



**MAHILARATNA PUSHPATAI HIRAY ARTS, SCIENCE AND COMMERCE
MAHILA MAHAVIDYALAYA, MALEGAON CAMP, NASHIK**



**Standard Operating Procedures
Manual**

Our Source of Inspiration



Late. Vyankatrao Hiray



Karmaveer Bhausaheb Hiray



Hon. Smt. Pushpatai Hiray
Chairperson
Mahatma Gandhi Vidyamandir, Nashik



Hon. Dr. Prashant Hiray
General Secretary
Mahatma Gandhi Vidyamandir, Nashik



Hon. Dr. Smitatai Hiray
Treasurer
Mahatma Gandhi Vidyamandir, Nashik



Hon. Dr. Aapoorva Hiray
Co-ordinator
Mahatma Gandhi Vidyamandir, Nashik



Hon. Dr. Advay Hiray
Trustee
Mahatma Gandhi Vidyamandir, Nashik



Hon. Dr. Sampada Hiray
Trustee (Women's Welfare)
Mahatma Gandhi Vidyamandir, Nashik

Table of Contents

Sr. No.	SOP of Department	Page No.
1	Principal	4
2	Vice Principal	10
3	Academic Supervisor	13
4	IQAC	15
5	Botany	21
6	Chemistry	26
7	Commerce	29
8	Economics	32
9	English	35
10	Geography	41
11	Hindi	50
12	History	53
13	Marathi	57
14	Music	64
15	Physics	70
16	Political Science	74
17	Psychology	77
18	Zoology	81
19	Mathematics	84
20	Examination	89
21	Library	91
22	Physical Education and Sports	96

MAHATMA GANDHI VIDYAMANDIR'S

**Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila
Mahavidyalaya, Malegaon Camp**

**STANDARD OPERATING PROCEDURE
(SOP) FOR**

PRINCIPAL

**Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila
Mahavidyalaya, Malegaon Camp-423205**

Phone: 02554250827 <https://mgvsph.kbhgroup.in/>

=====

INTRODUCTION

Karmaveer Bhausaheb Hiray an ardent social reformer, the founder of revolutionary, historical, tenancy act, major activist in the freedom movement, union Maharashtra Movement, Revenue minister of Bombay Province has established a well-known institution, Mahatma Gandhi Vidyamandir, Malegaon Camp in 1952 according to the Bombay Public trustact 1950 (ref. registration number 2766 dated 21/02/1952).

After the sad demise of Karmaveer Bhausaheb Hiray his son late Vyankatraoji Hiray took upon himself the responsibilities of spread of education and other activities. This task is still furthered by Mahila Ratna Smt.Pushpatai Hiray (Ex-health Minister of Maharashtra) and her foresighted son SPPU's Lifetime Achievement Awardee Samajshri Dr. Prashantdada Hiray (Ex-Minister of State, Transport and Protocol, Govt. of Maharashtra), Honorable General Secretary, M.G Vidyamandir, Malegaon Camp.

Currently, Hon. Dr. Apoorvabhau Hiray, Principal, Institute of Management and Computer Science Nasik and Coordinator of M.G. Vidyamandir. Hon'ble Dr. Advayaaba Hiray, Hon'ble Dr. Sau. Smita Taai Hiray, Hon'ble Sampada Hiray has been flourishing and enriching the Nobel deed of education in the Nasik district including Malegaon, as a central point.

Mahatma Gandhi Vidyamandir is one of the leading institutes in Maharashtra, is playing as milestone in the developmental history of Nashik region. The social and education life of this region has been molding by this institute. It has been constantly increasing the employability and becoming an agent to fulfill the core values like inculcating value system among the students, promoting the use of technology, quest for excellence. It is expanding its branches outside the Maharashtra by running Dental College at Udaipur, Rajasthan.

VISION

Mahatma Gandhi Vidyamandir runs Smt. Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, keeping the main Motto “Bahujan Hitay Bahujan Sukhay” ‘education for masses and their well-being’ for bearing the goal to provide opportunities of higher education to the poor, needy and especially to the down trodden, depressed, tribal and the backward communities of the society, to impart knowledge, to develop professional and occasional skills and to provide opportunities for excellence to promote virtues such as scientific temperaments, secularism, national integration, commitment to social reformation and progress, humanism, social justice and equality among the students.

MISSION

A complete growth of students is possible with the convex lens of quality management. As sunrays are parallel to each other, all the entities from Principal to staff and stake holders work in the parallel way but can have one pointed focus on the overall development of students.

The SPH College is always having main focus on the quality growth of student such as:

- To assure the growth of all departments of SPH College with increased quality in every area of departments.
- To start the more Certificates, Diploma as well as Post Graduation courses, to start more certificate and diploma courses in various subjects.
- To encourage teachers to publish research papers and participate in Seminar and Conferences.
- Conducting various programmes for the empowerment of women.
- To organize international, national and state level seminars conferences, symposia and community development programs
- To procure additional books and journals for central library.
- To plant more trees to aim towards green campus to enhance environmental awareness.
- To establish laboratories for English Language and commerce.
- To construct more number of classrooms and Laboratories to accommodate increased number of students.

ROLES AND RESPONSIBILITIES:

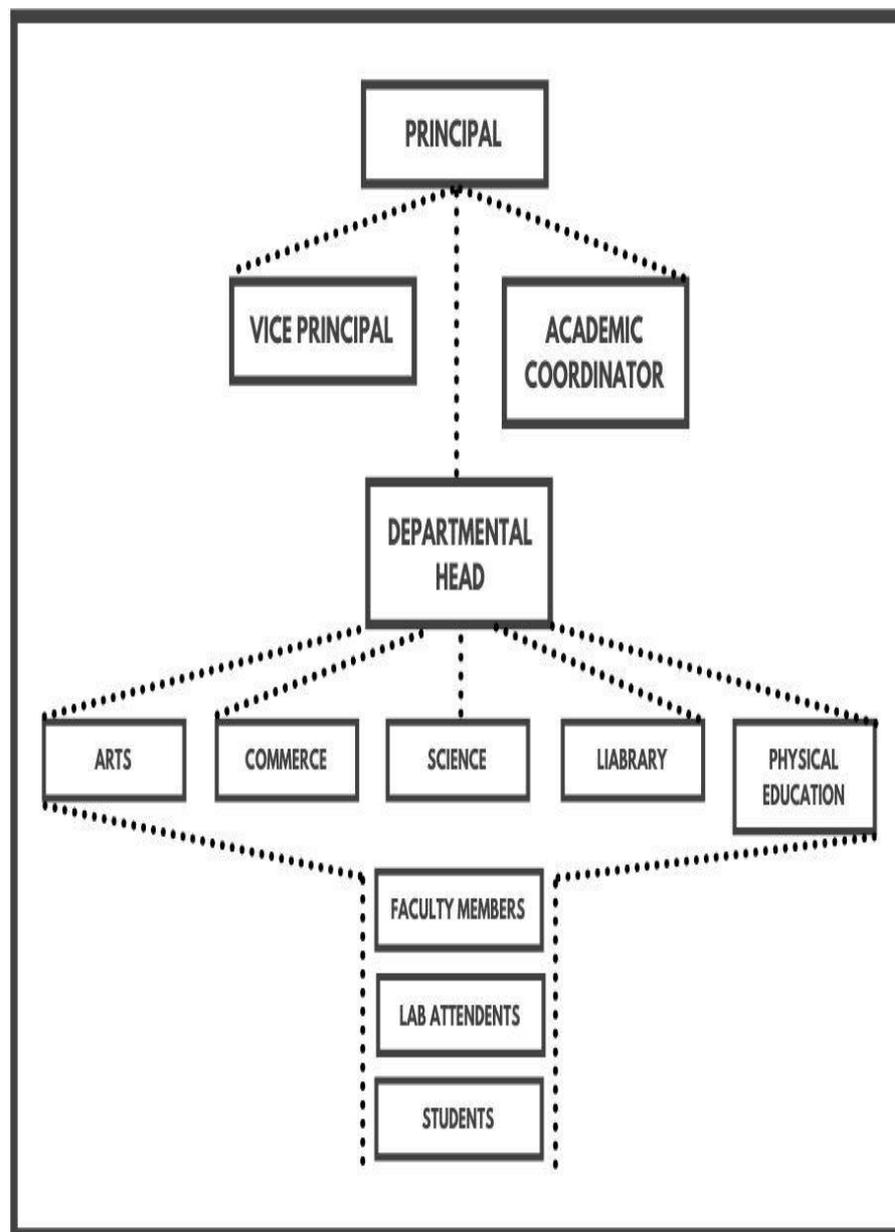
The Principal of SPH College, Malegaon observes overall working of the college. Every university can have different laws according to the Maharashtra Public University Act, 2016. Principal is the one who manages & regulates laws in their own colleges.

- To improve the Curricular, Extra Curricular, academic and Administrative systems of the college.
- To get involved and insist faculty members into research and training programs of the college.
- To monitor and administer timetable wise educational activities.
- To ensure proper discipline, rules & regulations be maintained throughout the campus.
- To follow the university laws and orders.
- To maintain record of teaching, non-teaching staff and to prepare plans for their welfare.
- To follow the orders from Directors of higher education, university authorities and Mahatma Gandhi Vidyamandir Trust.
- To keep track of students, their attendance, to maintain their good health, managing health checkup for them.
- To motivate students for taking part in different educational programs.
- To understand expectations of students from the college.
- To recover fees from students in time and provide discount in fees for economical backward students.
- To make sure students get proper scholarships in time.
- To organize various conferences and competitions for students and motivate them to participate in various inter-collegiate competitions.
- To keep track of examinations and assist staff in conducting them.
- To interact with teaching as well as non-teaching staff to understand their needs and requirements.
- To make sure proper self appraisal forms be filled by the faculty members.
- To communicate with parents about the progress of students and understand any

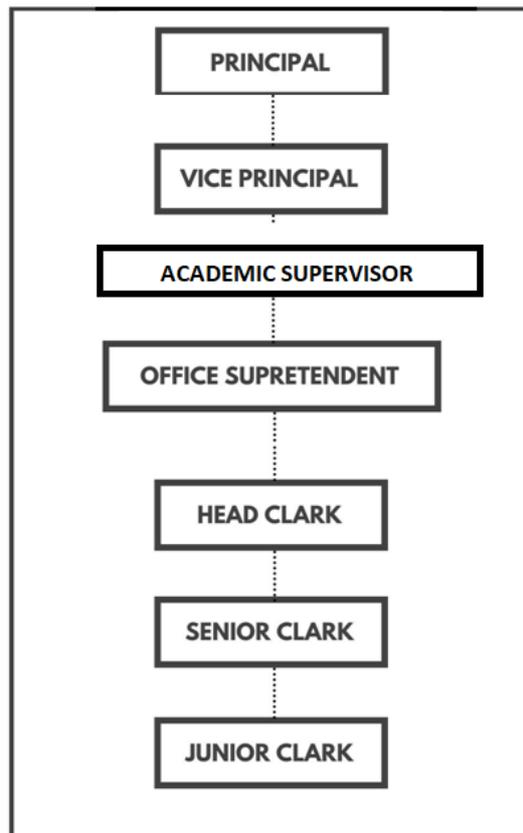
problems & suggestions from them.

- To maintain cleanliness in the campus.
- To develop academic plan for the college.
- To ensure routine checkups and developing future maps for college infrastructure.
- To keep track of proper dry and wet waste management as well as e- waste management.

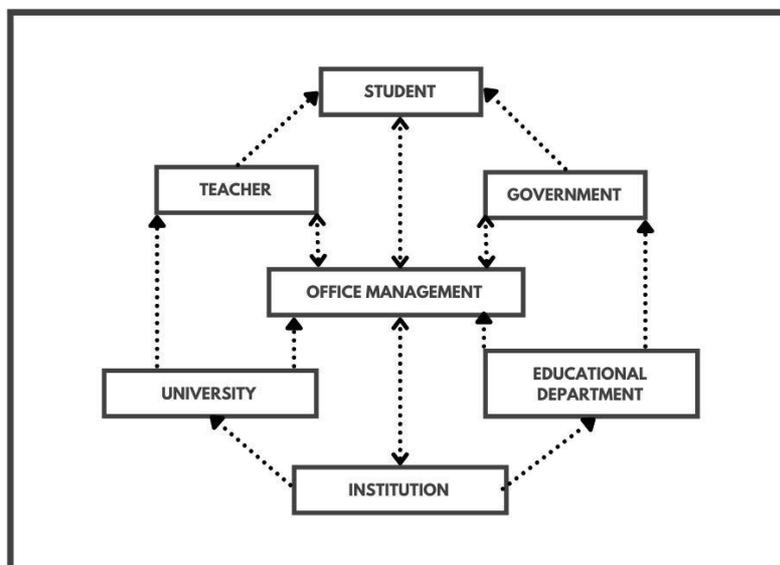
COMMUNICATION FLOWCHART



ORGANISATIONAL FLOW CHART:



STUDENT CENTRIC WORKFLOW:



MAHATMA GANDHI VIDYAMANDIR'S

**Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila
Mahavidyalaya, Malegaon Camp**

STANDARD OPERATING PROCEDURE (SOP) FOR VICE PRINCIPAL

Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila

Mahavidyalaya, Malegaon Camp-423205

Phone: 02554250827 <https://mgvsph.kbhgroup.in/>

=====

INTRODUCTION:

Standard operating procedures (SOPs) are a set of step-by-step instructions compiled for Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon Camp to help the staff to carry out complex and routine operations. These will ensure efficiency, quality output and uniformity of performance for seamless communication and compliance with relevant standards.

PREAMBLE: Planning of all academic tasks is a systematic process. When implemented correctly, it ensures the attainment of the letter and spirit of academic objectives within the overall goals of the institute. The present Standard Operating Procedure (SOP) identifies and lays down in exhaustive detail, all aspects of this holistic process with a view to establish a vibrant administrative and academic culture.

ROLE AND RESPONSIBILITIES:

- Assisting in Academic growth of the college
- Participation in the teaching work, research and training programmes of the college.
- Assisting in planning and implementation of seminars, conferences and workshops organized by the college.
- Assisting to boost academic competence of the faculty members.
- Assisting in admission process and maintenance of discipline of the college
- Administration and supervision of curricular, co-curricular, extracurricular, extramural and day to day activities of the college.
- Observance of the acts, statutes, ordinance, rules & regulations and the other orders issued there under from time to time.
- Supervision of the college and university exams, setting of question papers and such other work pertaining to the examination as assigned.
- Assessing reports of the faculty members.
- Observance and implementation of the directives issued by Government, Joint Director of higher education, University, UGC, NAAC, DBT and other concerned authorities.

