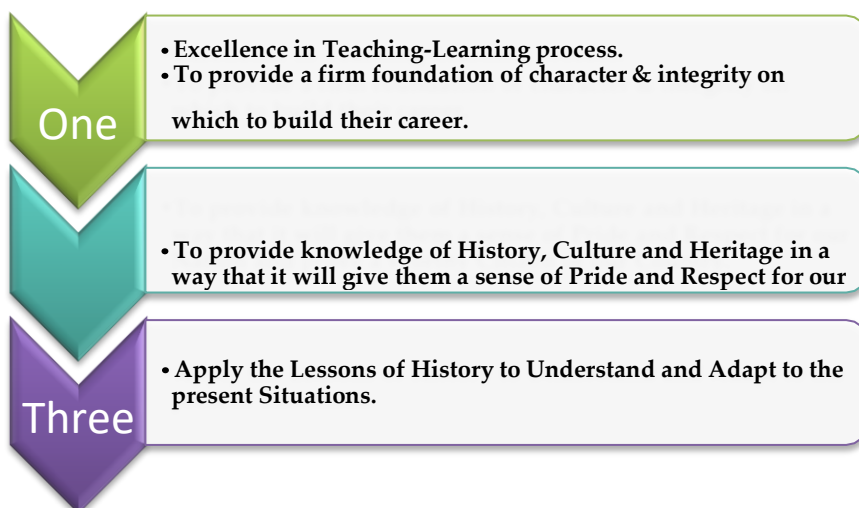


➤ Department's Vision:

From a Principality to an Empire-

➤ OBJECTIVES OF THE DEPARTMENT

Our set standards for the students and faculty:





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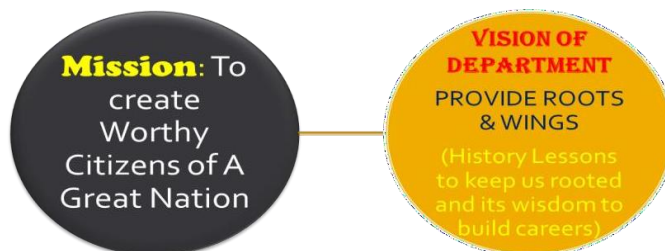
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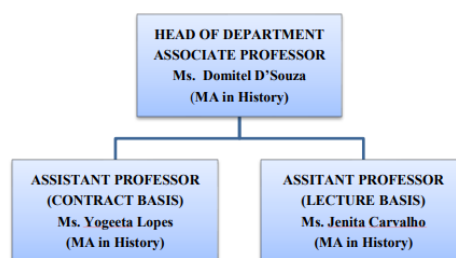
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➤ DEPARTMENT STANDS FOR.....



➤ FACULTY OF THE DEPARTMENT- HIERARCHY CHART



➤ WORKLOAD

CLASS	SEM	SUBJECT GROUP	PAPER CODE	PPAPER TITLE T	HOURS
FYBA	I	DSC III A	HSC 101	History of Goa (From Earliest Times upto 1961)	4
	I	GE 1	HSG 103	History of Human Civilisation	4
	II	DSC III B	HSC 102	History of India- (From Earliest Times upto 8th CE)	4
	II	GE 2	HSG 105	History of Western Art and Culture	4
SYBA	III	DSC III C	HSC 103	History of Medieval India (9th to 18th Centuries)	4
	III	GE 3	HSG 101	Goan Heritage	4
	III	SEC 1	HSS 105	Heritage Tourism: Theory and Practice	4
	IV	DSC III D	HSC 104	Social Formations and Cultural Patterns of the Medieval World	4
	IV	GE 4	HSG 102	Indian Culture and Heritage	4
	IV	SEC 2	HSS 102	Introduction to Museology	4
TYBA	V	DSC 3 E	HSC 105	Indian National Movement (1857-1947)	4
	V	DSE-3 A	HSD 101	History of Goa (From the Phase of Resistance to Statehood and Beyond)	4
	V	DSE 3 A	HSD 102	Rise of the Modern West	4
	VI	DSC 3 F	HSC 108	India Since Independence (1947-2000)	4
	VI	DSE 3 B	HSD 105	Contemporary World	4
	VI	DSE 3 B	HSD 106	History of Modern Japan (1852-1963)	4
	V&VI			Project	2+2=4





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➤ **ADMISSION, EVALUATION& RESULTS**

1. Admissions: Taken care of by the Admission Committee of the college.
2. Results: Declared by Examination Committee.
3. Semester End Exams (SEE): (Summative Assessment) conducted by the Examination Committee.
4. Intra-Semester Exams: (ISA-I & ISA-II) ISA-(Formative Assessment) to be conducted by the department and examination committee, according to set timetable by the committee.
5. Papers setting: Paper setting will be handled by the Department in accordance with the papers thought.

➤ **CURRICULUM**

‘The curriculum is to be thought of in terms of activity and experience rather than knowledge to be acquired and facts to be stored. ’ Haddow Report

- Curriculum design: The Curriculum is as per the Goa University guidelines.
- Curriculum enrichment: Curriculum Enrichment shall be undertaken by Department of History.

➤ **OVERALL FEATURES:**

THE CURRICULUM OUTLINES

1. Aim of the Course
2. Learning Outcomes
3. Useful Websites.
4. Reference books.

➤ **CHAPTER DESIGN**

1. Teaching Learning model outlined.
2. What the chapter is about.
3. Learning outcome.
4. Essential reading.
5. Teaching method.





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6. Activities.

7. Test

➤ CURRICULUM EVALUATION BY STUDENTS WILL BE CONDUCTED BY THE COLLEGE.

➤ COURSE STUDY.....

