



**POLICY DOCUMENTS
WITH
STANDARD OPERATING
PROCEDURE (SOP)
OF
HACSE**

**We HACSE team –Diverse in Expertise
and Unified in mission follow and Pledge to
follow these basic SOP's laid in Insitutional
Policy's**

CCYM'S HACSE

POLICY DOCUMENT WITH STANDARD OPERATING PROCEDURE

LIST OF ACADEMIC / ADMINISTRATIVE POLICY'S

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SOP: Adhikar Policy

1



**Location: HACSE,
CHEMBUR, MUMBAI**

**DEVELOPED BY:
DR.GAYATRI SIRUR**



TITLE: Adhikar Policy

- Selection of process owner
- Pre and post event meeting and work load distribution **OBJECTIVE:** To prepare yearly report (annual quality assurance report) to be submitted to NAAC by accredited institutions helpful for ‘NAAC and Institute-as-well’ to know the improvements of the institution after the accreditation.

1. **OBJECTIVE:** To empower families of children with deafness.

2. **SUB PROCESSES:**
- i. Planning and Scheduling
 - ii. Identifying sponsors
 - iii. Identifying the venue
 - iv. Finalizing resource persons identifying the parents
 - vi. Execution of sessions
 - vii. Valedictory
 - viii. Closure

3. STEPS TO BE FOLLOWED PER SUB PROCESS

i	Planning and scheduling
a	Process owner for Adhikar is decided during work load allocation meeting at the end of the academic year.
b	Schools for CWHI are contacted and names of the participants are collected
c	Month ,days and time of the sessions are decided after discussion with the participating schools
d	Budget is prepared
ii	Sponsor for Adhikar is identified
a	This is required to provide breakfast and resource materials to parents and for professional fees of the resource persons. This is done through contacting various agencies and philanthropist through emails/telephonically.
b	Proposals are sent and sometimes meetings are conducted
iii	Identifying the venue.
a	Venue for Adhikar session is finalized and request letter for availing the venue on the said days and time is sent to the concerned authority in advance.
iv	Identifying the resource persons

a	Process owner finalizes the topics for the sessions after referring the earlier Adhikar program, plus invites suggestions from faculty of HACSE for the new topics and resource persons.
b	Resource persons are contacted telephonically to finalize the convenient date and topic of the session and invite letters are sent.
v	Identifying the participants
a	Schools for the HI are contacted and information is sought about parents of preschool children interested in joining Adhikar.
vi	Execution of sessions
a	Whats ap group of teachers is created as to achieve smoother communication between parents teachers and the process owner.
b	Sessions are conducted twice a week for almost three months.
c	Session alerts are sent one day in advance via WA
vii	Valedictory function
a	Valedictory ceremony is conducted and certificates are distributed to all the participants.
b	Chief guest is invited.
c	Invitation is also sent to the resource persons, college faculty, management and parents.
d	Attendance certificates and a gift are given to the entire participant.
e	A special award is given to the parent with 100% attendance
viii	Closure
a	Feedback about Adhikar is taken from all the participants
b	Feedback is reviewed , improvement points discussed in the closure meeting
c	Report is created

4. SPECIAL CONSIDERATIONS

- Coordination with RTT to adjust the schedule of the preschool to facilitate attendance of the parents in Adhikar
- Arrangement of Tea and snacks after each session
- Budget
- Deadlines

5. OTHER AGENCIES INVOLVED

- CCYM
- RTT
- Resource persons from other institutes
- HACSE canteen

6. APPROVING AUTHORITIES

- Budget :CCYM

- Report: Principal

7. STANDARD DEADLINES :

- Planning : August
- Sponsor search :July August
- Adhikar commencement :End of August /September
- Conclusion of the program :December /January

8. CURRENTLY AVAILABLE TEMPLATES :

- Adhikar proposal for sponsorship
- Invite letters to resource persons
- Thank you letter to the sponsors and resource person
- Letter to avail the auditorium as venue
- Certificates
- Feedback forms

9. REPORT TO BE SENT TO : IQAC

SOP: Institutional Library Book Bank / Book Issue-Return Policy

2



Location: HACSE,
CHEMBUR, MUMBAI

DEVELOPED BY:

MS. SANDHYA PAGARE



TITLE: Institutional Library Book Bank / Book Issue-Return Policy

1. OBJECTIVE: To avail the resource to the library users through library circulation service and other facilities

2. SUB PROCESSES:

- a. Formation of Library Membership and Circulation Policy
- b. Formation of rules and regulations for the book bank service
- c. Assigning books to the selected students under the book bank service