- Conveying of safe guard to the management from teaching and non teaching staff members.
- To assist in organizing CDC, NAAC and IQAC meetings.
- To assist in preparing proposals for financial assistance to various funding agencies.
- To assist the faculty members in preparation of e-content.
- Observance on the role of academic research coordinator.
- Observance on mentor mentee mechanism.
- Assisting in preparation of academic calendar of the college.
- To assist in strengthening of feedback process.
- Assist to conduct meetings in a smooth and organized manner.
- Observance and maintenance infrastructure and available resources.
- Insisting teaching, non-teaching staff and students to follow the code of conduct of management and college.
- To inspire the faculty members to apply for the University, DST, DBT and UGC Research Projects.
- Any other work related to college and management as may be assigned from time to time.

DIRECTION OF CAUTION:

- The roles and responsibilities laid down by the Management shall be carried out within given time span.

SUPPLEMENTARY INFORMATION:

In absence of Vice Principal, the Academic Supervisor has right to sanction casual leave, duty leave, earn leave, medical and other leaves in consultation with the Principal of the college.

MAHATMA GANDHI VIDYAMANDIR'S

**Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila
Mahavidyalaya, Malegaon Camp**

STANDARD OPERATING PROCEDURE (SOP) FOR Academic Supervisor

**Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila
Mahavidyalaya, Malegaon Camp-423205**

Phone: 02554250827 <https://mgvsph.kbhgroup.in/>

=====

INTRODUCTION:

Standard operating procedures (SOPs) are a set of step-by-step instructions compiled for Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon Camp to help the staff to carry out complex and routine operations. These will ensure efficiency, quality output and uniformity of performance for seamless communication and compliance with relevant standards.

PREAMBLE: Planning of all academic tasks is a systematic process. When implemented correctly, it ensures the attainment of the letter and spirit of academic objectives within the overall goals of the institute. The present Standard Operating Procedure (SOP) identifies and lays down in exhaustive detail, all aspects of this holistic process with a view to establish a vibrant teaching, learning and examination culture.

ACADEMIC RESPONSIBILITIES:

- ❖ Preparation of academic calendar.
- ❖ Preparation of time table and its implementation.
- ❖ Monitoring activities conducted by HODs.
- ❖ Collection and submission of weekly reports from time to time.
- ❖ To allot role and responsibilities of academic monitoring committee.
- ❖ To define objectives and role of a mentor coordinator.
- ❖ Monitoring on curriculum delivery.
- ❖ To monitor academic monitoring processes.
- ❖ Assist to conduct meetings in a smooth and organized manner.
- ❖ Monitoring of infrastructure and available resources.
- ❖ To assist in implement and monitor the code of conduct for students and staff members
- ❖ Follow the code of conduct of management.

STANDARD OPERATING PROCEDURE (SOP)

MAHATMA GANDHI VIDYAMANDIR'S

Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila

Mahavidyalaya, Malegaon Camp

INTERNAL QUALITY ASSURANCE CELL

(IQAC)



Mahilaratna Pushpatai Hiray Arts, Sci. and Com. Mahila

Mahavidyalaya, Malegaon Camp-423205

Phone: 02554250827 <https://mgvsph.kbhgroup.in/>

Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Comm. and Sci Mahila
Mahavidyalaya, Malegaon Camp

Academic Year: 2021-2022

Date: 01/07/2021

COMPOSITION OF IQAC

Sr. No.	Name	Designation	Category
1.	Dr. Ujjwala Shivaji Deore	Chairperson	Chairperson
2.	Hon. Sampada Didi Prashant Hiray	Member College Development Committee (Chairman)	Chairman
3.	Dr. Bapu Sonu Jagdale	Management Representative	Member
4.	Dr. Devram Gopal Jadhav	Vice-Principal	Member
5.	Dr. Dilip Aanada Pawar	Supervisor	Member
6.	Prof. Capt. Sarbjit K. Cheema	Member Lady Advisor Representative	Member
7.	Mrs. Alka Ashok aakhade	Member Society Representative	Member
8.	Shri. Nilesh B. Chaudhari	Member Society Representative	Member
9.	Mrs. Nikita Tayade	Member Industrialist	Member
10.	Shri. Pandharinath S. Pawar	Member Stakeholder	Member
11.	Mrs. Manisha V. Pawar	Member Alumni Representative	Member
12.	Miss. Darshana Keshav Kurhe	Member Student Representative	Member
13.	Dr. Pradnya A. Surawase	Member Teacher Representative	Member
14.	Prof. Baban A Aavhad	Member Teacher Representative	Member
15.	Dr. Bharti Sukhlal Khairnar	NAAC Coordinator	Member
16.	Shri. Bapu U. Ahire	Office Superintendent	Member
17.	Dr. Deepanjali Karbhari Borse	Member Coordinator	Member


Dr. Sau Ujjwala S. Deore
PRINCIPAL
S. P. H. Mahila Mahavidyalaya
Malegaon Camp - 423 105

About IQAC

Every accredited institution has to set up an Internal Quality Assurance Cell (IQAC) in order to maintain the college's post-accreditation quality substantial. The Internal Quality Assurance Cell of the college was established on 15 April 2004, as part of efforts to maintain quality for the NAAC evaluation. The main responsibility of the IQAC is to create a mechanism for actively, systematically, and effectively enhancing the college's overall performance.

Objectives

- To cultivate a mechanism for the effective academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through quality culture and best practices
- A quality culture is to be created and maintained at the institutional level by the Internal Quality Assurance Cell (IQAC).
- To offer a solid foundation for decision-making in order to enhance institutional performance.
- For the improvement and integration of the institution's various initiatives
- Analysing feedback from stakeholders and making improvements to the institution
- To establish, maintain, and keep control of a decentralised system for every activity.
- Encourages improving the criteria for the non-teaching staff's services.

Functions

- Development and application of quality benchmarks or indicators for academic and administrative activities of the institution
- To facilitate the creation of a learner centric environment for quality education
- To collect feedback from stakeholders on quality related institutional practices
- Organization of inter and intra institutional programs, workshops, seminars on quality related themes
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality

- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Roles and Responsibilities

Chairperson

1. Overall supervision of activities of IQAC
2. To approve the minutes of meeting
3. Communication of decisions taken during IQAC meeting to the management
4. Approval authority for SOPs

Coordinator

1. To ensure active participation of all members in meetings/deliberations
2. To co-ordinate activities of IQAC
3. To ensure adherence of IQAC functioning as per SOPs
4. Preparation of Annual Quality Assurance Report (AQAR)
5. Scheduling of meetings, preparation of the agenda and minutes of the meeting
6. Maintain documents relating to IQAC activities
7. Updating of SOPs as and when required

Members:

1. To attend the meetings of IQAC regularly
2. To participate actively in preparation of AQAR
3. To contribute actively in academic audit
4. To participate actively in all other activities of IQAC

Functioning of IQAC:

Criterion in-charge:

One member of IQAC is nominated as NAAC Coordinator. Criteria are distributed among the faculty for the smooth functioning of NAAC. Criteria in-charge will be responsible for the activities falling under their respective criterion. In-charge shall co-opt members other than IQAC members. Members of each criterion shall hold meetings as and when required

Sr. No.	Criterion	In-charge
	NAAC Coordinator	Dr. Bharti S. Khairnar
1	Curricular Aspects	Prof. Dinkar S. Attarde
2	Teaching- Learning	Dr. Kashinath S. Thakare
3	Research, Innovations Extension	Dr. Rajaram A. Jadhav
4	Infrastructure and Learning Resources	Dr. Dilip A. Pawar and Dr. Tejaswini Sontakke
5	Student Support and	Dr. Meena F. Patil
6	Governance, Leadership Management	Prof. Shilpa L. Yennawar
7	Institutional Values and Best Practices	Prof. Jaimala Sode

Meetings of IQAC:

Members will meet on 4th Saturday of every month. Additional meetings may be held as and when required. Coordinator in consultation with chairperson decides the agenda and sends communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance. Minutes of the meeting will be sent to the members by e mail and uploaded to institutional website also.

Academic audit:

Academic audit will be done after completion of the academic year. Schedule of the audit will be finalized by the Chairperson after discussion with the members during IQAC meeting. Audit will be done as per the Academic audit module. Audit reports submitted by the auditors are sent to the departments for corrective action.

Preparation of Annual Quality Assurance Report (AQAR):

AQAR will be prepared and discussed during IQAC meeting. Finalised AQAR will be placed before Managing Committee for the approval and the approved AQAR will be submitted to the NAAC.

IQAC Committee:

College has constituted IQAC Committee under the chairmanship of the Head of the Institution with Vice Principal, Academic Supervisor, IQAC Coordinator and a few teachers. It helps for planning and monitoring the activities. It is necessary for the members of the IQAC to shoulder the responsibilities and to devote time for working out the procedural details.

Sr. No.	Name	Designation
1.	Prin. Dr. Ujjwala S. Deore	Chairperson
2.	Dr. Devram G. Jadhav	Vice-Principal
3.	Dr. Dilip A. Pawar	Academic Supervisor
4.	Dr. Deepanjali K. Borse	IQAC Coordinator
5.	Dr. Vaijayanti Ramavat	Assistant Coordinator
6.	Dr. K.S. Thakare	Member
7.	Prof. B. A. Avhad	Member
7.	Shri. B.U.Ahire	Member

Tenure of membership:

The membership of members shall be for a period of two years.

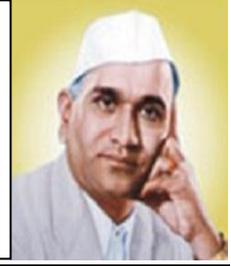
Contact Details of M P H Mahila Mahavidyalaya's IQAC:

- Phone Number: 02554-250827
- Email: sphiqac2020@gmail.com
- Corresponding address:

M. P. H. Arts, Sci. and Com Mahila Mahavidyalaya,
Loknete Vyankatrao Hiray Marg, Malegaon Camp.
Tal Malegaon Dist. Nashik



Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Science and
Commerce Mahila Mahavidyalaya, Malegaon

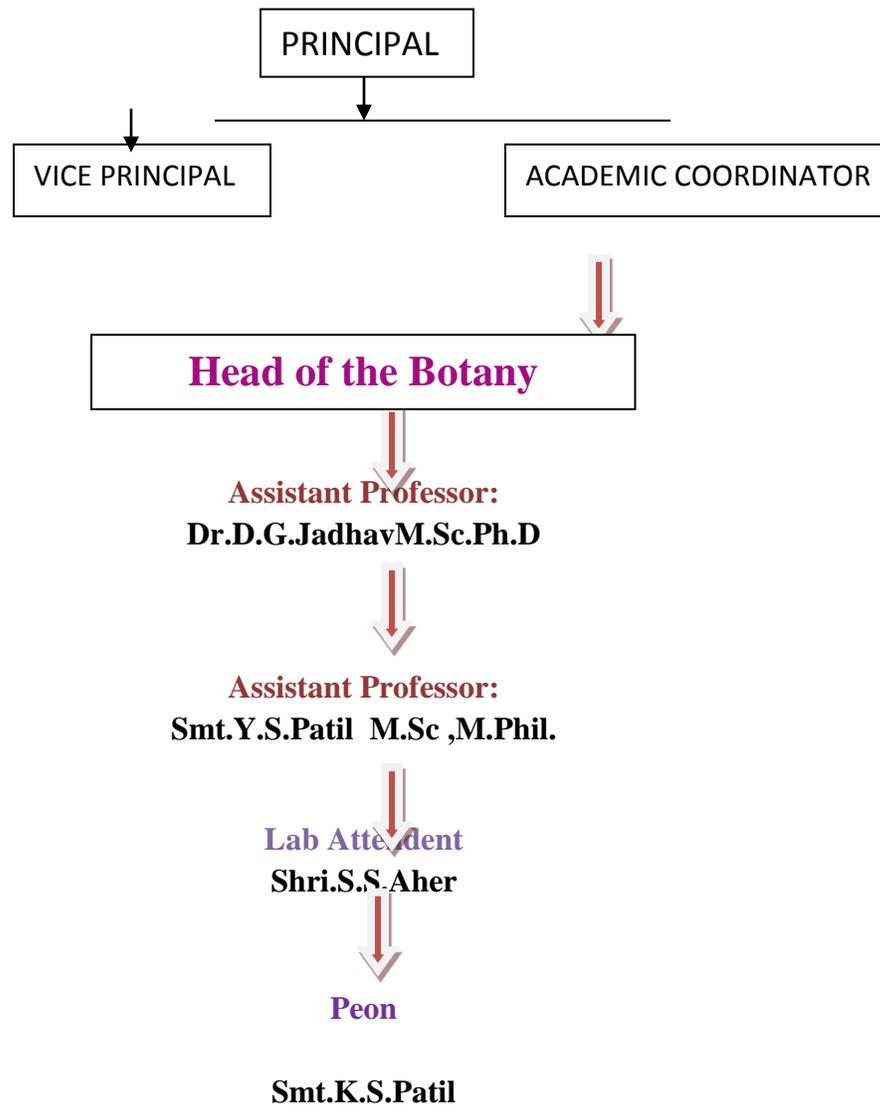


DEPARTMENT OF BOTANY

STANDARD OPERATION PROCEDURE (SOP) FOR
YEAR: 2021-2022

SOP For Department of Botany 2021-2022

Organization Chart



VISION:

To mould the students for accomplishing Botanical Skills to meet the Challenges open to them.

MISSION:

To provide students with strong Botanical foundation which cater needs for Agriculture, Industry, Research and Higher Education

Purpose of Department:**Objective of SOP**

To describe the procedure and functioning of Departmental Activities and Administration

Role & Responsibilities of all staff and Department.**RESPONSIBILITIES:**

Head of Department and Faculties of Department.

TIME & DURATION:

1 January 2022 to 31 May 2022 from the commencement of second term as per SPPU, Pune.

PRE ADMISSION PROCESS:

- Opening meeting with Principal.
- Counseling and Guide of students for selecting of Subject
- Convincing students to select Botany subject who have previous background of the subject in HSC.
- Conducting Departmental meeting regarding preparation of course contents according to syllabus and workload distribution amongst Faculty member.
- Analysis of previous exam.
- Post Admission process.
- Preparation of Departmental Academic Calendar.
- Organizing welcome function for New comers and felicitation of previous year toppers in Botany Subject.
- Display time table on notice board.
- Preparation of Whatsapp group of all classes and noting Email -Ids.

STANDARD ACADEMIC PROCESS AND CURRICULAR ACTIVITIES.

- Introduction and discussion on syllabus and initiating purchase order of Laboratory and Library.
- Following and Implementing of all instruction given by higher authorities in department.
- Conducting regular lectures and practical's according to time table.
- Conducting class test, tutorials and seminars and find out advanced and slow learner
- Solving queries of students regarding Syllabus, Exam and other issues.
- Maintaining and monitoring of students attendance and departmental record.
- Distribution of Project work to different classes and organization of seminars, conferences and workshops.
- Placement and other activities to students through notice board, whatsapp and in lecture.
- Preparation of internal exam question paper.
- Conducting internal exam according to allotted time table by exam department
- Assessment, Analysis and uploading of internal exam marks on exam portal of SPPU Pune.
- Planning and executing Study Tour.
- Ensuring syllabus completion within time.
- Preparation and submission of annual Departmental Report, Academic Audit report to college Administration.
- College students Feedback on Curriculum and Teachers at the end of the academic year.
- Preparation of Organization and participation in National, International, State level Conferences, Seminars and Workshops.