	Title of the Paper (Discipline Specific Course)	Title of the Paper (Generic Elective)	Title of the Paper (Skill Enhancement Course)	Credits
Semester I	History of Goa (From Earliest times up to 1961)	History of Human Civilization		4+4
Semester II	History of India- (From Earliest Times up to 8th CE)	History of Western Art and Culture		4+4
Semester III	History of Medieval India (9 th to 18 th Centuries)	Goan Heritage	Heritage Tourism: Theory and Practice	4+4+4
Semester IV	Social Formations and Cultural Patterns of the Medieval World	Indian Culture and Heritage	Introduction to Musiology	4+4+4
	Title of the Paper (Discipline Specific Course)	Title of the Paper (Discipline Specific Elective)		Credits
Semester V	Indian National Movement (1857-1947)	History of Goa (From the Phase of Resistance to Statehood and Beyond)		4
		Rise of the Modern West		4
Semester VI	India Since Independence(1947-2000)	Contemporary World		4
		History of Modern Japan		4
	Project			4





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➤ 30 HOUR CERTIFICATE COURSES OFFERED



➤ SUBJECT COMBINATIONS WITH HISTORY



➤ ADDING VALUE – TO HISTORY LEARNING



➤ RESEARCH PROMOTION

1. Student's Seminars organized.





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2. ISA II- field project assignments.
3. TYBA Project-orientation and guidance.
4. Field visits- to research potential areas.
5. Faculty –as role model participating in research and publication.

➤ SPECIAL ORIENTATIONS TO THE STUDENTS CONDUCTED ON RESEARCH - By the Department of History.

➤ TEACHING METHODS

‘Teaching is an Art assisted by the Science of Learning’

BUZZ WORD is-Student Centric Knowledge- from Pedagogy to Andragogy to

Heutagogy -Diggory- as the ultimate aim

- ☐ Lecture Method
- ☐ Guest Lectures
- ☐ In house Lectures
- ☐ Presentations
- ☐ Activity Based
- ☐ Role play
- ☐ Discussions
- ☐ Debates
- ☐ Brainstorming
- ☐ Co-operative learning
- ☐ Project based
- ☐ Computer/ICT based
- ☐ Learn by doing
- ☐ Problem solving
- ☐ Construction & Deconstruction methods
- ☐ Social Connect- Field works/interviews
- ☐ Industrial connect- visits to museums and Guest visits.

➤ INFRASTRUCTURE AND LEARNING RESOURCES





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➤ **LEARNING RESOURCES: READING MATERIAL**

- ☐ Supplied by the Faculty.
- ☐ PPTS- Prepared by the Faculty.
- ☐ Internet material- soft and hard copy.
- ☐ CDs
- ☐ Question Papers with Answer Keys.
- ☐ Newspaper clippings.

➤ **REFERENCE MATERIALS**

- Library resources updated.
- Journals- Indica & Indian Historical Review.
- N-List downloaded Journals.
- Showcasing Historical Films & Documentaries for curriculum enrichment.

➤ **INFRASTRUCTURE AVAILABLE**

- ☐ Blackboards
- ☐ Laptop
- ☐ Internet Service
- ☐ Auditorium
- ☐ Seminar Hall
- ☐ Classroom With LCDs

➤ **OBJECTIVE OF TEACHING LEARNING**

To develop....

- o **ATTITUDE**-Personality Development, Attitudinal Transformation through biographical studies.
- o **SKILL**- Thinking skills, Communication skill, Presentation skill, writing skill & problem solving through learning process.





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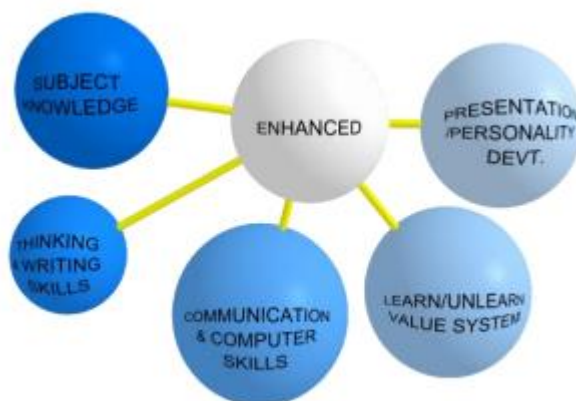
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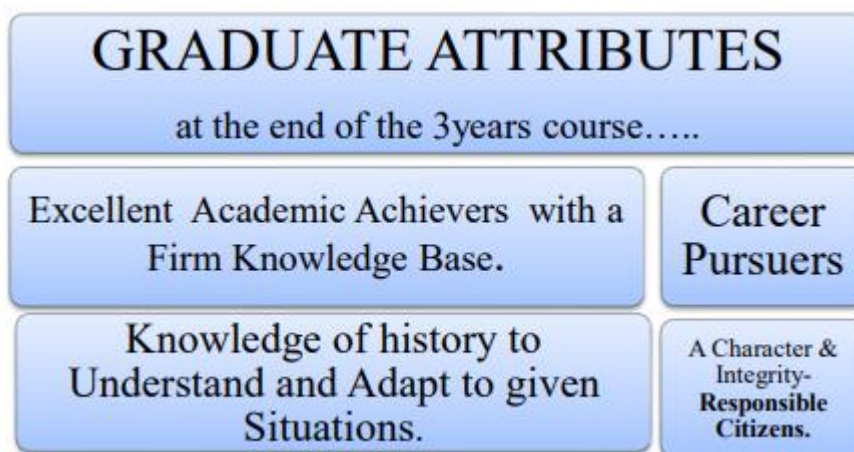
- o KNOWLEDGE- subject domain knowledge, Gender, Human Values, General Knowledge imparted.

➤ LEARNING OUTCOME

Healthy process leading to desired outcome....



➤ GRADUATE ATTRIBUTES



In addition, the Graduates Attributes outlined by the college are also taken care of by the Department of History.

➤ GOVERNANCE & LEADERSHIP

- DEPARTMENTAL MEETINGS: -





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1. At beginning of the term-the HOD shall conduct meeting to discuss departmental activities and teaching modalities.
2. Departmental Meetings to be held every month.
3. Before & after activity - review meeting shall be conducted by the HOD.
4. Closing-final review meeting at the end of the term shall be held.
5. Departmental Meeting with the Principal shall be held at intervals to discuss departmental progress.

- **REPORTING: -**

Departmental Report will be prepared by HOD with assistance of the other faculty members in the department at the end of the term and submitted to the Principal.