3. STEPS TO BE FOLLOWED PER SUB PROCESS

- a. Formation of Library Membership and Circulation Policy
 - i. Formation of the rules and regulations for book issue-return services
 - ii. Finalization of the fee structure for the membership
 - iii. Formation of the rules for the regular wellbeing of the library
- b. Formation of rules and regulations for the book bank service:
 - i. Brainstorming with the library advisory committee.
- c. Assigning books to the selected students under the book bank service
 - ii. Informing the students about the book bank service
 - iii. Inviting applications
 - iv. Scrutiny of the applications
 - v. Discussion with the library advisory committee if needed
 - vi. Informing the students about the decision along with the name of the selected students
 - vii. Distribution of the books

4. SPECIAL CONSIDERATIONS

If there are not enough PWD and SC/ST category students interested in the book bank, then the Library Committee will shortlist the applicants interested in book bank facility. Committee's decision will be final.

5. OTHER AGENCIES INVOLVED: NIL

6. APPROVING AUTHORITIES: Library Advisory Committee

7. STANDARD DEADLINES: 30th May

8. CURRENTLY AVAILABLE TEMPLATES: October 2016

9 REPORT TO BE SENT TO: The Principal: Chairperson of the Library Advisory Committee.

SOP: Institutional Library Resource Management Policy

3



Location: HACSE,
CHEMBUR, MUMBAI

DEVELOPED BY:

MS.SANDHYA PAGARE



TITLE: Institutional Library Resource Management Policy

1. OBJECTIVE:

To take care of the library resources for current as well as future requirements of the library users

2. SUB PROCESSES:

- d. Collection Development policy for Acquisition of resources
- e. Collection Development of Resources: Budget allocation
- f. Collection Development of Resources: Selection and Acquisition of resources
- g. Collection Development of Resources: Technical Processing of resources
- h. E-resources subscription

3. STEPS TO BE FOLLOWED PER SUB PROCESS

- a. Formation of Library policies
 - i. Collection Development Policy
 - ii. Reference policy
 - iii. Donation Policy
 - iv. Withdrawal Policy
 - v. Library Membership and circulation policy
- b. Collection Development of Resources: Budget allocation
 - i. To check the requirements and discussion with the library advisory committee
 - ii. The decision of the library advisory committee Should be final
- c. Selection and Acquisition of the resources:
 - i. As per syllabi
 - ii. Recommendation
 - iii. On approval
 - iv. Recent and popular collection
 - v. Duplication and replacement
 - vi. Procuring and billing
- d. Technical Processing of the resources

- i. Entering the resources in the acquisition register as well as E-granthalaya
 - ii. Classification of the resources with the help of DDC Classification Scheme
 - iii. Assigning subject heading in E-granthalaya
 - iv. Bar-coding and labelling
 - v. Shelving
- e. E-resources Subscription
 - i. N-List subscription

4. SPECIAL CONSIDERATIONS

- a. Library Advisory Committee decides as per the requirement and budget availability
- b. The decision of the library advisory committee Should be final

5. OTHER AGENCIES INVOLVED: Publisher, Vendors, Online books websites

6. APPROVING AUTHORITIES: Library Advisory Committee

7. STANDARD DEADLINES: 31st March

8. CURRENTLY AVAILABLE TEMPLATES: October 2016

9. REPORT TO BE SENT TO- The Principal: Chairperson of the Library Advisory Committee.

SOP: Institutional Organization of Seminar/CRE Policy

4



Location: HACSE,
CHEMBUR. MUMBAI

DEVELOPED BY:

MS. KASTURI KULKARNI



TITLE: Institutional Organi

1. OBJECTIVE:

- To organize seminars/CRE programs for refreshing the knowledge of in-service special educators.
- To ensure quality improvement in teaching skills of alumni and in-service teachers.
- To promote networking and collaboration among existing institutions in the field of education in general and special education in particular by selecting cross-disability and various themes of manpower development.
- To fulfil the objective of undertaking CRE programs as a training institute in the field of disability rehabilitation recognized and approved by Rehabilitation Council of India (RCI), an apex institute in the field of disability rehabilitation and special education.
- To plan and conduct minimum 2 CRE programs per year for empowering special educators and minimum 3 seminars per year for empowering pre-service teachers in the field of special education.

2. SUB PROCESSES:

- A. Pre-CRE program/seminar faculty meeting for workload distribution.
- B. Duties of the process owner.
- C. Duties of the B Ed students as volunteers
- D. Duties of the CRE or seminar team members (Teaching staff)
- E. Duties of the CRE or seminar team members (Non-teaching staff)
- F. Duties of the Head of the institute.
- G. List of formats to be filled and sent to RCI (for CRE program)
- H. Filling up the CRE template by the reviewee.