CO-CURRICULAR ACTIVITIES:

- Planning and organizing various activities like National Science Day, Avishkar competition Science Exhibition.
- Organizing Parents and Alumni meeting every year.
- Planning and Execution of work allotted as chairman or member of concerned committee.

Resources and Materials:

Sr.No.	Available instrument	Quantity
01	Compound Microscope	30
02	Dissecting microscope	15
03	Laminar air flow	01
04	Rotary Shaker	01
05	Oven	01
06	Autoclave	01
07	Water bath	01
08	Centrifuge Machine	01
09	Calorimeter/Spectrophotometer	01
10	Digital Balance	01
11	Soxhelet apparatus	01
12	Wooden Herbarium cabinet	01
13	Digital PH meter	01
14	Two pan Balance	01
15	Seed Germinator	01
16	Plant Growth Chamber	01
17	Magnetic Stirrer with hot plate	01
18	Electrophoresis Horizontal Tank Equiptronics with platinum wire	01
19	Power Supply for Electrophoresis App.Equiptr	01
20	PH Meter Digital Battery /Main Operated Equip.EQ-615	01
21	Spectrophotometer Digital Equiptronics	01
22	Camera Canon EOS 1500D Digital SLR	01
23	Microscope Student Fix Condens Regular Coslab VN-5/C	01
24	Trinocular Microscope Coaxial Accula1758 Latest Spencer 820 type	01
25	Trinocular Microscope Coaxial Besto BEC-17 XL 7035A	01
26	Digital Seed Moisture Meter Besto	01
27	Thin Layer Chromato App.Model TLC -37 Besto 7503	01

28	Herbarium Cabinet with 12 Drawers Besto 7515	01
29	GPS (Global Positing System) Garmin Etrex-30	01

Cautions, Warning and other Information:

- For Ex Fire extinguisher is used when any problem if created.
- Hazardous chemicals such as pesticides, insecticides are in secured to the Department.

Inter Department Activity:

Purchase Process:

- Making a list of requirement every year and send to the higher authorities demanded for purchase.
- If there is urgent demand of any materials or chemicals then we are demanding to the other department in our College.

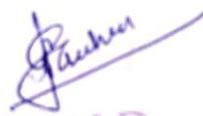
Excursion and study tour is organized every year commonly in all faculty of science students .

Terminology and Abbreviation

By making the list of terms of complicated words and paste in the wall of the department.

Supplimentary Information

If there is a any leave of the Head of the Department then the workload is hand over the other faculty member like wise the subordinate of the department is on leave the rest of the faculty are engaging there workload.


 HEAD
 DEPT OF BOTANY
 S,PH MAHILA COLLEGE
 MALEGAON

Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya,
Malegaon camp

Standard Operating Procedures (SOP) of Chemistry Department

Procurement of Chemicals/ Equipments/ Glassware:

- 1) Internal purchase committee is constituted
- 2) Requisition from faculty for requirement of equipment chemicals / glassware in every academic year academic year is taken
- 3) The lab – in charge inform the teacher- in- charge about the stock of chemicals.
- 4) Procedure of quotation is conducted by central office of institute.
- 5) Order is placed through principal office.
- 6) The equipment, chemicals are entered in main stock register of the store along with bill number and on the bill, page number of the stock register under the head consumables and non-consumables.

Lab Attire Policy:

- 1) Clothing is being choosen so as to minimize expose areas below the neck.
- 2) Apron and shoes are recommended. Hand gloves to be used while handling chemicals.
- 3) Cloths made up of synthetic fabric should not be worn in areas that hold potential hazards like open flame or reactive chemicals.
- 4) Restrain or confined long hair and loose clothing.
- 5) Face mask to be used if necessary.

Glassware and chemical policy:

- 1) Students must be encouraged to use online resources such as 'Laboratory Chemical Safety Summaries (LCSS)'. Published on PubChem and 'Prudent Practices in the Laboratory' published by National Research Council for handling and management of chemical hazard.
- 2) Chemicals particularly hazardous and high risk must be safely used according to the laboratory specific SOP's and chemical safety guideline.
- 3) Chemicals and glassware must not be taken out of the laboratory.
- 4) Chemical labels must be read carefully before usage.
- 5) Always chemicals or reagent bottles must be caped tightly after used.
- 6) Separate dropper or pipettes must be used for different chemicals to avoid contamination.
- 7) Broken glassware must be discarded in the bean labeled disposable glassware.

- 8) Chemical waste must be segregated and collected in separate containers.
- 9) Each chemical will be kept defined storage place alphabetically and toxic and hazardous chemical will be separately stored in a well-identified area.
- 10) Photosensitive chemical will be kept in a dark place.
- 11) Chemical and stationary inventory will be updated regularly and accurately.
- 12) The used chemical must not be disposed in to the sinks or stock bottles.
- 13) Glassware i.e. broken should be decontaminated (washed with water or solvent) and repaired or salvaged if possible.

Analytical Equipment Policy:

- 1) The analytical equipment and instrument must be used after making entry in the log book.
- 2) Dusting of equipment and working area are carried out on regular basis.
- 3) Sophisticated instruments and equipments must be handled with their special handling procedures for their safe and proper use.
- 4) Working condition of equipment is routinely checked and regularly monitored by engineers to maintain their quality.
- 5) The instrument must be calibrated before taking the measurements.
- 6) Instruments must turn off properly.
- 7) Spillage of chemicals near the equipment/instrument must be avoided.

Safety policy:

- 1) Know the location of safety equipment such as Fire extinguishers, first aid kit etc.
- 2) Labs will have local exhaust for proper ventilation and all chemical containers must be properly labeled and arranged alphabetically.
- 3) Potentially hazardous chemical processes or procedures will be carried by following their specific SOP's.
- 4) LPG pipes must not be turned on unnecessarily. The knobs of gas pipes must be properly closed after use.
- 5) Always add acid to water and not the reverse.
- 6) Tasting or smelling of chemicals must be avoided.
- 7) Test tube must be heated over the flame slowly.
- 8) Hands must be thoroughly washed after the laboratory use.
- 9) Do not point test tubes with boiling liquid towards a coworker.
- 10) Do not taste any chemical from the laboratory bottles even though they may seem to be common/ harmless such as salt/glucose etc.

First-Aid on Over Exposer:

If the victim is feeling weak and suffocating, move her to fresh air. Seek medical attention. Following are some first-aid measures for specific purposes.

First-Aid for Chemicals in Eyes:

- Don't rub the eyes.
- Hold eyelids open and flush with water for 15 minutes.
- Seek additional medical attention.

First-Aid for Chemicals in Inhalation:

- Move victim to fresh air in a well-ventilation area.
- Loosen tight clothing.
- Get immediate medical attention.

First-Aid for Chemicals on the Skin:

- Flush area with lukewarm water for 15 minutes.
- Remove clothing and jewellery from the burn area.
- Seek additional medical attention.

First-Aid for Chemicals Injection:

- Do not induce vomiting.
- Do not give anything by mouth.
- Wash poison off mouth and face with water.
- Get immediate medical attention.



HEAD

DEPARTMENT OF CHEMISTRY
M.P.H. Mahila Mahavidyalaya
Malegaon Camp 423105 (Nashik)

Mahatma Gandhi Vidyamandir's

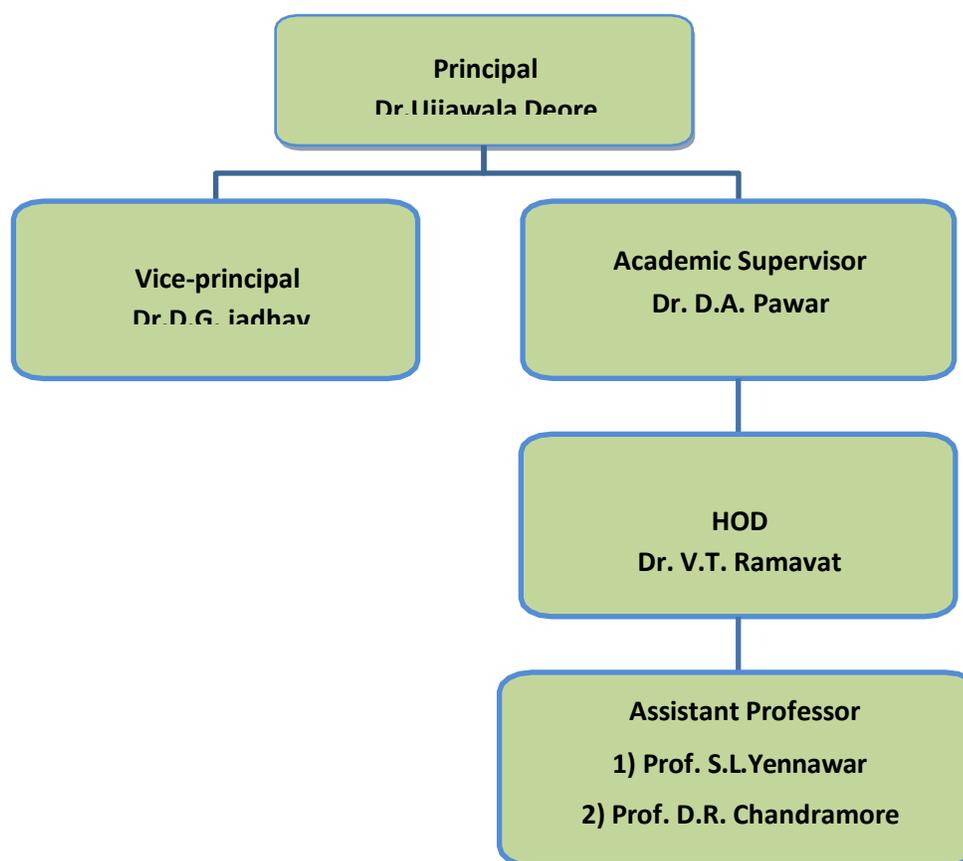
**Mahilaratna Pushpatai Hiray Arts, Commerce and Science Mahila
Mahavidyalaya, Malegaon Camp, Dist.- Nashik**

DEPARTMENT OF COMMERCE

STANDARD OPERATION PROCEDURE (SOP) FOR

ACADEMIC YEAR: 2021-22

Organization Chart



VISION AND MISSION:

- To impart quality education and global competency to commerce students
- Provide excellence and skill-oriented learning system.

OBJECTIVES OF THE DEPARTMENT:

- Student will be able to identify Commerce concepts, theories and practical allied to the, markets, industry and firm structures, legal institutions, social norms and government policies.
- To gain an understanding of fundamental of commerce to choose correct path to secure their future.

PURPOSE OF THE DEPARTMENT:

- To provide managerial skills to the undergraduate students.
- To provide guidance and counseling to undergraduate students for career planning.
- To arrange mentor and mentee meeting and solve their problems.
- To arrange various programs under Commerce Association.
- To provide notice for students about scholarship, exam form and departmental activities.

ROLE AND RESPONSIBILITIES:

- As per academic calendar to complete departmental work.
- Prepare departmental time table and individual teacher wise timetable.
- Faculty of department should complete their syllabus within time.
- Faculty members provide practical and assignments to the students.
- Mentoring student on various topic such as examination form, scholarship form etc.
- Arrange subject experts lectures on current topics of commerce.
- Fulfill NAAC criterion work.
- Time to time submit departmental record to IQAC.

RESOURCES AND MATERIALS:

The department has one cupboard, 3 chairs and 2 tables including books and necessary stationary material. The college has central library system. Students borrow books and reference books from library. Commerce journals and magazines are available I the library.

INTER DEPARTMENTAL ACTIVITIES:

The department of commerce has Commerce Association that have aims to arrange various guest lecture for students on recent topics of commerce field. Department provide a good platform to students for their personality development, stage courage and improve communication skill.

- Inauguration of Commerce Association
- Remedial coaching
- IPR workshop
- Poster making competition
- Essay competition
- Group discussion
- Guest lecture series

- Rangoli competition
- Commerce quiz competition
- Debate competition
- Seminar and paper presentation
- Soft skill activities

SUPPLEMENTARY INFORMATION:

A) Special features of Department:

- Faculty organizes various departmental competitions.
- Every year department organize Intellectual Property Right (IPR) workshop at college.
- Department organize special guest lecture of Chartered Accountant, and industrialist.
- Students actively participate in group discussion, essay competition, role play and paper presentation.
- Department organize “Commerce Quiz” for updating student knowledge.
- Faculty identifies slow learners and provides them counseling as well as remedial coaching.

B) Head of Department Responsibilities:

- To maintain smooth functioning of department.
- To prepare departmental work load as per rules and regulations of SPPU Pune
- To create co-ordination in departmental activities.
- To prepare Time Table, Academic Calendar and to guide the faculty to prepare a teaching plan respective year
- To maintain the departmental record systematically.
- To prepare departmental weekly report.
- To provide departmental information to NAAC, AQAR and IQAC.
- Time to time provide required information to the office.
- To maintain mentor-mentee record at department.
- To maintain Alumni Record and arrange Alumni meet every year.