- **EVALUATIONS: -**

1. Activity Evaluation- by the department at the end of each activity.
2. Faculty evaluation (by Students) undertaken by the college.

➤ **BEST PRACTICES**



➤ **ACADEMIC AUDIT- PERFORMANCE MEASUREMENT SCALE**





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At the end of the Academic Year the Department will prepare for an Academic Audit.

- RECORDS required:
 - a) Work Diary
 - b) Time Table
 - c) Attendance record d) relevant documents.
- THE AUDITORS: will be selected by the head of the Institution from the relevant field

➤ CALENDAR OF ACTIVITIES

MONTH	TITLE OF THE ACTIVITY
JUNE	GOA REVOLUTION DAY / Wall Magazine Release ISTAQBAL or Freshers Meet SAO JOAO CELEBRATION ID CELEBRATION-
JULY	Workshop on 'PARLIAMENTARY PROCEDURES' INVESTITURE CEREMONY of ARYA HISTORY CLUB. Release of Wall Magazine Seies- 'KANVAPURAM' MEDITATION-MINDFULNESS & CONCENTRATION Documentary Screening
AUGUST	PROFICIENCY TEST Screening of movie Documentary Screening Field Trip HARVEST CELEBRATION/ PATOLEO PARTY STUDENT INTERACTIVE SESSION .I In-House Lecture STUDENT INTERACTIVE SESSION.II
SEPTEMBER	Celebration of HERITAGE COCONUT DAY Guest Lecture Essay Competition FRIENDSHIP DAY CELEBRATION FIELD TRIP Workshop on 'RESEARCH FOR BEGINERS' PROROTYPE EXHIBITION ON GOAN CULTURE AND HERITAGE.
OCTOBER	BRAINSTORMING SESSION Exhibition of Wall Charts
DECEMBER	Guest Lecture Student Seminar Expedition Treasure Hunt Traditional Culinary Art Contest Field Trip
JANUARY	Guest Lecture Chanakya/ Quiz Competition Van Bhojan / Camp- The way our Ancestors lived. Museum Field Visit
FEBRUARY	State Level student Seminar Advanced Spell-B Shiv Jayanti
APRIL	Ambedkar Jayanti /Release of Newsletter.





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➤ SWOC ANALYSIS

➤ STRENGTH-

- FACULTY- Enthusiastic, Young, Talented, Academically Sound.
- STUDENTS- healthy relation between Faculty & Students, Optimum Strength, Cream of the Students opting for the subject.
- SUBJECT –Interesting, provides scope for multi- pronged teaching technique
- ARYA - HISTORY CLUB- providing Opportunities to Explore & Learn.
- STAKEHOLDERS/COMMUNITY CONNECT- Supportive, Healthy, encouraging relation with the community, offers opportunity for research.
- MANAGEMENT- Encouraging, Motivating, Supportive and provides guidance.

➤ WEAKNESS-

- Student's inaccessibility to transport serves as a constraint to conduct programs beyond lecture hours.
- Students are First learners, lack of general awareness & knowledge of English language.

➤ OPPORTUNITY-

- Students are Culturally talented
- Hard working students,
- Vibrant culture Of Canacona
- Scope for research & project-based study

➤ CHALLENGES

- Funds for organizing activities
- Getting Visiting Faculty due to geographical constraints of the place.





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➤ PLANS IN PROGRESS

- ☐ Promote digigogy as a teaching method.
- ☐ Museum/photo gallery.
- ☐ MOUs to be signed
- ☐ Seminars / conferences to be organized
- ☐ Departmental publications.
- ☐ Archive of historical films.
- ☐ Lectures by industry persons in History to be organized.
- ☐ Raise publicity quotient (publicity for departmental programmes).

➤ CLOSING STATEMENT DEPARTMENT OF HISTORY

We are devoted to facilitate student's progress & success.....

Student should take maximum benefit of the opportunities provided. Maximum assistance shall be provided to help them to be achievement-oriented.





STANDARD OPERATING PROCEDURES: INFORMATION TECHNOLOGY

➤ **PURPOSE:**

To bring out the standardization and effectiveness in the functioning of the Department thereby increasing the productivity of the procedures. To provide an environment where students can learn and become competent users in the field of IT.

➤ **ACTIVITY (SCOPE):**

To address quality in teaching- learning process by increasing the interest for learning computing skills among students. Also, to generate interest of Computers among non-computer students as well as teachers.

➤ **PROCESS INPUT:**

Academic Syllabus, Time Table, Number of Students enrolled, Teachers, Mentors and Mentees, Books available in library, Teaching, Examination, Evaluation, Practical's, Workshop, documents, video screening.

➤ **PROCESS (PROCEDURE):**

➤ **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of Information Technology Department are as follows:

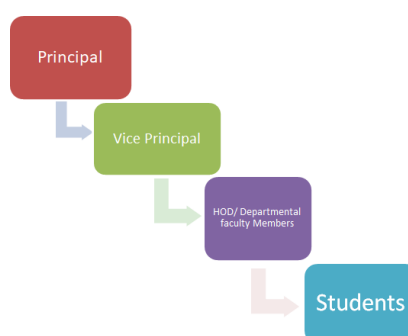


Figure 1: Academic Hierarchy





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➤ **Principal**

Principal is the main authority who assigns the Ho D (Head of the Department) and all the departmental activities are conducted and evaluated under the supervision of the Principal.

➤ **Vice Principal**

Vice Principal is the succeeding authority who directs the department in the absence of the Principal.

➤ **HOD**

HOD is responsible to communicate the verbal/written instructions/notices from the principal/vice-principal to the faculty and staff of the Department. The HOD shall communicate and follow the notices/instructions from the Chairman's of various academic committees. The HOD is responsible to distribute the academic syllabi of the subjects taught in the department every year. All the official communication of the department shall be forwarded through the HOD. The HOD shall conduct a minimum of one staff meeting every month to discuss the functioning of the department. HOD is responsible to communicate the Code of Ethics to the staff of the Department.