3. STEPS TO BE FOLLOWED PER SUB PROCESS

A. Pre-CRE program/seminar staff meeting for workload distribution.

1. A staff meeting is scheduled three months prior to CRE/seminar organization.
2. All teaching and non-teaching staff members have to attend it.
3. The duties of teaching and non-teaching staff, process owners, and student-volunteers are finalized in this meeting.
4. The theme of the CRE/ seminar, number of topics and resource persons are finalized in this meeting.
5. As a general rule, the topics from those given on RCI website are to be selected for holding CRE program.
6. The duration of CRE / seminar, the budget, funding are discussed in this meeting in the light of the guidelines laid down by RCI for the same.
7. Venue, refreshments, stationery, study material for the CRE participants is finalized in this meeting.

B. Duties of the process owner

1. Preparing CRE / seminar proposal and sending it to RCI or appropriate agency for getting approval.
2. Publicity of the CRE/ seminar among different schools, institutions and reaching the participants.
3. Communicating the list of required documents to the candidates and enrolling them in the CRE/ seminar.
4. Preparing the schedule of CRE/ seminar sessions and sharing it with all committees.
5. Preparing budget of CRE/seminar as per the guidelines of the appropriate funding agency.
6. Writing the final report of the CRE/seminar and sending the report with relevant documents, budget-receipts to appropriate funding agency / RCI.

C. Duties of the B Ed students as volunteers

1. Anchoring in the CRE/ seminar sessions.
2. Introducing the resource persons.
3. Coordinating the overall event in terms of guiding the CRE/seminar participants, photocopying the study material, giving instructions, assistance during sessions.

4. Participation in registration of participants in CRE/ seminar, writing certificates, distribution of study material and certificates.
5. Assistance in inauguration program by presenting a welcome song or speech.

D. Duties of the CRE or seminar team members (Teaching staff)

1. Collaborating with the venue partners and deciding about seating arrangement, hall, refreshments, and mi-system.
2. Conducting sessions as internal resource persons of the college.
3. Making attendance sheets, feedback forms ready and getting it filled from the participants at the time of CRE/ seminar.
4. Handling over the remuneration to the resource persons and collecting the receipts.
5. Making ready the invitation letters and acknowledgement-letters for the resource persons.
6. Help the B Ed students in anchoring and prepare them for volunteering work.
7. Contacting the resource persons for collecting their bio-data, study material and other details.

E. Duties of the CRE or seminar team members (Non-Teaching staff)

1. Preparing and distributing the receipts of CRE/ seminars among the participants.
2. As per the budget, distributing remuneration amount among the resource-persons.
3. Getting the budget sanctioned from appropriate financial authority (CA)

F. Duties of the Head of the Institute

1. Reviewing the documents and correspondence papers with appropriate authorities and funding agencies.
2. Intervening and regularizing the programs in case if any challenges arise in between.
3. Authenticating the documents in this regard.

G. List of formats to be filled and sent to RCI (for CRE program) or appropriate funding agency.

1. Program proposal with budget
2. List of CRE/seminar participants.
3. Certificates to participants.(who have valid RCI-CRR number)

4. List of resource persons (who have valid RCI-CRR number)
5. Attendance sheets of participants.
6. Feedback forms.

H. Filling up the CRE template by the reviewee.

CRE/ seminar template is developed and used for this purpose.

4. SPECIAL CONSIDERATIONS:

Parameters of the CRE/ seminar template.

5. OTHER AGENCIES INVOLVED:

Nil

6. APPROVING AUTHORITIES: IQAC

7. STANDARD DEADLINES

- A total number of 2 CRE programs per year and 3 seminars per year.

8. CURRENTLY AVAILABLE TEMPLATES

CRE/ seminar template.

9. REPORT TO BE SENT TO: IQA

SOP: CAS (Career Advancement Scheme) Institutional Policy

5



**Location: HACSE,
CHEMBUR, MUMBAI**

**DEVELOPED BY:
DR.GAYATRI SIRUR**



TITLE: CAS (Career Advancement Scheme) Institutional Policy

1. **OBJECTIVE:** To facilitate promotion and placement of faculty under career advancement scheme

2. **2. SUB PROCESSES:**
 - I. Receive application letter from the faculty due for promotion

 - ii. To collect, compile, scrutinize, crosscheck and assimilate all the proforma of the candidate.
 - iii. Communicating with JD and UOM for setting up the interview panel
 - iv. Conducting the interview
 - v. Dispatch of relevant papers
 - vi. Follow up till fixation and stamping by JD office