Dr.Vaijayanti T. Ramavat

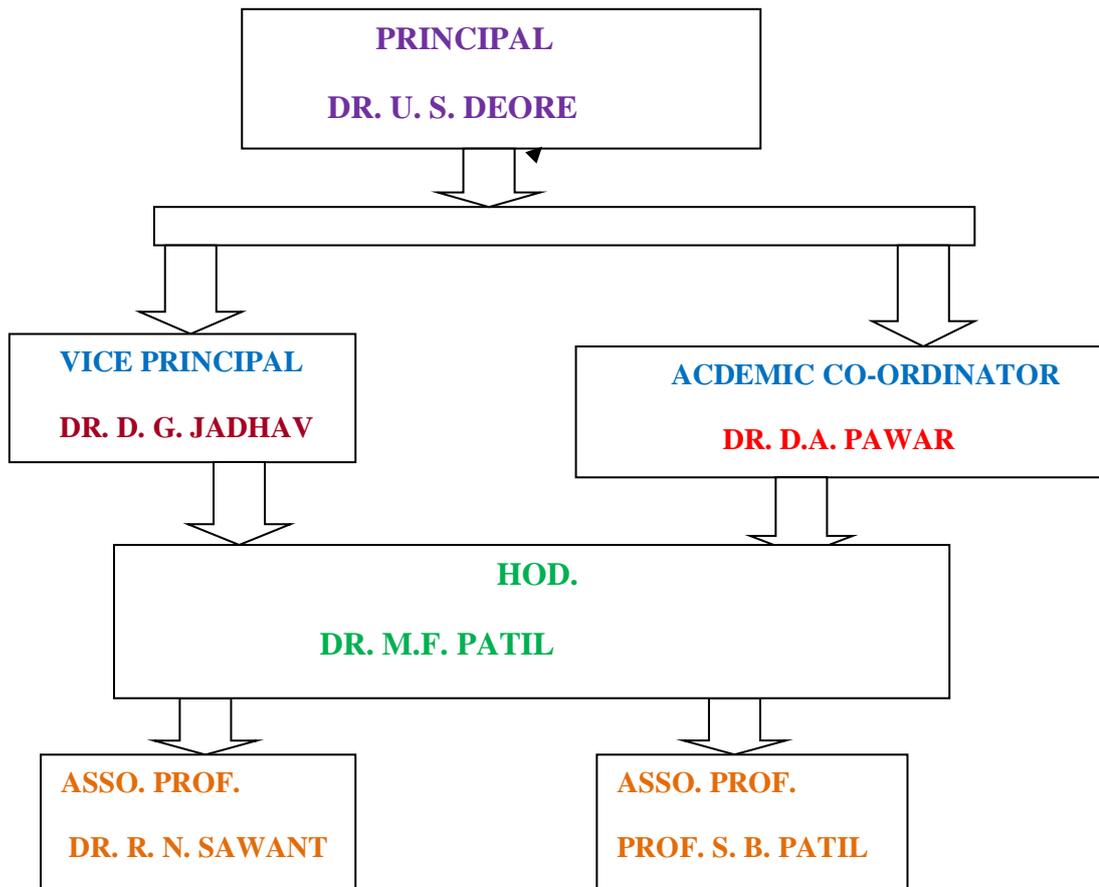
Head of Department of Commerce

Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Commerce and Science Mahila Mahavidyalaya,
Malegaon Camp, Dist.- Nashik

DEPARTMENT OF ECONOMICS

STANDARD OPERATION PROCEDURE (SOP) FOR
ACADEMIC YEAR: 2021-22

ORGANISATION CHART:



VISION AND MISSION:

- ❖ To develop the potential among students for higher education, research and career placement.
- ❖ The department is having a mandate to provide timely and updated knowledge in the field of economics to the learners to enhance their employability skills and enrich their personality.

OBJECTIVES OF THE DEPARTMENT:

- ❖ Student will be able to identify and explain economic concepts and theories related to the behavior of economic agents, markets, industry and firm structures, legal institutions, social norms and government policies.

- ❖ To gain an understanding of core economic principles and how they apply to a wide range of real-world issues.

PURPOSE OF THE DEPARTMENT

- ❖ To prepare student will be able to identify and explain economic concept & theories related to today's practical life.
- ❖ To initiate the students into the acquisition and application of diverse Economic theories
- ❖ To empower students with critical, analytical and creative use of theory to understand the socio-economic environment and approach the contemporary problems to with better solution.
- ❖ To provide awareness of economic entrepreneurial and social conditions with will facility understanding of economic issues leading to policy making.

OBJECTIVE OF SOP:

- ❖ To describe the procedure and functioning of department activities and administration

ROLES AND RESPONSIBILITIES:-

(Head of the department and Faculties of the department)

- Counseling and guide to students for selecting the subject.
- Analysis of previous exams and results.
- Conducting departmental meeting regarding preparation of course contents according to syllabus and workload distribution amongst faculty member.
- Preparation of departmental academic calendar.
- Preparation of time table, class wise and teacher wise and display on notice board.
- Organizing welcome function for new comers.
- Preparation of WhatsApp group of all classes and noting Email –Ids.
- Introduction and discussion on syllabus and initiating purchase order of Library
- Following and implementing of all instruction given by higher authorities in department.
- Preparation of course content prescribed in syllabus.
- Conducting regular lectures and according to time table.
- Organize expert's lecture.
- Conducting class test, tutorials.
- Providing various notices to students regarding admission, exam, scholarship, placement and programs.
- Maintaining and monitoring of student's attendance and departmental record.
- Conducting internal exam according to allotted time table by exam department and preparation of internal exam question paper.
- Assessment, analysis and uploading of internal exam marks on exam portal of SPPU Pune.

- Preparation and submission of annual departmental report, academic audit report to college administration.
- Students and teachers feedback on curriculum and parents and alumni feedback at the end of the academic year.
- Preparation of organization and participation in National, International, State level conferences, seminars and workshops.
- Ensuring syllabus completion within time.

RESOURCES AND MATERIALS:

- ❖ Furniture, cabin, files, Ref. books, Journals, e-data
- ❖ The college has central library system. Students borrow books and journals from library

INTER-DEPARTMENTAL ACTIVITIES

The department has planning and organizing various activities:

- Easy writing on current economic environment.
- Student's seminar on various economic issues.
- Visiting different banks and industrial visits also.
- Budget analysis on every year.
- Poster making competition.
- Group discussion.
- Rangoli competition.
- To prepare a manuscript based on an important and current economic topic
- Soft skill activities

SUPPLEMENTARY INFORMATION

- ❖ Arrange alumni meet and parent meet and maintain its record.
- ❖ Planning and Execution of work allotted as chairman or member of concerned committee.
- ❖ Maintain hygiene and cleanliness in department.

**Head,
Dept. of Economics
M.P.H. Arts, Science & Commerce Mahila
Mahavidyalaya,
Malegaon Camp.**

**Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Science and
Commerce Mahila Mahavidyalaya,
Malegaon Camp (Nashik)**

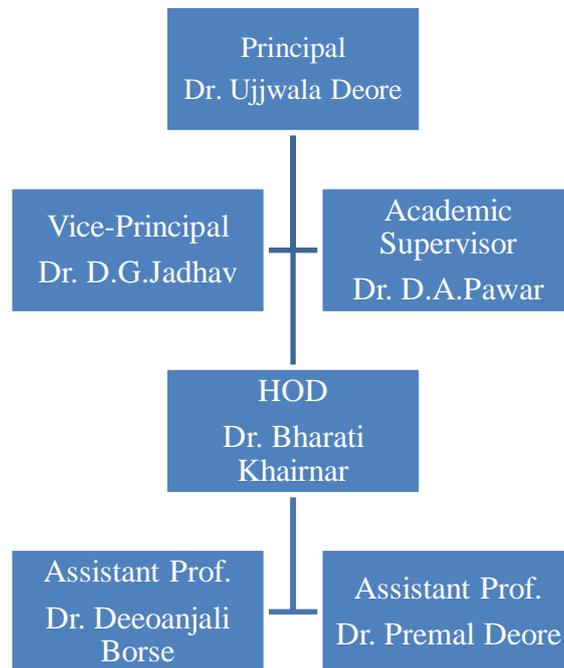
Standard Operating Procedure

(SOP)

Department Of English

2021-22

Organizing Chart



Purpose of the Department :

- To help all the faculty members to carry out routine operations smoothly.
- To achieve efficiency, quality output and uniformity of performance.
- To reduce miscommunication and failure to comply with institutional regulations
- To instruct all undergraduate students in spoken and written communication, critical thinking and interpretive reading, to introduce them to research writing and to literary traditions of different cultures.
- To instruct undergraduates in the general as well as major career preparations in the liberal arts ,pre-professionals training for law, business, library and information science, education and research in literature.
- To offer graduate instructions in several programs leading to M.A and Ph.D. in English and other subjects.
- To engage in and disseminate Research and creative work in our discipline.

Roles and Responsibilities:

The department of English is charged with responsibilities for a number of complex interrelated and essential missions involving students, faculty and curricula. In the broadest term the Department of English is centrally concerned with teaching the undergraduates throughout the Savitribai Phule Pune University system, to read critically and to write effectively and charged with the training of future teachers, translators, researchers in those areas at the primary, secondary and higher secondary and graduate as well as postgraduate level. The skills in which we train the students to various courses in writing and literature encompass the capacities to comprehend, absorb, retain and extract information, but far more than those as well. Our courses prescribed by Savitribai Phule Pune University, which focused degree programs, foster crucial cognitive capacities, affective and Personal qualities that are the prerequisites for personal fulfillment, career success and responsibilities service in a culturally diverse, rapidly changing and increasingly global society. Among these are the

appreciation of a variety of complex and conflicting perspectives, tolerance of differing outlooks and experiences and the ability to analyse and to synthesize disparate viewpoints and elements into a coherent and meaningful whole. In other words as a discipline at the heart of traditional courses we emphasize not only the learning of a discrete body of information, but also we transmit skills that prepare students for lifelong learning and full participation in a democratic society.

Mission:

- To impact quality education to ensure academic excellence.
- To develop new knowledge base for research and innovation.
- To develop and inculcate knowledge skills and right attitude with responsibility, commitment, moral and ethical standards amongst everyone in the department.
- To motivate faculty to be a lifelong learner, experiment and innovate for improved delivery of knowledge and skills.
- To invite professional organisations and to conduct the training of graduate students.
- To train students in communication skills in English
- To introduce students to the tools of literary scholarship and sharpen their critical ability to interpret and evaluate all forms of literary expressions.
- To prepare students for employability by raising their professional competencies.
- To booster the interface between technology and English studies.

• Resources and Materials :

The Department of English has allotted a separate cabin cum departmental room in which we have a steel table with one and two plastic chairs. One big steel cupboard is provided for keeping all the departmental record files with all necessary documents. The central library of the college has a separate English section in which rich collection of text books, reference books and dictionaries are kept. Books in English section include dramas, poetry collections, novels, biographies, autobiographies and e-books.

Inter-Departmental Activities :

- The Department of English has English Literary Association that aims at developing critical thinking among students of literature to enable them to become good researcher. The department organizes the following activities through association:
- Inaugural ceremony of the English Literary Association
- Poster making cum Exhibition
- Thematic film screening
- Poetry Recitation Competition
- Essay Writing Competition
- Paper Reading Competition
- Group Discussion
- Elocution Competition
- Translation from English into Marathi
- Guest Lecture Series
- Thematic Rangoli Competition
- Student's Academic Seminar
- Quiz Competition

Supplementary Information:

A) Special Features of the Department

- Support for a variety of undergraduates in creative writing programs and competitions in and out of the classroom.
- Active involvement in interdisciplinary programs (Science and Commerce)
- Extensive faculty participation in seminars, conferences, workshops, training programs, Short Term Courses, Faculty Development Programs.
- Extensive contact with other in and out institutional colleges and Universities.
- Active involvement in the cultural programs of the college, institution and mother University.
- Faculty involvement in organizing various competitions.
- Organization of guest lectures and visits by the eminent scholars, intellectual personalities for refreshing student's knowledge.

- Faculty involvement in publishing research articles in various national and international journals, magazines, chapters in edited books and publishing reference books
- Faculty involvement in presenting research papers in various national and international seminars and conferences.
- Strong support and affectionate bond for mentor-mentee relations.
- Support for need based activities for overall development of students.
- To offer the insights into the complexities of the social, political and socio-cultural affairs both at local and universal platform and in doing so it not only exploits language but also helps to become good human beings
- To provide an overview of literature from aesthetic, linguistic, social political and cultural context.

B) HOD's Responsibility:

- To maintain the overall smooth functioning of the department
- To co-ordinate for various activities to be held in the department.
- To check the admission data of the students.
- To conduct regular meetings of faculty in the department.
- To maintain the departmental record files.
- To fill confidential report of the faculty members and forward it to the competent authority.
- To prepare the time table, academic calendar and to guide the faculty to prepare teaching plan.
- To recommend casual leave, duty leave, medical leave of the faculty in the department as per UGC guidelines.
- To ensure student's recommendations and take necessary action.
- To adjust regular classes of the faculty members in their leave absence.



Mahatma Gandhi Vidyamandir's

*Mahilaratn Pusphatai Hiray Mahila Mahavidyalaya,
Malegaon, Dist. Nashik*

Department of Geography

STANDARD OPERATING PROCEDURES (SoPs)

2021-2022

INDEX

SR.NO.	PARTICULARS	PAGE NO.
1	Introduction	3
	About the Department	3
	Vision, Mission, Objectives	4
2	Organization Chart of the Department	5
3	Purpose of the Department	5
4	Roles and Responsibilities	6
	Role of Geography Teacher	6
	Responsibilities of Geography Teacher	7
5	Resources and Material	8
6	Inter Department	9
7	Supplementary Information	10

1] Introduction:

About the Department:

The department runs the undergraduate course in Geography since June 1990. The Geography Department is located on the second floor of the main educational building. The staff of the department is highly qualified and with diverse interests in research. The atmosphere of the department is student centric and healthy. The department is dedicated to educate the students through various curricular, co - curricular and extracurricular activities. Study of Geography is highly allied to our day to day life and natural processes. This enables the students to understand the principles of Environment, Earth sciences, Life sciences and Agriculture. The students actively participate in organization of the workshops, seminars, exhibitions, film shows, study tours, field visits, village surveys, etc. The photographs taken by the students are displayed in the exhibition.

The department aims to identify the potential of each and every student and develop his/her skills, accordingly create mutually beneficial partnerships between nature and education and to develop the technical and critical thinking skills necessary for success in the field. The student community at the department is friendly, enthusiastic and from diverse socio-economic backgrounds. Several student activities are arranged through the year, to inculcate the extracurricular abilities in the students.

Past students of this department are holding different position in different fields. Some of them are working as lecturers

& teachers in senior, junior colleges & in schools also. Some of our students are working in the field of remote sensing & Geographical Information System.

Vision: Providing geographical basic and advanced knowledge to the students and making them able to choose the correct field and/or carry out research.

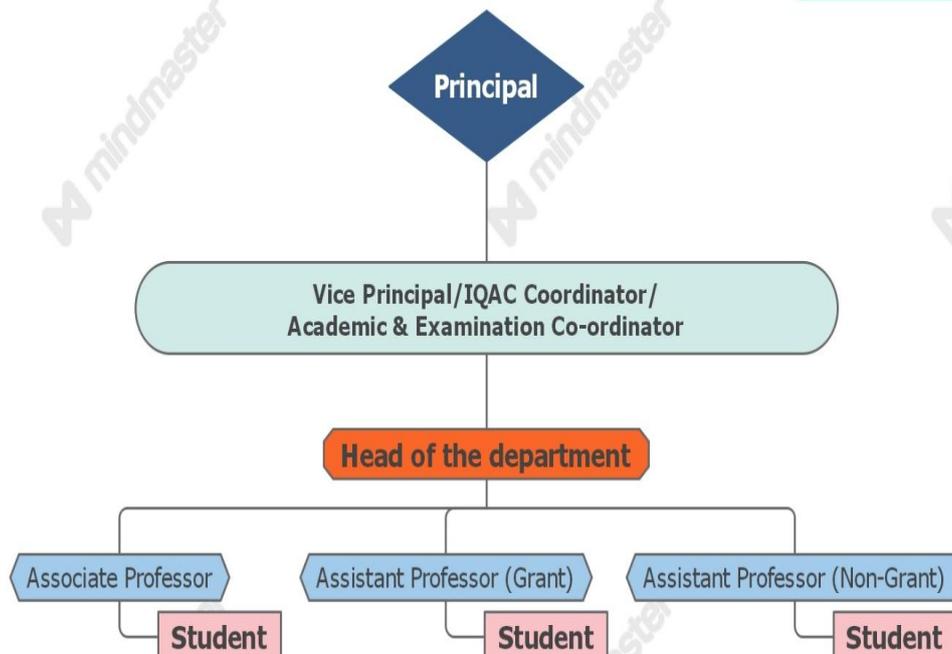
Mission: To provide Geographical knowledge to students by applying various techniques and methods of teaching and making them able to acquire the concepts in Geography. To develop the skills to handle various equipment in Geography practical. To making students able to apply the learned concepts in practical problems. To develop the environmental sense and concern among the students.