➤ **Departmental Faculty members (Regular/ Contract/ Lecture basis)**

Departmental faculty members shall oblige to all the instructions (verbal/written) from Principal, Vice principal acting Principal, and HoD. The Departmental faculty members shall submit their academic semester plan through Academic Course Work File to the Ho D and to the Principal for final approval. The leave of absence shall be communicated to the HoD in advance/at earliest. The Departmental faculty members can plan and conduct departmental activities with the permission of the Ho D.

➤ **PRIMARY DEPARTMENTAL PROCESS**





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The department's main aim is to advance, evolve and enhance Computer Applications to build the intellectual capital of the society. Students are encouraged to be creative that will lead to the fulfilment of individual and professional goals. The systematic procedure (Figure 2) of the departmental process is discussed below.

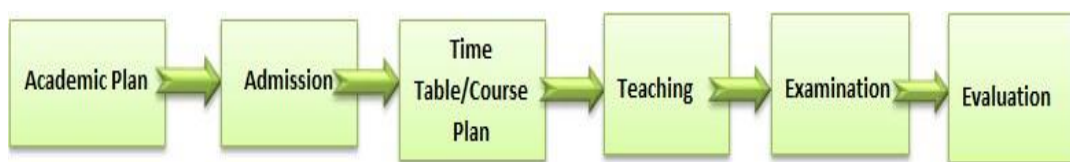


Figure2: Departmental Procedure

➤ **ACADEMIC PLAN OF THE DEPARTMENT**

An academic plan of the department is prepared by departmental staff members at the beginning of an Academic year and is communicated to the Principal's office. The academic plan should tentatively highlight the timeline of the academic events of the department.

➤ **ADMISSION**

The admission committee shall give the new/revised list of students enrolled for the academic courses to the HOD. The first working day of every academic year department shall plan its requirements based on the number of students enrolled for the different courses.

➤ **TIMETABLE/ COURSEWORK PLAN**

The HOD shall communicate the revised timetable for the academic year/semester to the other teaching and non-teaching staff. The syllabus is distributed amongst the teachers and the respective teachers shall accordingly prepare the course work plan. The course work plan shall be approved by the HOD and then by Principal. Also the HoD and Departmental faculty members





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should see that the Departmental activities go parallel with the annual plan prepared by the Department.

➤ TEACHING

The department aim's is to promote computer literacy among all stakeholders and to facilitate Student-centric learning conducive to outcomes-based learning, organize capacity building programs related to the department by modern innovative teaching-learning methods and to engage and involve students to become life-long learners. Teachers shall plan their lectures systematically to meet academic deadlines. The whole teaching process of the department takes place keeping above mentioned objective in mind. The teacher shall ensure the availability of appropriate information about the concepts in the syllabus.

The department adopted the following practices for the growth of learners by understanding their needs and the interest.

- Concepts Explanation Orally
- Using chalks and Boards for visualization
- Power Point Presentation
- Audio Videos Clips Hand on sessions during practical
- Quiz
- Giving questions to students which get an opportunity to think for them and become more independent learners.
- Encouraging students to ask questions and make them realize of their own ideas which helps in their problem-solving skills and understanding the concepts in a better way. Both of which are important life skills.

➤ EXAMINATION

- Department of Information Technology is committed to assess the students considering the ethics of examination. Teachers shall ensure zero defect of the question paper (Theory) before submitting it to the examination committee. A minimum of two sets of papers shall be given





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to the examination committee to avoid unpleasant incidents. Faculty member shall see that all necessary instructions are given to the students on the question paper.

- Department shall discuss the tentative time table of Practical Examinations with the examination committee. Time Table needs to be displayed on the notice boards of the college minimum one week before the examination.

➤ **EVALUATION**

Faculty members of department are obliged to evaluate the student following the code of ethics of the college/University. Teachers shall ensure the correctness of marks in the prescribed format of the evaluation. Marks of the practical examination and Semester End Examination are submitted on time as per the date of return given by examination committee.

➤ **PROCESS OUTPUT:**

Course work file, Departmental annual report, college magazine, Attendance, Question Papers, Feedback on certificate courses after completion.

➤ **PROCESS EFFECTIVENESS MONITORING:**

Student progression report, Student Feedback report , Employee Feedback report.

➤ **REFERENCES:**

- Department File
- Attendance Register
- Experiment Procedure
- Course file





STANDARD OPERATING PROCEDURES: COMMERCE

➤ Vision

“To be recognized as a qualitative department meeting with the challenges of the changing business environment by creating consciousness in learners to become active players of business and industry. “

➤ Mission

The department of Commerce provides excellence in education with quality support services that lead to the successful completion of degree and necessary skills and proficiency, in a safe, accessible and affordable learning environment.

➤ Objectives

- To develop comprehensive understanding of trade, Commerce and Industries (Com 01)
- To understand requisites of entrepreneurship management and skill development program. (Com 02)
- To develop practical knowledge in accounting, auditing and taxation. (Com 03)
- To understand functions of financial institution, regulatory authorities operational for the protection of investors (04)
- Synchronize theoretical Knowledge with practical realities in collaboration with industries & professionals. (Com. 05)

➤ Purpose:

To facilitate the stakeholders of the Department in reaching towards Implementing Departmental Goal.

➤ Activity (scope)





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The scope of the Department of Commerce applies to all the teachers and students of the department.

➤ **PROCESS INPUT:**

- Academic Syllabus
- Time-Table
- Number of Students enrolled
- Number of Books available in the library
- Teachers in the department

➤ **PROCESS (PROCEDURE):**

➤ **ROLES & RESPONSIBILITIES**

The Department of Commerce is committed towards academic, economic and social progress.

- Principal/Vice-principal: Principal/Vic principal shall evaluate and appoint the head of the department (HOD) for the Department of Commerce every three year to facilitate the departmental and college activities.
- Internal Quality Assurance Cell (IQAC) shall scrutinize, monitor and guide all the activities of the department.
- HOD Commerce is responsible to:
 - Communicate the verbal/written instruction/notices from the Principal/Vice-principal to the faculty in the Department.
 - Communicate and follow the notice/instruction from the head of the various committees in the college.
 - To distribute the classes and subject to be taught by the members.
 - All the official communication of the department shall be forwarded through the HOD.
 - To conduct at least one meeting of the department every month discussing different issues related to the department.