3. STEPS TO BE FOLLOWED PER SUB PROCESS

i	Receive letter from the faculty who is due for promotion
ii	To collect PBAS proforma for each year from the faculty
a.	IQAC collects and stores the proformas of all the faculties of the colleges
b	To compile ,scrutinize , crosscheck and assimilate all the proforma of the candidate
c.	All the criteria are checked and marks are allotted to each parameter.
iii	Setting up the interview panel
a.	Communicating with JD and UOM for setting up the interview panel
b	Identifying other subject experts for the interview panel
c	Date ,time ,venue of the interview is finalized by taking consent of all from interview panel
d	All the proforma for marking schemes are kept ready
iv.	Holding the interview
vi	Follow-up
a	Dispatch of relevant papers
b	Follow up till fixation and stamping by JD office

4. SPECIAL CONSIDERATIONS

- Follow up at UOM
- Follow up at JD

5. OTHER AGENCIES INVOLVED

- CCYM
- JD office
- UOM
- Other Subject experts

6. APPROVING AUTHORITIES

- IQAC
- Joint director's office
- UOM
- Principal

7. STANDARD DEADLINES :

- Process is initiated as soon as application received by the candidate

8. CURRENTLY AVAILABLE TEMPLATES :

- Invite letters
- PBAS proformas
- Marking scheme proforma
- Final report Proforma

9. REPORT TO BE SENT TO :

- Joint Director's office
- Concol section (UOM)
- One copy to IQAC (HACSE)

SOP: Institutional Policy for Staff professional Development

6



Location: HACSE,
CHEMBUR, MUMBAI

DEVELOPED BY :

Ms.NISHA KUTTY



TITLE: Institutional Policy / SOP for Staff professional Development

3. **OBJECTIVE:** To upgrade and update the knowledge and skill sets of the staff in order to ensure quality in service delivery at college

4. SUB PROCESSES:

- a) Staff induction program at college
- b) CAS mandated programs at HRDC
- c) Staff attending the FDPs at other organizations
- d) In house programs for staff development

5. STEPS TO BE FOLLOWED PER SUB PROCESS

I. Sharing the information

- a. If anyone gets any information about an event beneficial for the staff, then it is shared with the college staff in the WhatsApp group.
- b. Everyone gets an opportunity to share their opinion whether they think it would be beneficial for them to attend the event.
- c. If the event is believed to be good then we move towards the next step.

II. Get information about the resource person

- a. Information about the resource person is collected from different sources.
- b. The information is then again shared with the staff.

III. Coming to a conclusion who will benefit from attending the event

- a. Depending upon the relevance of the event, principal decides which faculty will be attending the event.

IV. Making necessary arrangements in the routine college schedule

- a. The faculty/faculties who are chosen to be part of an event makes sure that the students learning is not affected, so they either give work to the students to be completed in their absence or exchange their lecture with other faculty who would be present in college.

- V. Sharing the new knowledge with the faculty
 - a. After the event the faculty who attended the event gives a gist of what they have learnt.
 - b. The good points about how the event was organized is also shared as a learning point.
- 6. **SPECIAL CONSIDERATIONS-** Mostly events which do not involve a high fees are selected.
- 7. **OTHER AGENCIES INVOLVED-** NA
- 8. **APPROVING AUTHORITIES** – Principal\
- 9. **STANDARD DEADLINES** -3 to 4 days before the event
- 10. **CURRENTLY AVAILABLE TEMPLATES** –October 2018
- 11. **REPORT TO BE SENT TO-IQAC**

The above steps are followed for all the three sub processes except the in-house FDP

STEPS TO BE FOLLOWED FOR IN HOUSE PROGRAMS STAFF DEVELOPMENT

- I. Discussion:
 - a. The principal asks for the latest topics on which the faculty would like to update their knowledge.
 - b. The faculty gives their topics along with the name of the resource person
 - c. After a consensus is reached, the principal finalizes the process owner who acts as the co-ordinator of the program
- II. Availability of the resource person
 - a. The process owner checks the availability of the resource person.
 - b. The resource person is asked for two to three dates according to their convenience.
- III. Sharing the dates.
 - a. The process owner puts the dates given by the resource person in the college group.

- b. The other faculty members cross checks the dates whether it's clashing with any other event.
- c. The date is finalized after it is accepted by everyone.
- d. The time and date is entered in the planner of each faculty.

IV. Deciding the participants

- a. If the program is believed to be beneficial for the students, then they are also included.
- b. If it's feasible to include the other college faculty members and students then they are also invited.
- c. The process owner does the coordination between the colleges.

V. SPECIAL CONSIDERATIONS- Mostly events which do not involve a high fees are selected.

VI. OTHER AGENCIES INVOLVED- NA

VII. APPROVING AUTHORITIES - Principal

VIII. STANDARD DEADLINES -3 to 4 days before the event

IX. CURRENTLY AVAILABLE TEMPLATES –October 2018

REPORT TO BE SENT TO-IQAC by the process owner.