Objectives of the Department:

- To provide quality teaching at undergraduate and post-graduate levels.
- To provide access to the widest possible range of sources of knowledge.
- To provide an environment in which all members of the department can enhance their skills and apply them to a wide range of theoretical and practical problems in the service of the wider community.
- To provide a broad understanding of the study of geography and of the works of the geographers.
- To develop students' abilities in field-based investigations of geographical phenomena.

- To enhance the ability of students to present themselves in the competitive environment.
- To aware the students about the natural environment and making them environmentally concern.

2] Organisation Chart of the Department –



3] Purpose of the Department: The purpose of the department is as follows:

- To apply qualitative and quantitative research techniques to gather and analyse and present the data on social, cultural, and ecological issues.
- To demonstrate connections between everyday life at the local scale and the forces that network them into a global community.
- To evaluate cultural, social, and environmental processes with a particular focus on space and place, critical theory, practical application, analysis and/or social justice.

- To think in spatial terms to explain what has occurred in the past as well as using geographic principles to understand the present and plan for the future.
- To present completed researches, including an explanation of methodology and scholarly discussion, both orally and in written form and, wherever possible, utilize cartographic tools and techniques and other visual formats.
- To demonstrate general understanding of how the physical environment, human societies, and local and global economic systems are integral to the principles of sustainable development.

4] Roles and Responsibilities:

Role of Geography Teacher:

- 1) Geography teacher will act as a facilitator to the students to help them in learning geographical concepts, gather information from various sources, experiencing the environment in subject point of view, etc.
- 2) Geography teachers explain the physical and cultural geography of the Earth to students.
- 3) Geography teacher develop teaching plans, assess students' knowledge, teach geography-related content and monitor student progress through continuous internal evaluation such as assignments, tutorials, tests, class seminars, presentations, competitive exams, internal examinations, etc.

- 4) Geography teacher seeks to inculcate research aptitude among the students especially PG students by assigning them projects, dissertations, etc.

Responsibilities of Geography Teacher:

- 1) Supervise students' laboratory and field work.
- 2) Take part in Plan, evaluate, and revise university curriculum, course content, and course materials and methods of instruction.
- 3) Plan and organize hands-on activities that encourage active student participation, involvement, and team work
- 4) Maintain student attendance records, grades, and other required records.
- 5) To prepare and deliver lectures to undergraduate and/or Post graduate classes on different topics.
- 6) Prepare course materials such as notes, assignments, question bank and question paper.
- 7) Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
- 8) Participate in student recruitment, registration, and placement activities.
- 9) To develop, design, or create new applications, teaching – learning methods, relationships and systems.
- 10) Perform administrative duties such as serving as department head.
- 11) Maintain lecture time-table and scheduled office hours in order to teach and guide students as well as carry out

departmental work such as maintaining record, preparation of notes, assignments, etc.

- 12) Prepare research grant proposals in order to procure external research funding.
- 13) Carry out minor/major research project work in addition to regular teaching-learning process.

5] Resources and Materials:

- 1) All newly purchased items are recorded in Dead Stock Register of the department and annual Stock verification is done by college appointed verification committee.
- 2) The department have four steel.
- 3) All NAAC related files as well as Annual Work Done and the reports are stored in CD/DVD.
- 4) All departmental stationary, LCD Projector, Scanner are kept in the cupboard.
- 5) Departmental Projects, Field Reports, Village Survey Reports are kept in the cupboard.
- 6) The practical stationary, compass box and weather maps are kept in the cupboard.
- 7) Theodolite, Dumpy Level, Stereoscope, Mirror Stereoscope, Clinometer instruments are kept in the cupboard.
- 8) There is one computer available in the department.
- 9) The departmental email address is geogmph1@gmail.com and the password for the same is geography2020. All necessary files of the department are stored in Google Drive. All E-content developed by the faculty is also stored in the same Google Drive.

- 10) Every year on occasion of 14th January Geography Day department celebrates Geography Day.
- 11) Department has its own Academic Calendar and every member of the department have to follow the same.

6] Inter-Department –

Following are the contact details of various persons and departments

- 1) Collaboration is done with Indian Institute of Remote Sensing for Distance Learning Programme.
- 2) MoU Signed with ;
 - a] Fire and Safety Department Malegaon Municipal Corporation, Malegaon Dist.- Nashik
 - b] Government of Maharashtra Approved Soil and Water Testing Centre, Malegaon Camp Dist.- Nashik
- 3) For publicity of the event/programme: PRO-Mr. A. S. Jadhav, - 9371920666

7] Supplementary Information –

Replacement of HoD:

- a) In case the HoD is on leave the charge of HoD will be handed over to Associate Professor.
- b) If both HoD and Associate Professor are on leave then charge of HoD will be handed over to Assistant Professor (Grant).
- c) If all HoD, Associate Professor and Assistant Professor are on leave then Principal of the college will take decision of handing over the charge of HoD.

Replacement of Teacher:

- a) If a teacher (Grant or Non Grant) is on leave then the teaching workload of the teacher will be divided among the other teachers (Grant or Non Grant) in the department.

महात्मा गांधी विद्यामंदिर संचलित,
महिलारत्न पुष्पाताई हिरे कला, विज्ञान एवं वाणिज्य महिला महाविद्यालय
मालेगांव कैंप, जि. नाशिक
हिंदी विभाग
मानक संचालन प्रक्रिया (SOP) के लिए
शैक्षिक वर्ष 2021-22

संगठन तालिका

प्रधानाचार्य

डॉ. उज्वला शिवाजी देवरे

उपप्रधानाचार्य

डॉ. डी. जी जाधव

अकादमिक समन्वयक

डॉ. डी. ए. पवार

विभागप्रमुख

प्रो. डॉ. अनिता नेरे

सहायक प्राध्यापक

डॉ. योगिता डी. घुमरे

विभाग का उद्देश्य (Objectives of Department)

- 1) उच्च शिक्षा अनुसंधान और करियर प्लेसमेंट के लिए छात्रों के बीच क्षमता विकसित करना।
- 2) छात्रों को रोजगार के अवसर के संबंध में मार्गदर्शन करना।
- 3) हिंदी काव्य और कथा कठेतर साहित्य का परिचय देना।
- 4) हिंदी भाषा द्वारा संवाद कौशल्य करना।
- 5) मौलिक लेखन की ओर रुझान बढ़ाना।
- 6) छात्रों को हिंदी के गद्य पद्य के प्रतिनिधि रचनाकारों का परिचय देना।
- 7) छात्रों में विज्ञापन लेखन अनुवाद कंप्यूटर यूनिकोड आदि में रूचि बढ़ाना।
- 8) छात्रों में राष्ट्र के प्रति प्रेम सामाजिक प्रतिबद्धता की भावना विकसित करना।

एस ओ पी का उद्देश्य (Objective of SOP)

- विभाग की गतिविधियों और प्रशासन की प्रक्रिया और कार्य प्रणाली का वर्णन करना

नियम और जिम्मेदारियां (Roles and Responsibilities)

- विभागाध्यक्ष और विभाग के संकाय

संसाधन और सामग्री (Resources and Materials)

समय और अवधि (Time and Duration)

- 1) विषय का चयन करने के लिए छात्रों को परामर्श और मार्गदर्शन करना।
- 2) गतवर्षीय परीक्षाओं का विश्लेषण और परीक्षा फल तैयार करने के संबंध में विभागीय बैठक आयोजित करना।
- 3) संकाय सदस्य के बीच पाठ्यक्रम और कार्यभार वितरण के अनुसार पाठ्यक्रम सामग्री तैयार करने के संबंध में विभागीय बैठक आयोजित करना।
- 4) विभागीय शैक्षिक कैलेंडर तैयार करना।
- 5) सूचना पटल पर समय सारणी कक्षा बार और शिक्षक बार और प्रदर्शन की तैयारी करना।
- 6) प्रथम एवं द्वितीय वर्ष के छात्रों के लिए स्वागत समारोह का आयोजन और हिंदी विषय में पिछले वर्ष के टॉपर्स का सम्मान करना।
- 7) सभी वर्गों के व्हाट्सएप समूह तथा गूगल क्लासरूम तैयार करना।

मानव शैक्षिक प्रक्रिया और पाठ्यक्रम गतिविधियां (Standard Academic process and curricular activities)

- 1) लाइब्रेरी के सिलेबस और दीक्षा क्रय के आदेश पर परिचय और चर्चा करना।
- 2) विभाग में उच्च अधिकारियों द्वारा दिए गए सभी निर्देशों का पालन और कार्यान्वयन।
- 3) पाठ्यक्रम में निर्धारित पाठ्यक्रम सामग्री की तैयारी।
- 4) समय सारणी के अनुसार नियमित व्याख्यान आयोजित करना।
- 5) विशेषज्ञों के व्याख्यानों का आयोजन करना।
- 6) कक्षा परीक्षा, असाइनमेंट, मौखिकी परीक्षा का संचालन करना।
- 7) प्रवेश परीक्षा छात्रवृत्ति प्लेसमेंट और कार्यक्रमों के बारे में छात्रों को विभिन्न नोटिस प्रदान करना।
- 8) छात्रों की उपस्थिति और विभागीय रिकॉर्ड की निगरानी रखना।
- 9) परीक्षा विभाग द्वारा आवंटित समय सारणी के अनुसार आंतरिक परीक्षा आयोजित करना और आंतरिक परीक्षा प्रश्न पत्र तैयार करना।
- 10) एसपीपीयू पुणे के परीक्षा पोर्टल पर आंतरिक परीक्षा के अंक का आकलन विश्लेषण और अपलोड करना।
- 11) निर्धारित समय के भीतर पाठ्यक्रम पूरा करना सुनिश्चित करना।
- 12) कॉलेज प्रशासन को वार्षिक विभागीय रिपोर्ट अकादमिक ऑडिट रिपोर्ट तैयार करना और प्रस्तुत करना।
- 13) शैक्षणिक वर्ष के अंत में पाठ्यक्रम पर कॉलेज की छात्रा और शिक्षक की प्रतिक्रिया।
- 14) राष्ट्रीय अंतरराष्ट्रीय राज्य स्तरीय सेमिनार वेबीनार और कार्यशाला में संगठन और भागीदारी की तैयारी
- 15) विभाग में स्वच्छता बनाए रखना।

सह पाठयक्रम गतिविधियां (Co-Curricular Activities)

हिंदी के वर्तमान वैश्विक परिवेश पर निबंध लेखन छात्राओं की संगोष्ठी और हस्तलिखित पत्रिका जैसी विभिन्न गतिविधियों की योजना बनाना और उस का प्रारूप तैयार करना।

विभाग के पूर्व छात्रों तथा अभिभावक आदि की सहविचार सभा का आयोजन करना तथा उसका रिकॉर्ड बनाए रखने की व्यवस्था करना।

संबंधित समितियों के अध्यक्ष व सदस्य के रूप में आवंटित कार्य की योजना और निष्पादन।

Anita

प्रा.डॉ.अनिता नेरी

शोध निर्देशक एवं विभागाध्यक्ष,
महिलारत्न पुष्पाताई द्वारे महिला महाविद्यालय,
माल गांव कैम्प, जि. नाशिक

Mahatma Gandhi Vidyamandirs

**Mahilaratna Pushpatai Hiray Arts, Science &
Commerce Mahila Mahavidyalaya,**

Malegaon Camp, Dist.Nashik

DEPARTMENT OF HISTORY

**STANDARD OPERATING PROCEDURE
(S.O.P.)**

- 1) To ensure effective teaching learning process
- 2) To review and recommend the lesson plan for the academic session
- 3) To prepare the divided syllabus for academic session
 - A) After taking the subject choice , HOD shall allocate the subject to each faculty within one week
 - B) HOD shall allocate senior faculty for teaching to P.G
 - C) A faculty assigned to P.G shall be assigned one theory of U.G

- 4) To motivate and prepare the student for various competitions
- 5) To ensure the preparation of format of question papers as per university guidelines .
- 6) Once teaching workload is assigned each faculty shall prepare course file (if the subject is new) or update the course material including E- content the file should be ready a week before the start of the semester
- 7) To propose for various ICT techniques for equality improvement
- 8) To propose the Book list for the academic session to Principal
- 9) To prepare Departmental Time table for the session.
- 10) The teaching plan for about 36 lectures of 2 credits and or more shall be prepared by each faculty without dates
- 11) To collect and compile the Data for the Almanac (Academic Calendar) and propose the same to the Vice Principal for approval
- 12) To co-ordinate with departmental colleagues for organisation departmental activities

13) To encourage professors in the department to prepare research papers and preserve the papers

14) To co-ordinate with admission committee in the admission process

15) To compile and forward the requirement of the books to be purchased for the library

16) The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through Examination chairman.

17) HOD shall send the event report at the end of the month in prescribed format to the principal through academic supervisor.

18) HOD shall take the students feedback after completion of first unit and before the end of semester HOD shall send the summery of feedback to the principal through IQAC for necessary action .

19) The semester examination marks ,online examination marks (print out of the report after feeling the marks on the university

portal) shall be displayed on the notice board after permission of the principal through examination department.

20) To conduct the Guest lecture series for PG (M.A I and M.A II) students.

21) To give M.A II students to create research projects.

22) Organising educational study tour for special subject students .

23) We are encourage students and Professors to participate in National and International level seminar/workshop/conference .

24) History Department organise coin exhibition, stamp exhibition etc. activities to enrich students knowledge.

25) Every year History department organise one day workshop for NET – SET exam preparation.