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- To communicate the code of conduct of ethics to the member for the smooth and transparent functioning.
- Teachers in the Department (Regular/Contract/Lecture bases)
 Teaching staff shall oblige to all the instructions (verbal/written from principal/Vice-principal and HOD. Teaching staff shall submit their academic diary at the end of the month for academic compliance.

➤ **PRIMARY DEPARTMENTAL PROCESS**

The Department of Commerce is committed to provide quality education by planning systematically and executes academic, co-curricular and extra curricular activity.

The departmental procedures are as under:

- **ACADEMIC PLAN OF THE DEPARTMENT**
 Academic plan of the department is prepared by the HOD and other regular teaching staff at the annual academic meetings of the department and is communicated to the Principal. The academic events of the department are highlighted in the academic plan.
- **ADMISSION**
 The admission committee shall provide the new/revised list of students enrolled for the academic year to HOD. The first working day of every academic year department shall plan its requirement based on the number of students enrolled in the department.
- **COURSE PLAN**
 The HOD shall communicate the revised Timetable for the semester of an academic year. The syllabus is distributed amongst the teachers and respective teachers shall accordingly prepare the course work plan. The course work plan shall be approved by the HOD/Principal and communicated to the students.





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▪ **TEACHING LEARNING**

The Department of Commerce encourages students centric learning. Teachers shall plan their lectures systematically to meet academic deadlines. Extra classes are encouraged to improve the understanding of the students; slow learners are given special attention. Use of ICT is encouraged in the classrooms. Seminars/workshops and guest lectures from professional/ industrialists are encouraged for the students and faculty. Students are exposed to the field visit/Industrial visit to gain practical knowledge.

▪ **EXAMINATION**

Students are examined by conducting first test written examination for the 50% of total of ISA and second mode of examination may be any other namely, assignment, paper presentation, case study, field visit or any other mode, Intra Semester Assessment (ISA) shall carry 20% of the weightage of total weightage of the course. Semester End Examination organized as per the University examination schedule and as per the guidelines of University and SOP of College Examination System. Teachers shall set the question paper/papers with utmost care. The College Examination Committee takes care of conducting examinations within the given norms.

▪ **EVALUATION**

- ✓ Evaluation of the students is done by the respective teachers teaching the subject by following the code of ethics of teaching learning Ordinance of Goa University and SOP of College examination System which ensure free and fair assessment.
- ✓ Students are also provided with the facility of revaluation as per the norms of Goa University.

➤ **PROCESS OUTPUT:**





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Attendance records, Question Papers, Performance Evaluation Report, Students
 Feed-back records, Employee Feed-back.

➤ **PROCESS EFFECTIVENESS MONITORING**

- Progress Report
- Students Feed-back
- Employees Feed-back Report
- Departmental Report

➤ **RELATED DOCUMENTED INFORMATION:**

- Departmental Files
- Attendance Register
- List of Books in Library
- List of the mentee

STANDARD OPERATING PROCEDURES: SCIENCE

➤ **PURPOSE:**

To establish and maintain a standard protocol/method to continuously improve the functioning of the Department of Science.

➤ **ACTIVITY (SCOPE):**

The Department of Science comprises of Zoology, Botany and Chemistry sections. The SOP of the Department of Science applies to all teaching, non-teaching staff and students affiliated to the Department of Science. This SOP shall bring standardisation in the working procedure that shall ensure smooth functioning of all sections of the department.

➤ **Vision**





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To provide foundational knowledge in Zoology, Botany and Chemistry which shall harness the skills and potential of aspiring students who require a professional grooming to face the highly competitive and globally connected world.

➤ **Mission**

To rationally propagate the knowledge in science and explore the opportunity in developing scientific temperament and visionary research culture among the graduate students which shall ensure their future employability and entrepreneurship.

➤ **Objectives**

- To give a deeper insight about three basic branches of science; Zoology, Botany and Chemistry through comprehensive learning.
- To give the students a platform of judicious combination of academic excellence and personality development by nurturing a positive teaching and learning environment.
- To develop scientific communication skills, academic research culture and scientific temperament at the graduate level.
- To encourage and inculcate safety habits in laboratory by fostering a culture focused on awareness, communication and supervision.

➤ **PROCESS INPUT:**

Academic Syllabus, Time Table, Number of Students enrolled for B. Sc., List of Chemicals, List of Apparatus/Equipment's, Standards, List of Teachers. List of Mentor and Mentee, List of Books available in library.

➤ **PROCESS (PROCEDURE):**

➤ **ROLES AND RESPONSIBILITIES**

Department of Science of Dnyan Prabodhini Mandal's Shree Mallikarjun and Shri. Chetan Manju Desai College is committed towards academic and social





responsibilities. The academic hierarchy is displayed in Figure 1. Roles and responsibilities for/of staff of the Department of Science are discussed below.