SOP: Peer review of teaching for quality improvement

7



Location: HACSE,
CHEMBUR, MUMBAI

DEVELOPED BY:

MS.KASTURI KULKARNI



TITLE: Peer review of teaching for quality improvement

1. OBJECTIVE:

- To review and learn about the different teaching techniques, skills used by peers.
- To ensure quality improvement in teaching skills of peers.
- To create a positive, healthy, cooperative academic learning environment among the peers.

2. SUB PROCESSES:

- I. Deciding the members of the peer review team.
- J. Deciding the total number of sessions that will be reviewed by each peer.
- K. Filling up the peer supervision template by the reviewee.
- L. Sharing feedback with the peer.

3. STEPS TO BE FOLLOWED PER SUB PROCESS

A. Deciding the members of the peer review team.

1. The composition of current peer review team is 4 members (AH mam, KK, NK, PM)
2. The number of peers is selected by the principal.
3. Internal circular issued to the faculty who are in the peer review team about the review process.
4. The faculties in the peer review team prepare schedule of sessions that will be reviewed by the peer supervisors.
5. The topic, date, time and zoom link (if any) of the session is shared with the peer reviewers.
6. Folder created to save all the PPTs/ study material/worksheets developed by the faculty.
7. Peer reviewers provide feedback in the template and suggest changes if any.
8. The peer-review template is shared with the faculty. He/she may accept the suggestions provided by the peer reviewers.
9. Peer review template is emailed to IQAC email id.

B. Deciding total number of sessions that will be reviewed by each peer.

1. As decided by IQAC, 2 sessions of each faculty in the peer review team will be supervised by remaining peers.
2. Each peer supervisor will review a total number of 6 sessions in one quarter. E.G. KK as peer supervisor will review 2 sessions of PM, NK and AH mam.

C. Filling up the peer supervision template by the reviewee.

Peer Supervision Template is developed and used for this purpose.

D. Sharing feedback with the peer.

The peer supervisor shares the feedback with one and only one faculty who has made presentation.

4. SPECIAL CONSIDERATIONS:

Parameters of the peer supervision template.

5. THER AGENCIES INVOLVED: Nil

6. APPROVING AUTHORITIES: IQAC

7. STANDARD DEADLINES

- A total number of 24 sessions in 1 quarter. (6 sessions reviewed by KK, 6 sessions reviewed by PM, 6 sessions by NK and 6 sessions by AH mam= 24 sessions)
- Minimum 6 peer reviews by each faculty.

8. CURRENTLY AVAILABLE TEMPLATES

Peer review template.

10. REPORT TO BE SENT TO: IQA

SOP: Aayam- Campus Placement

8



**Location: HACSE,
CHEMBUR, MUMBAI**

DEVELOPED BY:

MS. POONAM MISHRA



TITLE: Aayam- Campus Placement Institutional Policy

1. OBJECTIVE: To provide opportunities for the job placement to current students and alumni.

- To improve skills of appearing in interview.
- To strengthen the networking with various organization.

2. SUB PROCESSES:

- I. Advertisement about the Aayam- Campus Placement.
- II. Sending invites to the head of the schools/organization.
- III. Collection of registration forms from the interested schools/organizations.
- IV. Maintaining database for employers and candidates.
- V. Orientation with regard to appearing in interview and resume writing.
- VI. Conducting mock interview.
- VII. Conducting campus interviews.
- VIII. Collection of the feedback from employers and the candidates.
- IX. Feedback analysis and action points.
- X. Exit survey.
- XI. Analysis of exit survey and action points.
- XII. Report writing

3. STEPS TO BE FOLLOWED PER SUB PROCESS:

A. Advertisement about the Aayam- Campus Placement.

1. Process owner is assigned for Aayam.
2. Flyer is designed and shared in the public forum- Facebook, whats app, website and in other professional groups.

B. Sending invites to the head of the schools/organization.

1. Details about the different schools/ organizations are collected from the various resources.
2. Data sheet is maintained about the different employers.
3. Invites, registration form and flyer are sent to the interested employers and to the other organizations through mail.
4. Initial communications are maintained to the agencies through phone calls/ messages.

C. Collection of registration forms from the interested schools/organizations.

1. After sending invites, and follow-ups, filled registration forms are collected from the interested schools/organizations.

2. Payment of the registration charges is ensured.

D. Maintaining database for employers and candidates

1. Final data sheet of the interested/ registered employers are prepared.

2. Number of the representatives in the panel from each employer is ensured.

3. Final data sheet of the interested candidates including current SY and alumni are prepared.

E. Orientation with regard to appearing in interview and resume writing.

1. Candidates including current SY batch and alumni are well informed about the dates and procedure of campus interview.

2. Structured orientation about how to appear in interview, how to prepare for the interview and how to write the resume are given to the candidates.