Head
Dept. Of History

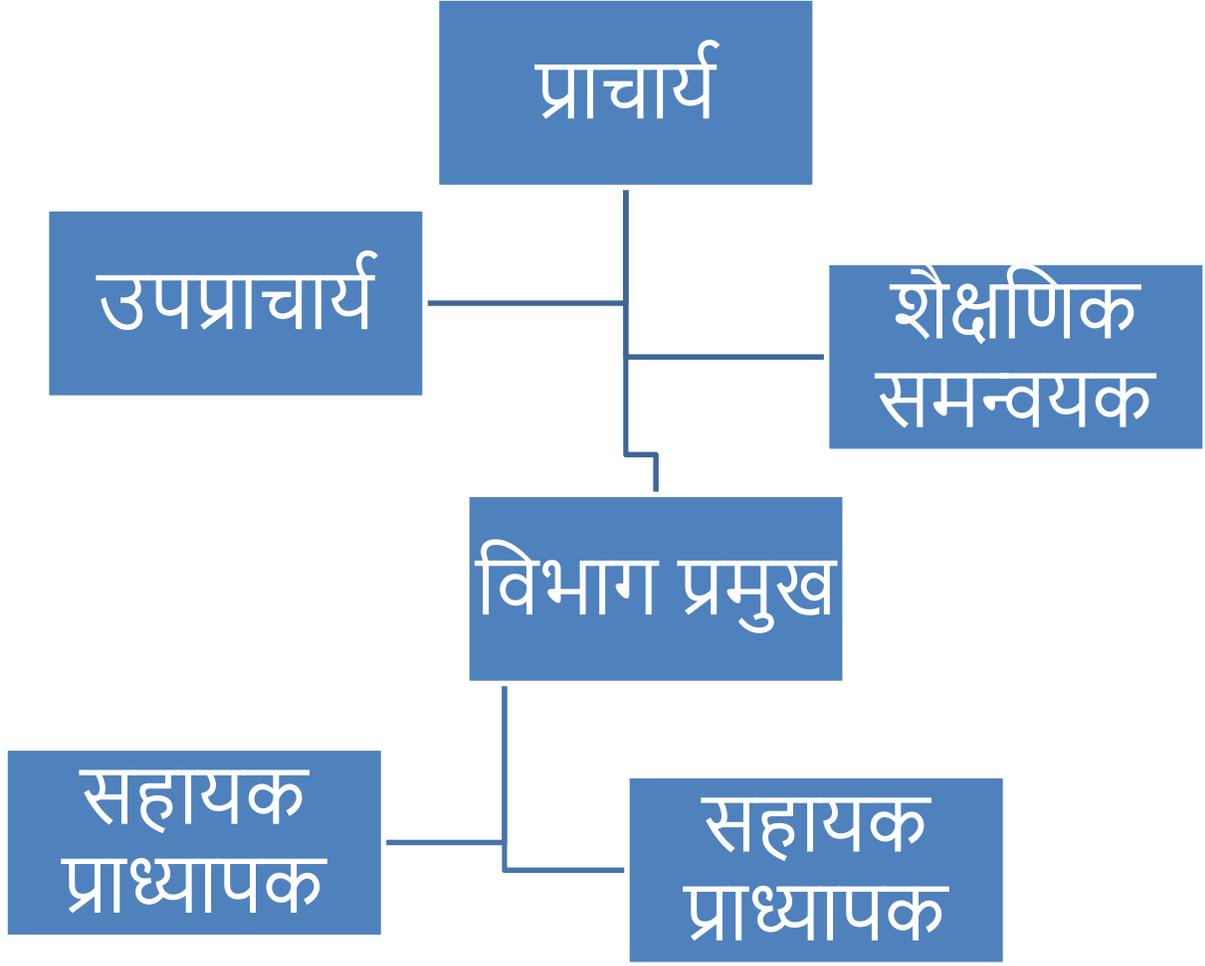
महात्मा गांधी विद्यामंदिर संचालित, श्रीमती पुष्पाताई हिरे
कला विज्ञान आणि वाणिज्य महिला महाविद्यालय
मालेगाव, जि. नासिक

मराठी विभाग

STANDARD OPERATING PROCEDURE

मानक कार्यप्रणाली

(SOP)



संघटनात्मक

- उद्दिष्ट्ये
- मराठी विभागाचे प्रशासन आणि कार्यप्रणाली कशा पद्धतीने कार्यरत आहे ह्याबाबत विवेचन करणे.
- नियमित कामकाज सुरळीत पार पडण्यासाठी विभागातील सर्व प्राध्यापक सहकार्यांना सहजतेने सहाय्य करणे.
- विभागाच्या सुयोग्य कामगिरीसाठी, गुणवत्तापूर्ण वाढीसाठी आणि कामात एकसारखेपणा येण्यासाठी आवश्यक त्या गोष्टी करणे.
- संस्थेच्या नियमावलीनुसार कामकाज पार पडावे म्हणून विभागात सुसंवाद ठेवणे.
- मराठी विभागाच्या विद्यार्थ्यांना तोंडी आणि लिखित सूचनांद्वारे साहित्यिक परंपरा, विविध संस्कृती, समीक्षात्मक विचारसरणी आणि साहित्यिक संशोधनासाठी प्रवृत्त करणे.
- बी.ए.एम.ए.[मराठी]पदवीप्राप्त विद्यार्थीनिना नेट,सेट,पीएच.डी.,आणि इतर संशोधन करण्यासाठी मार्गदर्शन करणे.

● विभागाची भूमिका आणि जबाबदारी

सावित्रीबाई फुले पुणे विद्यापीठ अंतर्गत राबवल्या जाणाऱ्या मराठी विषयाच्या संदर्भातील सर्व कोर्सेस ची माहिती देणे.त्यासाठी आकारले जाणारे शुल्क या संदर्भात माहिती देणे.विद्यापीठ प्रणाली समजावून सांगणे त्याबद्दल मार्गदर्शन करणे.विद्यापीठात किंवा विद्यापीठाशी संबंधित अनुवादक,संशोधक,भावी शिक्षक पदवी व पदव्युत्तर अभ्यासक्रमाची माहिती देणे.साहित्य आकलन साहित्य समीक्षा साहित्य संशोधन या विषयावर मार्गदर्शन करणे.

● कार्यप्रणाली [मिशन]

- शैक्षणिक उत्कृष्टता सुनिश्चित करण्यासाठी दर्जेदार शिक्षण देणे.
- संशोधनास प्रोत्साहनपर ज्ञानाधार विकसित करणे.
- ज्ञानधिष्ठीत कौशल्य विकसित करणे.मराठी विषयातील मूल्यात्मक योग्य अयोग्य संकल्पना व त्याबाबतचा दृष्टीकोन विषयभागातून विकसित करणे. संवादकौशल्य विकसित करणे
- व्यावसायिक प्रशिक्षण देणाऱ्या संस्थाना पदवी व पदव्युत्तर विद्यार्थ्यांसाठी प्रशिक्षण आयोजित करणे.
- विद्यार्थ्यांचे संवादकौशल्ये विकसित करणे.

- विद्यार्थ्यांची व्यावसायिक क्षमता वाढवून नोकरीसाठी सक्षम करणे.
- माहिती तंत्रज्ञान आणि मराठी यांचा सहसंबंध स्पष्ट करून सांगणे.
- मराठी विभागाची शैक्षणिक दिनदर्शिका चालू शैक्षणिक वर्षासाठी तयार करणे.
- विभागाचे व शिक्षकाचे वैयक्तिक वेळापत्रक तयार करून दर्शनी फलकावर लावणे .
- नियमितपणे तासिका घेऊन त्यात वैविध्य ठेवणे.
- विद्यार्थी हजेरीबाबत सतर्कतेने लक्ष देणे.
- नेमून दिलेल्या कालावधीत अभ्यासक्रम पूर्ण करणे.
- नेमून दिलेल्या अभ्याक्रमाची उदिष्ट्ये साध्य करण्यासाठी अभ्यासक्रमातील विषयभागाची तयारी करणे.
- मराठी भाषा संवर्धन पंधरवडा, वाचन प्रेरणा दिन आणि जागतिक मराठी दिन साजरा करणे.
- नामवंत कवी आणि लेखकांचे व्याख्यान आयोजित करणे.
- मालेगावचा साहित्यिक आणि सांस्कृतिक वारसा विद्यार्थींनिनी जोपासावा असे कार्यक्रम आयोजित करणे.
- प्रमाण भाषा, व्यवहार भाषा, बोलीभाषा ह्यांतील फरक आणि जगण्यातील त्यांचे महत्व प्रत्येक वर्गातील विद्यार्थींनिनीना समजवण्यासाठी तत्पर असणे.
- जीवनव्यवहारात मराठी भाषेचे स्थान आणि त्यांचे महत्व सांगणारे विद्यार्थींनिनीना उपक्रम आयोजित करणे.
- वांग्मय मंडळ आणि महाविद्यालयाचे वार्षिक नियतकालीकात महत्वाचा सहभाग नोंदवणे. .
- संसाधने आणि साहित्य
- विभागासाठी एक स्वतंत्र कक्ष आहे.
- एक टेबल दोन खुर्च्या उपलब्ध आहेत.
- दोन लोखंडी कपाट उपलब्ध आहे.
- आंतरविभागीय उपक्रम
- महाविद्यालयातील सर्व विद्यार्थींनिनींसाठी इतर सर्व विभागांच्या सहकार्याने खालील उपक्रम आयोजित करणे.
- मराठी साहित्य जत्रा, मराठी साहित्य संमेलन, साहित्य अकादमी पुरस्कार, जनस्थान पुरस्कार, ज्ञानपीठ पुरस्कार अशा मराठी साहित्य जगतातील घडामोडींबद्दल विद्यार्थींनिनीना जागृत करणे माहिती देणे.

- महाराष्ट्र लोकसेवा आयोग आणि केंद्रीय लोकसेवा आयोग ह्या महत्वपूर्ण परीक्षांमध्ये मराठी भाषेच्या ज्ञानाचे महत्व आणि उपयोजन विद्यार्थीनीना स्पष्ट करून सांगणे आणि प्रेरित करून मार्गदर्शन करणे.
- हस्ताक्षर स्पर्धा, वक्तृत्व स्पर्धा, कथाकथन स्पर्धा, काव्यवाचन स्पर्धा, वादविवाद स्पर्धा महाविद्यालयीन स्तरावर आयोजन करणे तसेच इतर महाविद्यालयात स्पर्धेसाठी विद्यार्थीनीना पाठवणे त्यासाठी महाविद्यालयीन स्तरावर मार्गदर्शन समिती नेमणे.
- वाचनसंस्कृती जोपासण्यासाठी आणि वाचनाची गोडी लागावी म्हणून नावाजलेल्या कादंबरी, नाटके, कविता चे सामूहिक प्रकटवाचन करणे.
- पूरक माहिती
- विभागाची वैशिष्ट्ये
- उपक्रमशील नवनिर्मितीला पोषक असे लेखन करणारे शिक्षकवृंद
- आंतरविद्याशाखीय लेखन आणि उपक्रमात सहभाग
- चर्चासत्र, कार्यशाळा, उजळणी वर्ग, शोर्ट टर्म प्रोग्राम, faculty development programme, आणि इतर अनेक उपक्रमात सहभाग नोंदवणे.
- महाविद्यालयात सांस्कृतिक उपक्रमात सहभाग नोंदवणे.
- अतिथी व्याख्यात्यांचे व्याख्यान आयोजित करणे.
- राष्ट्रीय आंतरराष्ट्रीय संशोधनपर पत्रिकांत शोधनिबंध लेखन करणे.
- आंतरराष्ट्रीय जर्नल्स, मासिके, पुस्तकाचे अध्याय लिहणे, संदर्भ पुस्तके लेखन करणे.
- सुप्रसिद्ध, लेखक, कवी व्याख्याते यांची विभागास सदिच्छा भेट आणि मार्गदर्शन आयोजित करणे.
- विद्यार्थ्यांच्या गरजांवर आधारित उपक्रमाचे आयोजन करणे.
- सामाजिक राजकीय सांस्कृतिक पार्श्वभूमीवर मराठी भाषेचे स्थान आणि विकास याबाबत महाविद्यालयातील सर्व विद्यार्थीनीना सजग करणे.
- मराठी विभागप्रमुख जाबाबदारी
- विभागाचे कामकाज सुरळीत ठेवणे.
- विभागात विविध उपक्रम राबवणे.
- विद्यार्थ्यांची प्रवेश यादी तपासणे.
- सहकारी प्राध्यापकांसोबत सहविचार सभा आयोजित करणे.
- विभागाचे सर्व रेकोर्ड अदयावत ठेवणे.

- मराठी विभागांतर्गत विद्यार्थिनींसाठी विविध उपक्रम आयोजित करणे व तसेच विषयतज्ञांना आमंत्रित करणे
- महाविद्यालयाच्या प्रशासनाकडून वेळोवेळी मिळणाऱ्या परीक्षासंदर्भात ,विविध स्पर्धाबाबत किंवा रोजागारासंबंधित सुचनेबाबत गुगल क्लासरूम,व्हाटसप,झूम मिटिंग ऑनलाइन लेक्चर च्या माध्यमातून विद्यार्थिनीपर्यंत पोहचवणे.
- विद्यार्थिनींचे अभ्यासक्रम, परीक्षा आणि तत्सम अडचणी सोडवण्यास तत्पर असणे.
- विभागाचा निकाल, विभागाचा कार्यभार,स्पर्धा, शिष्यवृत्ती,विभागाचा वार्षिक अहवाल याबाबतचे सर्व अहवाल महाविद्यालय प्रशासनाला वेळोवेळी जमा करणे.
- विभागाची साफसफाई वेळोवेळी करून घेणे.
- सावित्रीबाई फुले पुणे विद्यापीठाने नेमून दिलेल्या वेळेत विद्यार्थिनींचे गुण वेबसाईट वर भरणे.
- विभागाच्या सर्व महत्वपूर्ण दस्तऐवजांचे जतन करणे.
- प्रत्येक सत्राच्या शेवटी विद्यार्थिनींचे प्रतिक्रिया अभिप्राय मागवणे तसेच शिक्षकांचे अभ्यासक्रम पूर्ण झाल्याचे अहवाल मागवणे ,जमा करणे.
- IQAC ने NAAC साठी वेळोवेळी मागवलेली आवश्यक ती सर्व कागदपत्रे IQAC विभागाकडे जमा करणे.
- .प्राध्यापक सहकार्यांच्या सर्व प्रकारच्या रजेबाबत नियमानुसार माहिती देणे आणि युजीसी च्या मार्गदर्शक सुचनेनुसार त्या प्रस्तावित करणे.
- रजेवर असणार्या प्राध्यापकांचे कार्यभार चे नियोजन करणे.

मराठी विभागप्रमुख

Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Science &
Commerce Mahila Mahavidyalaya, Malegaon Camp,
Dist. Nashik – 423105 (Maharashtra)

DEPARTMENT OF MUSIC

Standard Operating Procedure

(S.O.P.)

Academic Year : - 2021 - 22

Organizational chart

Principal

Vice Principal

Educational Supervisor

Head of Department

Assistant /Associate Professor
(Senior Fellow)

Assistant Professor
(Junior Associate)

OBJECTIVES OF THE DEPARTMENT OF MUSIC

- Coordinating and discussing with colleagues for the smooth running of academic and co-curricular day-to-day operations in the department of music.
- Discussing with colleagues through brainstorming sessions to develop a taste for the subject of music in the students and to enhance the overall understanding of the subject of music for the students.
- Continuously striving for quality enhancement of music subject.
- To carry out the work of the department smoothly as per the guidance issued by the Mahatma Gandhi Vidyamandir Sanstha as well as the college from time to time.
- To inform the students of music department through oral and written instructions about various streams in music and to try with colleagues to make students listen to different types of music and develop research approach with their own clinical wisdom.
- Encouraging female students pursuing degree in music department to pursue postgraduate music education available in the college itself, also encouraging female students pursuing postgraduate music education to appear for National Educational Eligibility Test (NET) in Music and Ph.D. To guide as well as encourage to do.
- To strive for the students of music department to become good professional singers and also to guide the students regarding various employment opportunities in the field of music.