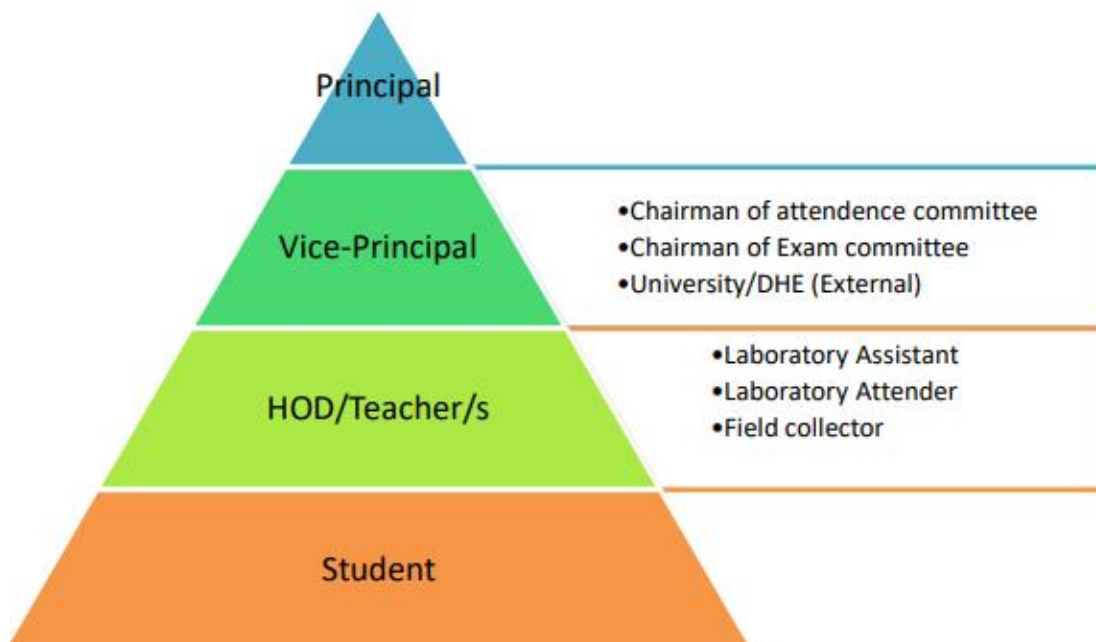


Figure 1. Academic Hierarchy

▪ Principal/Vice-principal

Principal/Vice-principal shall evaluate and assign the Head of the Department (HoD) for the Department of Science every three years to facilitate the departmental and college activities.

▪ HoD Science

- ✓ Appointed HoD is responsible to communicate the verbal/written instructions/notices from the principal/vice-principal to the faculty and staff of the Department. The HoD shall communicate and follow the notices/instructions from the Chairman's of various academic committees' (Time-table committee/Examination committee/NAAC).
- ✓ The HoD is responsible to distribute the academic syllabus of the Science section every year. The HoD authorises the list of chemicals/apparatus/instruments/other materials and maintenance/repair services. All the official communication of the





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department shall be forwarded through the HoD. The HoD, Science shall conduct a minimum of one staff meeting every month to discuss the functioning of the department. HoD's leaves shall be communicated to the Principal and the staff of the Department. HoD is responsible to assist the college time table committee to prepare the Academic Time Table. HoD is responsible to communicate the Code of Ethics to the staff of the Department of Science.

■ Teaching staff (Regular/Contract/Lecture basis)

Teaching staff shall oblige to all the instructions (verbal/written) from Principal, Vice-principal acting Principal, and HoD. Teaching staff shall submit their academic semester plan through Academic Course Work File after two days of issue of Academic Time Table for the semester/year. The leave or absence shall be communicated to the HoD in advance/at earliest.

■ Non-Teaching Staff (Regular/Contract/Lecture basis)

Non-Teaching Staff (Laboratory Assistant, Laboratory Attender and Field Collector) of the Department shall oblige to all the instructions (verbal/written) from the Principal, Vice-principal, acting Principal, HoD and Teachers. The laboratory assistant is responsible for the general maintenance and smooth functioning of the laboratory. The assistant shall maintain the safety protocols/procedure/stock of the laboratory. The assistant shall issue the glasswares, chemicals, instruments and other materials to the students. Laboratory Attender shall function as subordinate to the Laboratory Assistant and should assist in general maintenance and functioning of the laboratory. The leave or absence shall be communicated to the HoD in advance/at earliest.

➤ PRIMARY DEPARTMENTAL PROCESS

The Department of Science is committed to provide quality education in Science by systematic planning of its academic activities. The systematic procedure (Figure 2) of the departmental process is discussed below.





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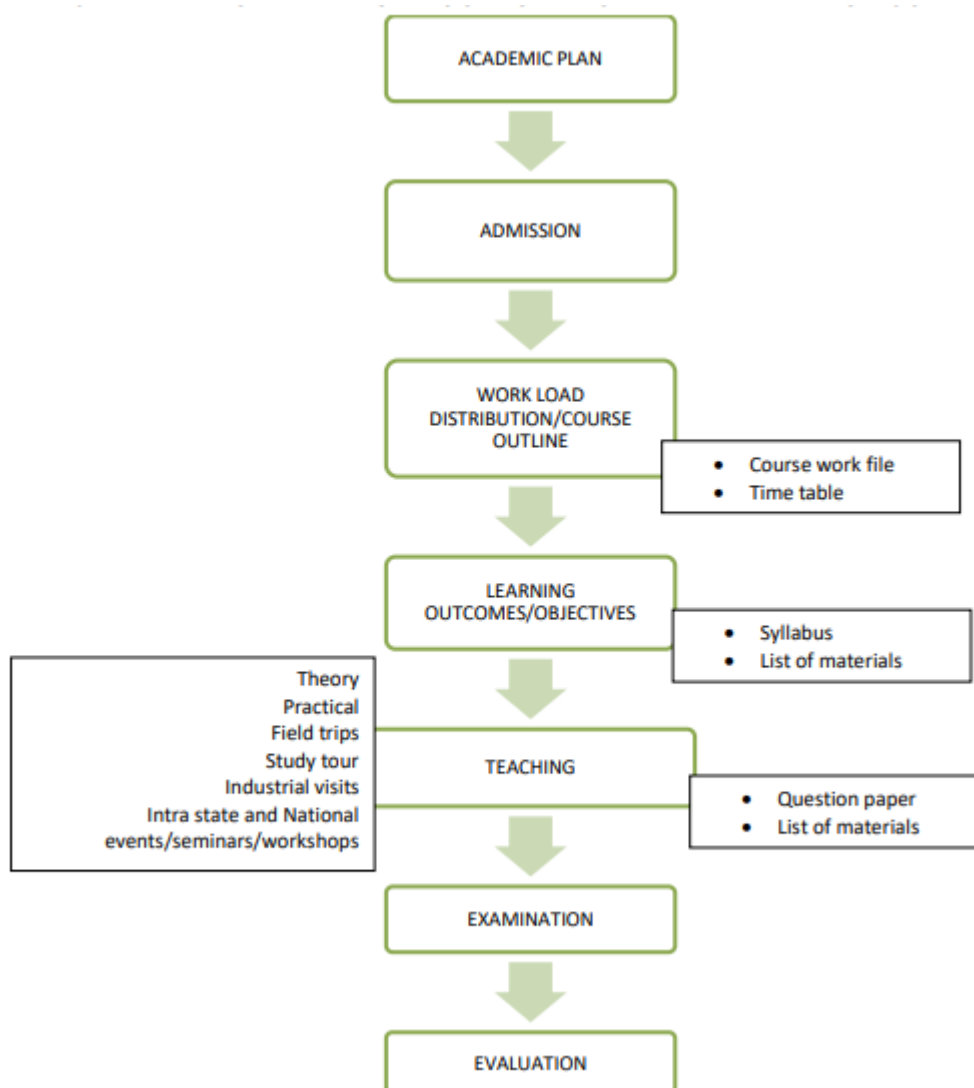