F. Conducting mock interview.

1. Mock interview is conducted for the candidates by internal faculties before the date of final interview.

2. The dressing skills, way of communication, knowledge, their resume etc. are assessed.

3. Feedback is given to the candidates based on their strengths. Suggestions are given for the improvement points.

G. Conducting campus interviews.

1. All the logistics are taken care off before the date of interview.

2. Reminders about the date, time and venue are shared with the employers.

3. Places of interview are properly arranged and labelled with the initial information.

4. Final list of candidates and employers are prepared, schedule of interview is finalized and shared with all the employers and candidates.

5. Employers are provided with the required stationeries, list of candidates.

6. Arrangements of the refreshment are done.

7. Attendance of the candidates are taken in the event register.

H. Collection of the feedback from employers and the candidates.

1. After the campus interview conducted, feedback forms are shared with all the employers and candidates with mail and collected back.

I. Feedback analysis and action points

1. After collecting feedback forms from employers and candidates, the responses are analysed separately based on the given parameters.

2. Action points are taken and implemented.

J. Exit survey and analysis

1. Exit survey are conducted with the students through which the details like number of interviews appeared, number of employers shortlisted, current status of job etc. are collected and the data is analysed.

K. Report writing

The report of the event is being prepared based on the preset format including all the important information. The final report with the annexure is submitted to IQAC mail.

4. SPECIAL CONSIDERATIONS:

- Preference timings of the respective organizations for conducting interview are considered.
- The residential localities of the candidates are considered while inviting the employers.
- Alumni if interested are provided with the opportunities to appear in the interview.

5. OTHER AGENCIES INVOLVED:

Special schools/ inclusive schools/ clinics/ remedial centers

6. APPROVING AUTHORITIES –

Head of the Institute (Principal)

7. STANDARD DEADLINES:

- End of semester 3 to middle of semester 4.
- Expected months are January- February to conduct the campus interviews.

8. CURRENTLY AVAILABLE TEMPLATES:

- Data sheets for organizations
- Data sheets for the candidates
- Registration form
- Feedback form
- Exit survey
- Event report

9. REPORT TO BE SENT TO: IQAC

SOP: Evolving and locking AQAR

9



**Location: HACSE,
CHEMBUR, MUMBAI**

**DEVELOPED BY:
DR.AMIT MISHAL**



TITLE: Evolving and locking AQAR

1. OBJECTIVE: To prepare yearly report (annual quality assurance report) to be submitted to NAAC by accredited institutions helpful for 'NAAC and Institute-as-well' to know the improvements of the institution after the accreditation.

2. SUB PROCESSES:

- Download soft copy –Guidelines/AQAR.
- Noting Deadlines
- Allocation of AQAR –Process Owner Task
- Team Meeting for Inputs
- Gathering -Supporting Documents for upload in online form ; links(url) form Institutional website
- Online form filling –NAAC Coordinator and Principal
 - Submission to NAAC
- Auto generated Submission email received by college
- NAAC review Process; Edit Option given -15 Days' time limit
- Resubmission Process with Comments from Institution-Approves the Resubmitted AQAR (once satisfied with review supporting documents provided).

3. STEPS TO BE FOLLOWED PER SUB PROCESS

- Downloading the guidelines for AQAR preparation from NAAC website .Downloading the soft copy of AQAR.
- Noting the submission time limit of respective year AQAR. (31st Dec). But Institution need to be much prior ready with its soft copy –filled with all AQAR details prior the deadlines given. (Better by Sept Month of the Academic year.)
- Allocation of AQAR preparation to the respective person who had edited the respective year college annual newsletter/magazine.
- Inputs from faculty to fill up of details in respective year- AQAR by collaborative team meeting of all faculties together.
- Gathering the supporting documents to be uploaded with AQAR (Online mode) - Excel/pdf as per need. Also templates to be created to fill details so that data can be

appropriately uploaded on HEI portal. Many documents needed to be uploaded on college website and links(url) are to be given while filling online AQAR-Those uploads to be done on website and links /url to be collected and kept ready to be pasted while filling form Online.

- After completely filling soft form –AQAR of respective year. Online process of AQAR filling starts by NAAC coordinator and Principal of the institution.
- Once filled the AQAR is submitted to NAAC.
- Auto generated mail is sent by NAAC to registered email ID.
- NAAC officer reviews the form, sends review after evaluating and gives 15 days to edit the details and resubmit the form again. The institution also needs to give the comments while resubmitting the AQAR online.
- After resubmission NAAC approves the AQAR and auto generated email college receives from NAAC office.
- Now this respective AQAR to be downloaded and uploaded on Institutions Website.