Role & Responsibilities of the Department of Music

- To explain to the students the usefulness and originality of the music course conducted by Savitribai Phule Pune University, Pune.
- To guide the students about the various employment opportunities available in the field of music currently and which may be available in the future.
- To make efforts to develop the research inclination of the students.
- As the subject of music is closely related to the personal, social and cultural life of man, to guide them to awaken the sense of social consciousness among the students through self-improvement through this subject.

Mission

- Preparing individual timetables for the music department and colleagues in the department and posting them on the notice board in the department.
- Insisting on attendance of students by keeping regular time sheets.
- To impart quality musical education to girl students.
- To guide the students of music department to develop as performing artists.
- To impart basic subject knowledge for inculcating research attitude among the students of the department.
- To develop students with knowledge of music subject.
- To develop a skilled singer.
- To create responsible and committed ethical students along with awakening social consciousness among the students of the department.
- To encourage the colleagues of the department to participate in various activities useful for the improvement of individual educational quality so that it can be used by the students of the department by constantly searching for innovations in the subject of music.
- To organize musical training activities for the female students pursuing degree and post-graduate studies in the department.
- To develop the students of the department as skilled musicians.
- To impart basic subject knowledge useful for job and self employment to the students of the department.
- To provide information to the students about modern scientific technology that complements the music subject along with the knowledge of the music subject and through this to emphasize the importance of the music subject.
- Conducting workshops and music gatherings of renowned and renowned musical artists in the department.
- Organizing music sessions with musical participation of students.
- To organize various musical competitions to give scope to the musical talent of the students of the department and also to encourage and guide the students to participate in the musical competitions held elsewhere.
- Guiding the students for practical as well as theoretical examinations by completing the course on time.

Resources and materials

- As a special matter, Mahatma Gandhi Vidyamandir Sanstha has provided 3 classrooms for the music department in the building of Samajshree Prashantada Here Institute of Music and Fine Arts, Malegaon Camp, District Nashik.
- The department has 2 iron cupboards, 1 harmonium, 2 electric tanpures, 2 electric tablas and 162 reference books.

Interdepartmental activities

- To enroll the students of the department as per the instructions in the various activities organized by the various departments of the college.
- Enrolling the musical participation of the students of the department in various activities of the institute as per instructions.
- Enlisting musical participation of students in various activities like social gatherings etc. organized in the college.
- Enlisting musical participation of students in various musical competitions organized outside the college.
- Through the participation of female students within the department
- Organizing musical meetings within the department with the participation of students.
- Conducting musical group discussions of female students within the department.
- Organization of workshops, seminars and conferences in association with music and other fine arts at state and national level by the department.

Supplementary information

a) Features of the department

Academically qualified as well as musically trained associate teachers skilled in performing stage musical arts (singing).

- Participation in interdisciplinary activities.
- Participation of colleagues in the department in seminars, workshops, induction classes, revision classes, short term courses, faculty development programs and other fundamental activities.
- Participation of students and colleagues in various activities of university, institute and college level.
- Involvement of colleagues in organizing various musical competitions by the department.
- Organizing musical sessions with guest musical artists.
- Reading of research papers in state and national level seminars, conferences e. by colleagues of the department.

- Publication of research essays of colleagues in the department through Honorary Research Books.
- To awaken the consciousness of the students about the fundamental place of music in the personal as well as social and cultural life of the country as a whole.

b) Responsibilities of the Head of Department of Music

- Preparation of annual academic calendar, time table and teaching plan of the department by discussing with colleagues in the department.
- Maintaining smooth coordination within departments.
- To maintain smooth coordination among various activities organized under the department.
- Checking the admission list of students.
- Organizing intra-departmental brainstorming meetings with colleagues.
- Keeping all accounts of the department up to date.
- Preparing a confidential report of colleagues in the department and submitting it to the Hon'ble Principal.
- Informing the colleagues in the department about the instructions at the university, institute and college level and taking action.
- Preparing question papers with colleagues in the department, checking answer sheets, conducting practical examinations, participating in examination work as a supervisor, preparing mark sheets, filling online marks on the relevant website of the university e.g. Giving serious instructions to colleagues about tasks.
- To prepare and submit the work of the department to the college.
- In case of shortage of resources and materials within the department, making demands to the college.
- Minor, duty and medical leave of colleagues in the department subject to the rules and forwarded to the Principal for final approval.
- Scheduling the hours during the leave period of the colleagues in the department.
- Taking action for the overall smooth functioning of the department.

Prof. Ashok S. Jadhav
(Head, Department of Music)

M. G. Vidyamandir's
M.P.H. Mahila Mahavidyalaya,
Malegaon-Camp
Dist.- Nashik

Department of Physics

**Standard Operating
Procedures**

2021-2022

1. Department: Physics

Established from the inception of the college, i.e., from June 1990. Major role of the department is

- a. To provide quality education and train students in physics to apply knowledge for real-world applications.
- b. To design innovative experiments for students of Physics.
- c. To motivate students for competitive examination and higher studies.
- d. To encourage faculty member for research.
- e. To attract talented students in the stream of Physical Sciences.

2. Faculty in the Department: The department of Physics has three faculty members.

Sr. No.	Name of the Faculty	Educational Qualification	Experience in yrs.	Designation
1.	Shri Jayant P. Dixit	M.Sc.	30	Head&Asso. Prof.
2.	Dr. Kashinath S. Thakare	M. Sc. Ph.D.,	29	Associate Professor
3.	Smt. Mangala S. Sonawane	M. Sc.	29	Associate Professor
4.	Dr. Sanjay S. Aher	M.Com. Ph.D.	29	Laboratory Asstt.
5.	Mr. Kiran K. Kapadnis	B. Com.	27	Laboratory Attendant

3. Purpose of the Department:

Major emphasis is given on hands-on training, Industrial visits of the students.

- A. **Entry in Laboratory:** Sanitization, hand-wash is mandatory before entering the laboratory.
- B. **Safety:** First aid kit and fire extinguisher are installed in the laboratory. Every member including students know their location in the lab.
- C. **Do's and Don'ts:** Students are advised
 - To put-off all the electrical/electronic equipments/ gadgets and switches before leaving the lab. Ensure that computers are properly shut-off.
 - To maintain Glass wares and optical elements such as lenses, prisms, gratings, mirrors, eye-pieces, glass slabs etc. in the boxes/cases provided for.
 - No eating or drinking in the laboratory. To wear toed shoes to be safe from electrical shocks etc.
 - Not to use electrical/electronic equipment without proper demonstration from the faculty.

4. Roles and Responsibilities:

Dr. Kashinath Thakare observes overall working of the department. Calculation and distribution of the workload is done as per the departmental time table for smooth functioning. With the kind consent of his associates, various responsibilities are shared amongst all the faculty members of the department in addition to teaching and evaluation work.

- ❖ **Preparation of Teaching Plan:** The faculty members prepare a detailed semester wise, class wise teaching plan according to the syllabi and papers allotted. In addition to this,
 - Associate Professor Jayant Dixit looks in to the requirement of equipment, purchase order etc.
 - Associate Professor Smt. Mangala S. Sonawane has been working as Co-Ordinator of the NGPE examination since last 15 years. She also prepares WhatsApp group of the students of all the classes, keeps records of the past students.
 - Mr. Sanjay Aherprepares the demand note of the equipment, maintains the dead stock register, distribution and return of the apparatus during practical and practical examinations.
 - Mr. Kiran Kapadnis maintains the overall cleanliness of the dept. Moreover, all the staff members are shouldering various other responsibilities assigned by the college from time to time. The department has some instruments, like Muffle Furnace, Magnetic stirrer, electronic balance etc. purchased under MRP, which can be used at research level.
- ❖ **Meeting of Departmental Staff:**
 - a. At the beginning of every term to discuss workload and its distribution, teaching plan, academic calendar and analysis of Results.
 - b. At the end of every month to plan and review departmental issues regarding syllabi (both theory and practical), requirement of text-books, instruments and any emerging issue/s. etc.
- ❖ **Internal evaluation:** As per time-table issued by the Examinations Dept. of the college.
- ❖ **Counseling of the students:** Regarding admissions, syllabi, exams, scholarships, survey-based activities etc.
- ❖ **Feedback:** Survey from the students at the end of every academic year.
- ❖ **Best Practice of the Dept.: Conduction of NGPE since last 16 years** - A National level examination for First, Second & Third-year B.Sc. Physics students as per time-table communicated by the Indian Association of Physics Teachers, Kanpur (Most probably in the month of January of every Academic year.) 10 % of the enrolled students get certificates.
- ❖ **Requirements/Purchase of Equipments:**
 - a. Demand note sent to purchase dept. of the management through the Principal.
 - b. Verification of the Equipments after they are received in the dept.
 - c. Entry of the same in the Departmental Stock Register.
 - d. Maintenance of Dead Stock Register. Verification of the same at the end of every academic year by the Committee constituted by the college.
 - e. Maintenance (cleaning, greasing, repairing, wiring etc.) of electrical/electronic gadgets on regular basis.

5. Resources and Materials:

The department has spacious laboratory and a dark room for conducting practical. It has adequate equipment/apparatus/ electronic gadgets/ computers with internet facility. The dead stock of the available infrastructure (instruments/equipments/furniture etc.) has been maintained and cross verified every year by the committee appointed by the college. Purchase and supply of the same is executed at the management level as per the demand from the department through the proper mechanism.

6. Future Scope:

Department of Physics has planned

To sign MoUs with Industrial Enterprises to enable students to have ease of access to them.

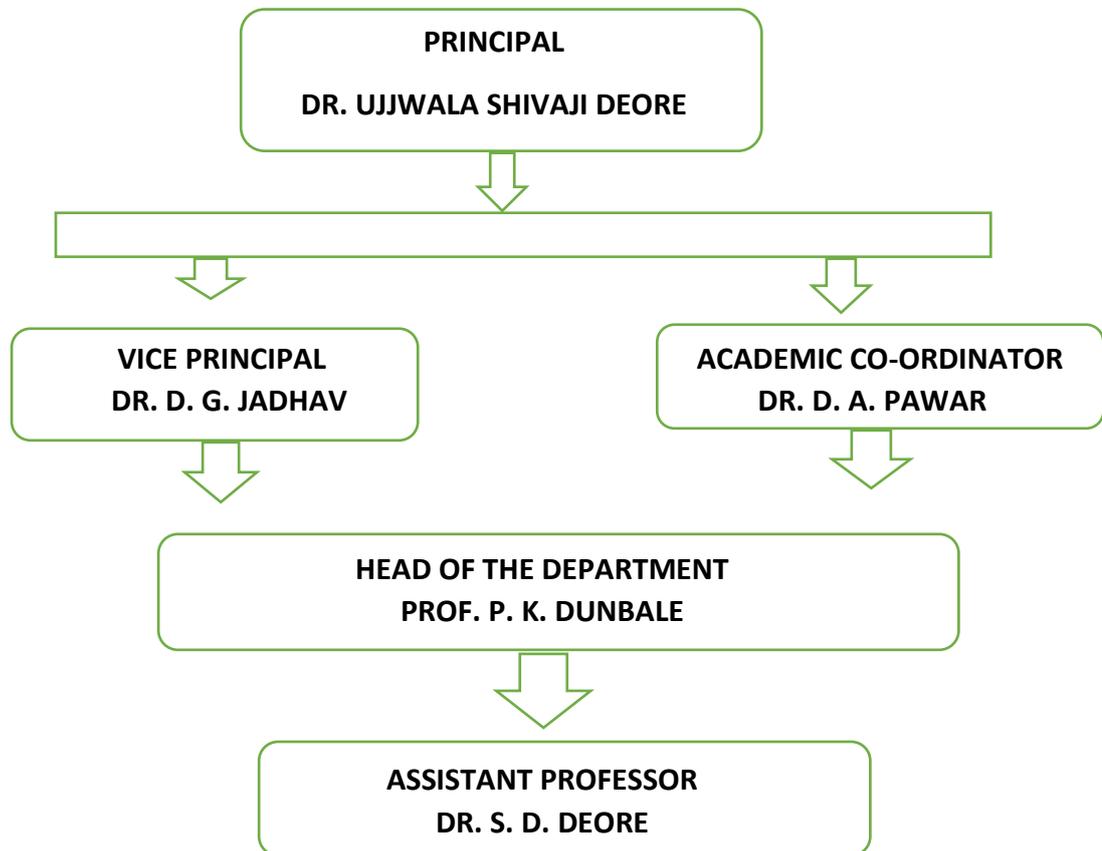
To set up linkages with Professional Institutes in and around Nashik.

To organize Seminars and Conferences.

HOD

Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Commerce & Science Mahila Mahavidyalaya,
Malegaon, Camp, District Nashik – 423105

DEPARTMENT OF POLITICAL SCIENCE
STANDARD OPERATION PROCEDURE (SOP) FOR
YEAR 2021-2022



PURPOSE OF THE DEPARTMENT

- ❖ To develop the potential among students for higher education, research and career placement.
- ❖ To prepare students to be able to identify and explain Political concept and theories related to today's practical life.
- ❖ To initiate the students to the acquisition and application of diverse Political theories.
- ❖ To empower students with critical, analytical and creative use of theories to understand the socio-politics environment and approach the contemporary problems with better solutions.
- ❖ To provide awareness of political entrepreneurial and social conditions with facility understanding of political issues leading to policy making.

OBJECTIVE OF SOP

- ❖ To describe the procedure and functioning of department activities and administration.

ROLES AND RESPONSIBILITIES :

- ❖ Head of the department and faculties of the department.

RESOURCES AND MATERIALS :**TIME AND DURATION:**

- ❖ 1st January 2022 to 31st May 2022 from the commencement of second term as per SPPU, Pune.
- ❖ Counseling and guide to students for selecting the subject.
- ❖ Analysis of previous exams and results.
- ❖ Conducting Departmental meetings regarding preparation of course contents according to syllabus and workload distribution amongst Faculty members.
- ❖ Preparation of departmental academic calendar.
- ❖ Preparation of class wise and teacher wise time table and display on notice board.
Conducting Departmental meeting regarding preparation of course contents according to syllabus and workload distribution amongst Faculty members.
- ❖ Organizing welcome function for new comers and felicitation of previous year toppers in politics subjects.
- ❖ Preparation of Whatsapp groups of all classes and noting Email-Ids.