Figure 2. Departmental Procedure

■ **ACADEMIC PLAN OF THE DEPARTMENT**

An academic plan of the department is prepared by HoD and other regular teaching staff at the annual academic meetings of the department and is communicated to the Principal's office. The academic plan should tentatively highlight the timeline of the academic events of the department.

■ **ADMISSION**





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The admission committee shall give the new/revised list of students enrolled for the academic courses to the HoD. The first working day of every academic year department shall plan its requirements based on the number of students enrolled for the science course.

■ TIMETABLE/COURSEWORK PLAN

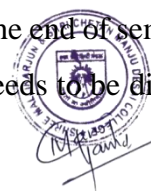
The HoD shall communicate the revised timetable for the academic year/semester to the other teaching and non-teaching staff. The syllabus is distributed amongst the teachers and the respective teachers shall accordingly prepare the course work plan. The course work plan shall be approved by the by the HoD/Principal and approved course work plan shall be communicated to the Laboratory Assistant and the students.

■ TEACHING

Department of Science encourages experimental learning in all three branches of B. Sc. Teachers shall plan their lectures systematically to meet academic deadlines. Extra classes/ repeat practical's are encouraged to improve the understanding of the students. Teachers shall ensure the safety and discipline of the laboratory courses which would reduce the probability of accidents and enhance the learning process. Unauthenticated information shall not be discussed with the students. The teacher shall ensure the availability of appropriate information about the concepts in the syllabus.

■ EXAMINATION

- Department of Science is committed to assess the students considering the ethics of examination. Teachers shall ensure correctness of the question paper (Theory) before submitting it to the examination committee. A minimum of two sets of papers shall be given to the examination committee to avoid unpleasant incidents.
- Department of Science shall discuss the tentative Practical Examination time table two weeks before the end of semester with the examination committee. Time Table needs to be displayed on





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the notice boards of the college minimum one week before the examination. No teacher/non-teaching staff is permitted to take planned leaves during the examination.

■ EVALUATION

Department of Science teachers are obliged to evaluate the student following the code of ethics of the college/University. Teachers shall ensure the correctness of marks in the prescribed format of the evaluation. Marks of the practical examination shall be submitted within a week of completion of practical examination.

➤ PROCESS OUTPUT:

Attendance, Question Papers, Evaluation Report, Student Feedback record, Employee Feedback record.

➤ PROCESS EFFECTIVENESS MONITORING

Student progression report, GUART results, Admission list of other H. Education (like B. Ed, etc.) Student Feedback report, Employee Feedback report.

➤ RELATED DOCUMENTED INFORMATION:

1. Department File
2. Attendance Register Stock book
3. MSDS
4. List of books in library Experiment Procedure Experiment Journal,
5. Attendance records Course work files Newsletter





STANDARD OPERATING PROCEDURES: MATHEMATICS

➤ **PURPOSE:**

To provide an environment where students can learn and become competent users of Mathematics.

➤ **ACTIVITY (SCOPE):**

To develop the interest for learning Mathematics among our students as well as students from society.

➤ **PROCESS INPUT:**

Academic Syllabus, Time Table, Number of Students enrolled, Teachers, Mentors and Mentees, Books available in library, Teaching, Examination, Evaluation, department activities.

➤ **PROCESS (PROCEDURE):**

➤ **ROLES AND RESPONSIBILITIES**

Department of Mathematics of Dnyan Prabodhini Mandal's Shree Mallikarjun and Shri Chetan Manju Desai College is committed towards academic and social responsibilities. The academic hierarchy is displayed in Figure 1. Roles and responsibilities for/of staff of the Department of Mathematics and Information Technology are discussed below.





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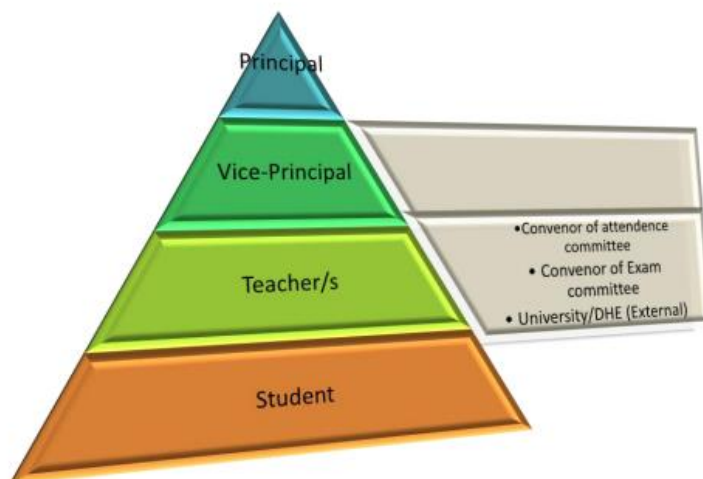


Figure 1: Academic Hierarchy

- **Principal/ Vice-principal**
 Principal/Vice-principal shall evaluate and assign the Head of the Department to facilitate the departmental and college activities.