4. SPECIAL CONSIDERATIONS

* NAAC revises formats / Adds on- edits /Makes versions -AQAR on timely basis.

* Academic Year- 1 June-31st May 2020(Latest Version); Need to keep a check on that too. Sudden change, Alertness important.

5. OTHER AGENCIES INVOLVED

- NAAC Portal for help /doubts –raising queries faced while uploading.
- Stakeholders – to support with evidences/data to be supplemented while filling NAAC

6. APPROVING AUTHORITIES - NAAC Office, Bengaluru, Bangalore

7. STANDARD DEADLINES: All accredited HEIs have to submit AQAR regularly to NAAC. On completion of the Academic year, HEIs have to submit the AQAR on or before 31st December of every year, irrespective of their Date of Accreditation.

8. CURRENTLY AVAILABLE TEMPLATES:

http://naac.gov.in/images/docs/AQAR_ONLINE/IQACAQAR_Guideline_Affiliatedcollege-12-03-2020.pdf (revised on 20th Feb 2020- This is version 7)

9. REPORT TO BE SENT TO:

10. NAAC Office, Bengaluru , Bangalore

11. Website of Institution.

12. IQAC email – iqac.hacse@gmail.com

SOP: SUPPORT TO STAFF FOR PROMOTING RESEARCH

10



Location: HACSE,
CHEMBUR, MUMBAI

DEVELOPED BY:

DR. ASMITA HUDDAR



TITLE: Support to Staff For Promoting Research **Policy**

1. OBJECTIVE: To enable **HACSE** as an integrated educational institute to promote, advocate and facilitate research carried out by professionals working at **HACSE** and those who are not.

2. SUB PROCESSES:

1. Research by **HACSE** staff:
 - a. Externally funded research
 - b. Academic research as part of M asters / M Phil / Ph. D / Post Doc
 - c. Internally generated research for article publications
2. Research carried out by external members in tune with mission of HACSE and when asked for the support

3. STEPS TO BE FOLLOWED PER SUB PROCESS

(For both the sub processes: Research by **HACSE** staff and Research carried out by external members)

- a. Discussion in academic / IQAC / staff / CDC meeting
- b. Request to be submitted to be submitted for
 - i. approval for enrolment / applying
 - ii. Support from other faculty in terms of:
 - Consultation
 - Statistics
 - Tool development
 - Tool validity
 - Data collection
 - Translation
 - Pilot run
 - Any other
- c. Approval by the authority
- d. Execution

- e. Report and acknowledgement (IMP NOTE: acknowledgement of Research by **HACSE** staff as an organization is mandatory on the research report. Acknowledgment to individuals from HACSE is optional but recommended.)
- f. Documenting and record keeping in appropriate place about the involvement

4. SPECIAL CONSIDERATIONS:

- 1. Priority of teaching learning over research activities
- 2. Balance among the staff in terms of each getting the opportunity
- 3. Publications highly recommended after research is complete

5. OTHER AGENCIES INVOLVED

- 1. Funding agency
- 2. Educational institute
- 3. Requesting organization

6. APPROVING AUTHORITIES

- 1. Team leaders: (GS / AM) (internal research without funding)
- 2. Principal (externally funded and as part of academic course)
- 3. Trust(internally funded)

7. STANDARD DEADLINES

Dynamic as per the requirement but certainly deadlines prescribed by the funding agencies and colleges to be followed strictly.

8. CURRENTLY AVAILABLE TEMPLATES

NIL

9. REPORT TO BE SENT TO

- 13. IQAC email – iqac.hacse@gmail.com
- 14. Arushi process owner

SOP: Institutional Policy for Online Teaching –Learning

11



Location: HACSE,
CHEMBUR

DEVELOPED BY:

Ms.NISHA KUTTY



TITLE: Online Teaching (Institutional Policy)

1. OBJECTIVE:

- 1.To continue with the teaching learning process
- 2. To cover the syllabus on time

2 SUB PROCESSES:

- a. Try out different online platforms
- b. Selecting the one which is user friendly
- c. Share the information among the students
- d. Conduct the class using the platform selected

3. STEPS TO BE FOLLOWED PER SUB PROCESS

- A. Try out different online platforms
 1. Surf different online platforms
 2. Try out the free version
 3. Time permitted in the free version is noted for comparison purpose with other platforms.
 4. Check the other facilities available.
- B. Selecting the one which is user friendly
 1. Inform in the official WhatsApp group about the platform
 2. Send the invite in the group
 3. Explore the platform with the team
 4. Decision is taken whether the platform is a good option for taking lectures
- C. Share the information among the students
 1. Students are informed about the chosen platform for lectures.
 2. The information about how to download the app is shared.
 3. The link to the online class is sent via e-mail as well as the students WhatsApp group.
- D. Conduct the class using the platform selected
 1. Once the students join the class they are given basic information about the app.