- **HOD Mathematics and Information Technology**
 Appointed HOD is responsible to communicate the verbal/written instructions/notices from the principal/vice -principal to the faculty and staff of the Department. The HOD shall communicate and follow the notices/instructions from the Chairman's of various academic committees'. The HOD is responsible to distribute the academic syllabi of the subjects taught in the department every year. All the official communication of the department shall be forwarded through the HOD. The HOD shall conduct a minimum of one staff meeting every month to discuss the functioning of the department. HOD's leaves shall be communicated to the Principal and the staff of the Department. HOD is responsible to assist the college time table committee to prepare the Academic Time Table. HOD is responsible to communicate the Code of Ethics to the staff of the Department. HOD is committed to conduct/instruct the theory and practical courses.





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- Teaching staff (Regular/Contract/Lecture basis)

Teaching staff shall oblige to all the instructions (verbal/writ ten) from Principal, Vice-principal and HOD. Teaching staff shall submit their academic semester plan through Academic Course Work File for the semester/year. The leave of absence shall be communicated to the administration in advance/at earliest.

- Non-Teaching Staff (Regular/Contract/Lecture basis)

Non-Teaching Staff of the Department shall oblige to all the instructions (verbal/written) from the Principal, Vice -principal, HOD and Teachers. The leave of absence shall be communicated to the administration in advance/at earliest.

➤ **PRIMARY DEPARTMENTAL PROCESS**

The Department of Mathematics is committed to provide quality education in Mathematics by systematic planning of its academic activities. The systematic procedure (Figure 2) of the departmental process is discussed below.





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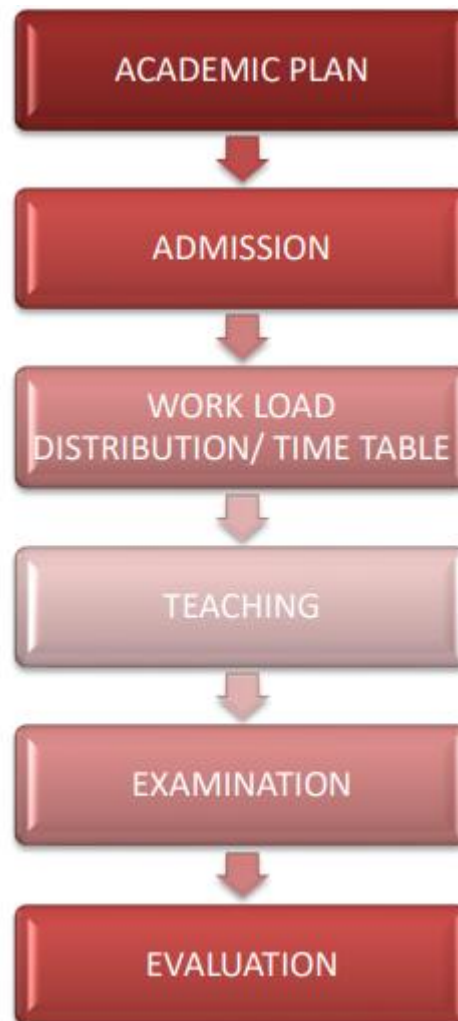


Figure2: Departmental Procedure

- **ACADEMIC PLAN OF THE DEPARTMENT**

An academic plan of the department is prepared by HOD and other regular teaching staff at the annual academic meetings of the department and is communicated to the Principal's office. The academic plan should tentatively highlight the timeline of the academic events of the department.

- **ADMISSION**





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The admission committee shall give the new/revised list of students enrolled for the academic courses to the HOD. The first working day of every academic year department shall plan its requirements based on the number of students enrolled for the different courses.

- **TIMETABLE/ COURSEWORK PLAN**

The HOD shall communicate the revised timetable for the academic year/semester to the other teaching and non -teaching staff. The syllabus is distributed amongst the teachers and the respective teachers shall accordingly prepare the course work plan. The course work plan shall be approved by the HOD and then by Principal. The approved course work plan shall be communicated to the students.

- **TEACHING**

- a. The department's main aim is to advance, evolve and enhance Mathematics to build the intellectual capital of the society. Students are encouraged to be creative that will lead to the fulfilment of individual and professional goals. The department will contribute to the development of students as Mathematical thinkers, enabling them to become lifelong learners, to continue to grow in their chosen professions and to function as productive citizens. Teachers shall plan their lectures systematically to meet academic deadlines. Extra classes are encouraged to improve the understanding of the students. Unauthenticated information shall not be discussed with the students. The teacher shall ensure the availability of appropriate information about the concepts in the syllabus.
- b. The department adopted the following practices for the growth of learners by understanding their needs and the interest.
 - Concepts Explanation Orally
 - Using chalks and Boards for visualization
 - Power Point Presentation





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India Today Ranking
115 (Arts) 150 (Commerce)

1993

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- Audio Videos Clips Hand on sessions during practical
 - Quiz
 - Solving Mathematical Puzzles
 - Giving questions to students which get an opportunity to think for them and become more independent learners.
 - Encouraging students to ask questions and make them realize of their own ideas which helps in their problem-solving skills and understanding the concepts in a better way. Both of which are important life skills.
- EXAMINATION
 - a. Department of Mathematics is committed to assess the students considering the ethics of examination. Teachers shall ensure zero defect of the question paper (Theory) before submitting it to the examination committee. A minimum of two sets of papers shall be given to the examination committee to avoid unpleasant incidents.
 - b. Department shall discuss the tentative time table of Practical Examinations two weeks before the Semester End Examination with the examination committee. Time Table needs to be displayed on the notice boards of the college minimum one week before the examination. No teacher/non -teaching staff is permitted to take planned leaves during the examination.
 - EVALUATION

Faculty members of department are obliged to evaluate the student following the code of ethics of the college/University. Teachers shall ensure the correctness of marks in the prescribed format of the evaluation. Marks of the practical examination shall be submitted within a week of completion of practical examination. Marks of Semester End Examination are submitted on time as per the date of return given by examination committee.





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➤ **PROCESS OUTPUT:**

Attendance, Question Papers, Evaluation Report, Student Feedback records,
Feedback on certificate courses after completion.

➤ **PROCESS EFFECTIVENESS MONITORING:**

Student progression report, Student Feedback report.

➤ **REFERENCES:**

- Department File
- Attendance Register Stock book
- List of books in library Experiment Procedure