2. Instructions regarding keeping the video on in between is given
3. Formative assessments are taken to ensure the students are on track.
4. At times assignment or Unit test are also given on the topic taught.
5. Oral feedback is taken about the online platform from the students.

4. SPECIAL CONSIDERATIONS-

1. Time: The platform that offers the longest duration is explored
2. Budget: The platform that is user friendly is cost effective is taken into consideration for paid version.

5. OTHER AGENCIES INVOLVED- NA

6. APPROVING AUTHORITIES

Budget: CCYM

Staff

Students

7. STANDARD DEADLINES -NA

8. CURRENTLY AVAILABLE TEMPLATES –NA

9. REPORT TO BE SENT TO-IQAC

SOP: Institutional Policy for Value Added Course Transaction cum Delivery

12



Location: HACSE,
CHEMBUR

DEVELOPED BY:

DR.AMIT MISHAL



TITLE: Institutional Value Added Course Transaction cum Delivery Policy

1. **OBJECTIVE:** To offer wide range of optional “value-added” courses outside the curriculum that add value and help overall development of students (Courses - chosen by students according to their interests and inclinations to strengthen their understanding and internalization of the regular curricular inputs.)

2. SUB PROCESSES:

- Pre-Preparation_
- Selection of Course –
- Launching /inaugurating the course/ Commencement of course and end of course
- Deciding the Process Owner
- Promotion of Course- Orienting to Students
- Designing the Brochure , Course Content with CLOs
- Preparing Registration form
- Maintaining record -participants enrolled and completed the said course.
- Planning of the lectures /Sessions – the entire course
- Designing of hard/soft copy of Course Completion certificate
- Maintenance of Year wise , course wise record
- Maintenance of photos ,videos, submissions – record of students
- Distribution of course completion certificates
- Update Course update on Social Networking Sites-
- Follow up of Course completion
- Submission of Report to IQAC Email Id

3. STEPS TO BE FOLLOWED PER SUB PROCESS

- Selection of Course -Brainstorming on the key parameters of Curriculum –academic flexibility along with curriculum enrichment –decision by college to be made on selection/designing of need based value added courses.
- Launching /inaugurating the course –documenting it in academic calendar the commencement of course and end of course/ respective sessions.
- Deciding the Process Owner –for the course
- Promoting the course on Social Media and Orienting the course to students

- Designing the Brochure and Course Content along with CLOs of Value added courses
- Preparing Registration form
- Maintaining record of the participants enrolled and completed the said course.
- Planning of the lectures /Sessions - by In-house or External Faculty- Allotting the topic to faculty.; Planning of Sessions to cover(*Course to be of more than More than 30 contact hours)the entire course)
- Designing of hard/soft copy of Course Completion certificate
- Maintenance of Year wise, course wise record - Attendance Record and Feedback Record of students.
- Maintenance of photos, videos, submissions – record of students –soft/hard copy –as per need.
- Distribution of course completion certificates.
- Update brochure of course , photos, records etc. on Social Networking Sites-
- Follow up of the Course completion is done
- Submission of Report to IQAC Email Id. (* if tasks/assignments /Activities are part of course/sessions- they are a part of course content designing ,hence to be included in syllabus of course , as part of course content.)

4. SPECIAL CONSIDERATIONS

- Courses Of Varying Durations (Of At Least 30 Contact Hours)
- Courses Which Are Part Of The Syllabus Not To Be Included
- No. Of Times Offered During The Same Year
- Courses May Or May Not Be Directly Linked With One's Discipline Of Study But Should Contribute To Sensitizing Students To Cross-Cutting Issues Relevant To The Current Pressing Concerns Both Nationally And Internationally Such As Gender, Environment And Sustainability, Human Values And Professional Ethics, Development Of Creative And Divergent Competencies.

5. OTHER AGENCIES INVOLVED

- Faculty from other colleges if invited as external faculty /resource person.
- NAAC

6. APPROVING AUTHORITIES : Management of the Institution

7. STANDARD DEADLINES : Before the exact commencement of course –time to be set and following tasks should be completed for smoothly carryout of course

- Starting Promotion of course,
- Initiation of Registration process
- Initiation of enrolment,
- Day Wise, Date-wise Planning of sessions- Planning of faculty (internal/external to conduct the session etc.)-
- Timely completion of course
- Deadline for submission of activities/tasks by students before the course completion.

8. CURRENTLY AVAILABLE TEMPLATES :---

9. REPORT TO BE SENT TO:

1. IQAC Email ID-
2. Uploaded on website (if desired)