STANDARD ACADEMIC PROCESS AND CURRICULAR ACTIVITIES :

- ❖ Introduction and discussion on syllabus and initiating purchase order of Library.
- ❖ Following and Implementing of all instructions given by higher authorities in department.
- ❖ Preparation of course content prescribed in syllabus.
- ❖ Conducting regular lectures according to time table.
- ❖ Organize expert's lectures.
- ❖ Conducting class tests, tutorials.
- ❖ Providing various notices to students regarding admission, exam, scholarship, placement and programs.
- ❖ Maintaining and monitoring of students attendance and departmental records.
- ❖ Conducting internal exam according to allotted timetable by exam department and preparation of internal exam question papers.
- ❖ Assessment, Analysis and uploading of internal exam marks on exam portal of SPPU Pune.
- ❖ Ensuring syllabus completion within time.
- ❖ Preparation and submission of annual departmental report, academic audit report to college administration.
- ❖ College students' and teachers' feedback on curriculum at the end of the academic year.
- ❖ Preparation of organization and participation in National International, State level conferences, seminars and workshops.
- ❖ Maintain hygiene and cleanliness in department.

CO-CURRICULAR ACTIVITIES :

- ❖ Arrange alumni meet and parent meet and maintain its record.
- ❖ Planning and execution of work allotted as chairman or member of concerned committee.

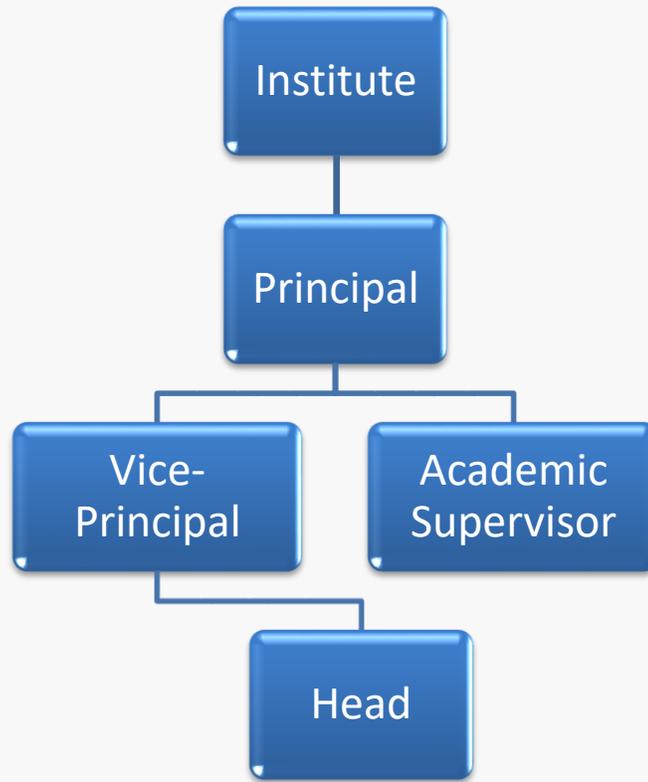
Head
Dept. of Political Science
M.P.H. Arts, Science & Commerce Mahila Mahavidyalaya,
Malegaon, Camp.

Mahatma Gandhi Vidyamandir's
Mahilaratna Pushpatai Hiray Arts Science and
Commerce Mahila Mahavidyalaya, Malegaon Camp
(Nashik)

Standard Operating Procedure (SOP)

Department of Psychology

Organization Chart



Purpose/Objectives of the Department

- To enhance self confidence and self esteem among girl students.
- To impart the knowledge and behavioural skills in girl students.
- To create positive attitude among students towards their life and society.
- To provide expert counseling to students.
- To assess the various traits and potentials among students.
- To suggest appropriate remedies for the students.

Roles and Responsibilities

- Conduct regular class wise teaching and practical work.
- Develop various competitive skills among students.
- Create positive attitude among students towards their life and society.

- Impart the knowledge and behavioural skills among girl students.
- Enhance self confidence and self esteem among girl students.
- mentally and physically strong and make them mentally and physically strong.

Resources and Material

- Two steal Cupboard
- One table
- Two chairs
- One wooden rack
- Ten Photographs of Psychologists
- 31 Psychological Apparatus/Instruments
- 11 Psychological Tests
- 5 Wooden Screens

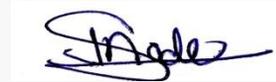
Interdepartmental Activities

The Department of Psychology has Psychology Association and Counseling Centre that aims to develop psychological and counseling related knowledge among students and also various activities under this association. The department organizes various activities collaboratively with NSS and SDO and other departments.

- Inaugural ceremony of the Psychology Association and Counseling Centre
 - Poster making Competition
 - Essay Writing Competition
 - Elocution Competition
 - Translation from English into Marathi
 - Guest Lecture
 - Quiz Competition
 - Thematic Rangoli Competition

Supplementary Information

- To maintain smooth functioning of the department.
- To organize various activities in the department.
- To check the admission data of the students.
- To maintain the departmental record files.
- To prepare the time table, academic calendar, teaching plan, annual departmental record, academic audit and other NAAC related work.
- To adjust regular classes in absence of head by vice-principal and academic supervisor.



Head

Department of Psychology

**M. G. Vidyamandir's
M.P.H. Mahila Mahavidyalaya, Malegaon-Camp
Department of Zoology**

Standard Operating Procedures (A.Y. 2021-2022)

1. Introduction –

The Department of Zoology established from the perception of the college in June 1990.

Over the years, Department of Zoology has established itself as a leading department with unique teaching and innovative programmes in Zoology. Major emphasis is given on hand practical training, field visits, industrial survey's, environment awareness, health awareness programmes.

2. Vision of Department:

To import quality education to inculcate virtues such as scientific temperament, Global competencies among the students and to promote experiential learning.

3. Mission of the Department:

- 1) To inculcate research culture.
- 2) To develop environmental awareness.
- 3) To contribute to society through the pursuit of learning and research.

4. Faculty in the Department: The department of Zoology has three faculty members.

Sr. No.	Name of the Faculty	Educational Qualification	Experience in yrs.	Designation
1.	Smt. Desale N.S.	M.Sc.,M. Phil	29	Head&Asso. Prof.
2.	Dr. T.A. Sontakke	M.Sc.,M. Ed,Ph.D	9 year	Assistant Professor
3.	Smt. S.J. Salunke	M.Sc., D.Ed. , SET, Ph.D (Appeared)	4 year	Assistant Professor
4.	Mr. Sanjay S. Aher	M.Com.	29	Laboratory Asstt.
5.	Mr. Tushar Bhosale	12 th pass	16	Peon

5. Special care and precautions needs to be taken :

- **Entry in Laboratory:** Sanitization, hand-wash before entering the laboratory.
- **Safety:** First aid kit and fire extinguisher are installed in the laboratory. Every member including students knows their location in the lab.
- Lab coats should always be worn while in the lab.
- Gloves should always be worn when handling corrosive and toxic chemicals.

- Poisonous and toxic liquids such as phenol, conc. Acids etc must never be mouth pipette; they should be delivered with the aid of a micropipette or burette.
- Bunsen burner flames should not be used near flammable liquids.
- All electrical appliances should be disconnected from their power source before leaving the lab.
- Long hair must be tied back. Keep hands away from hair.
- It is advisable to wear closed toed shoes.
- Eating should be forbidden in the lab.
- Before closing for the day, hands are washed with plenty of water.

6. Roles and Responsibilities:

Smt. Desale N.S. observes overall working of the department. Calculation and distribution of the workload is done as per the departmental time table for smooth functioning. With the kind consent of his associates, various responsibilities are shared amongst all the faculty members of the department in addition to teaching and evaluation work.

Teaching Plan: The faculty members prepare a detailed semester wise, class wise teaching plan according to the syllabi and papers allotted.

Assistant Professor Dr. Tejswini A. Sontakke and Assis. Prof. S. J. Salunke looks in to the requirement of equipment, purchase order etc.

Mr. Sanjay Aher prepares the demand note of the equipment, maintains the dead stock register, distribution and return of the apparatus during practical and practical examinations.

Mr. Tushar. Bhosale maintains the overall cleanliness of the dept.

In addition to above, all the staff members are shouldering various other responsibilities assigned by the college from time to time.

The department has instruments, like Blood analyzer, Trinocular Microscope with LED Display, Binocular Steriozoom Microscope, Platform Balance Spectrophotometer, Oven, Colorimeter, Centrifuge, Microtome, weighing Balance, Monocular Microscope, flame photometer, etc

7. Meeting with Faculty :

- a. At the beginning of every term to discussion on workload and its distribution, teaching plan, academic calendar and analysis of Results, etc.
- b. At the end of every month to plan and review departmental issues regarding syllabi (both theory and practical), requirement of text-books, instruments and any emerging issues. etc.

Internal evaluation:As per time-table issued by the Examinations Dept. of the college.

Counseling of the students: Regarding admissions, syllabi, exams, scholarships, survey-based activities etc.

Feedback: survey from the students at the end of every academic year.

8. Best Practice of the Dept.:

- Recycling organic wastes by Vermicomposting
- Organize Zoo-Festival.

9. Requirements/Purchase of Equipments:

- a. Demand note sent to purchase dept. of the management through the Principal.
- b. Verification of the Equipment's after they are received in the dept.
- c. Entry of the same in the Departmental Stock Register.
- d. Maintenance of Dead Stock Register. Verification of the same at the end of every Academic year by the Committee constituted by the college.

10. Resources and Materials:

The department has spacious laboratory for conducting practical. It has adequate equipment/apparatus/chemicals/computers with internet facility. The dead stock of the available infrastructure (instruments/equipments/furniture etc.) has been maintained and cross verified every year by the committee appointed by the college. Purchase and supply of the same is executed at the management level as per the demand from the department through the college administration.

11. General Garbage Disposal :

- a. All sharp waste must be disposed in proper sharp waste container and not in any random container such as small box, jar and beaker. The packed sharp waste can be stored in storage room for pick-up
- b. Animal material should be disposed in Vermicomposting plant.
- c. The object that has come in contact with biological material should be disposed in general waste container.

Head of Department

Principal

M. G. Vidyamandir's
S.P.H. Mahila Mahavidyalaya, Malegaon-Camp
Department of Mathematics
Standard Operating Procedures (A.Y. 2021-2022)

1. **Department: Mathematics**
2. **Faculty in the Department:** The department of Mathematics has three faculty members.

Sr. No.	Name of the Faculty	Educational Qualification	Experience in yrs.	Nature of work
1.	Smt. S.R. Joshi	M.Sc. , M. Phil	29	Head(Associate professor)
2.	Saima Firdaus Mohammed Yaseen	M. Sc., NET, SET	11	Assistant Professor
3.	Dr. Pradnya Survase	M. Sc.,M.Phil, Ph.D	8	Assistant Professor
4.	Mr. Sanjay S. Aher	M.A.	30	Laboratory Assistant.
5.	Smt. K.S. Patil	H.Sc.	17	Peon

3. **Purpose of the Department:**

- To provide students with knowledge and insight in mathematics so that they are able to work as mathematical professionals.
- To apply arithmetic, algebraic, geometric, higher order thinking and statistical method to modeling and solving real world situation
- To represent and evaluate basic mathematical information verbally, numerically, graphically and symbolically.
- To prepare them to pursue higher studies and conduct research
- To train the students to deal with problems faced by industry through the knowledge of mathematics and scientific computational technique.

- To provide students with knowledge and capability in formulating and analysis of mathematical models in real life applications.
- To introduce fundamentals of mathematics to students and strengthen the students logical and analytical ability.

4. **Roles and Responsibilities:**

Smt. Shubhada Joshi observes overall working of the department and ensure that teaching in the department is contemporary and innovative. Also calculate and distribute the workload as per the departmental time table for smooth functioning. With the kind consent of her associates, various responsibilities are shared amongst all the faculty members of the department in addition to teaching and evaluation work. She coordinates the work of the department through well planned and regular meetings.

- At the beginning of every term departmental meeting held to discuss the following points.
 - a) Workload distribution, teaching plan, Time table, requirement of text-books and analysis of Results.
 - b) Preparation of departmental academic calendar.
 - c) Organizing welcome function to new Comers and felicitation of toppers in Mathematics subject.
- Weekly meeting is also held to plan and review departmental issues regarding syllabi (both theory and practicals), test and any emerging issue/s. etc.
- The faculty members prepare a detailed semester wise, class wise teaching plan according to the syllabi and papers allotted.
- Preparation of whatsapp group of all classes and noting Email Id's.
- Introduction and discussion on syllabus and initiating purchase order to Library.
- Conducting regular lectures and practical's according to time table.
- Conducting class test and tutorials and find out advanced and slow learner.
- Maintaining and monitoring student attendance record and departmental records.
- Solving queries of students regarding Syllabus , Exam and other issues.
- Distribution of project work to different classes and organization of seminars for T.Y. Students.
- Providing extra coaching for slow learner.

- Providing various notices given by college administration related to exam , Scholarship , Placement and other activities to students through notice board , Whatsapp and lectures.
- Counseling of the students regarding admissions, syllabi, exams, scholarships, survey-based activities etc
- Preparation of internal exam question papers.
- Conducting internal exam as per time table issued by exam department.
- Analysis and uploading internal exam marks on exam portal of SPPU Pune.
- Planning and executing study tour.
- Ensuring syllabus completion within time.
- Preparation and submission of annual departmental report, academic audit report to college administration.
- Collecting students feedback on curriculum and teachers at end of every semester..

5. Resources and Materials:

The department has well equipped computer lab with 15 computers with internet facility. The dead stock of the available infrastructure (instruments/equipments/furniture etc.) has been maintained and cross verified every year by the committee appointed by the college. Purchase and supply of the same is executed at the management level as per the demand from the department through the college administration.

6. Caution and other hazards:

The department has one fire extinguisher for safety purpose.

7. Inter departmental Activities:

- a. Whenever department require any equipment and stationary then demand note sent to purchase dept. of the management through the Principal.
- b. Verification of the Equipments after they are received in the department.
- c. Entry of the same in the Departmental Stock Register.
- d. Maintenance of Dead Stock Register. Verification of the same at the end of every academic year by the Committee constituted by the college.
- e. Maintenance (cleaning repairing, wiring etc.) of computes on regular basis.

- f. Every year library department asks about the requirement of books and also they provide a form in which head of department mention the list of required books and their prices.

8. Terminology abbreviation :

- adj – adjugate of a matrix.
- a.e. – almost everywhere.
- Alt – alternating group
- A.M. – arithmetic mean..
- arg – argument of^[2]
- a.s. – almost surely.
- A.P. – arithmetic progression.
- c.c. – complex conjugate.
- char – characteristic of a ring.
- Cor – corollary.
- corr – correlation.
- cos – cosine function.
- cosec – cosecant function. (*Also written as csc.*)
- cosech – hyperbolic cosecant function. (*Also written as csch.*)
- cosh – hyperbolic cosine function.
- cot – cotangent function. (*Also written as ctg.*)
- crd – chord function.
- curl – curl of a vector field. (*Also written as rot.*)
- def – define or definition.
- deg – degree of a polynomial,
- . del – del, a differential operator.
- det _ determinant of a matrix or linear transformation.
- dim – dimension of a vector space.
- div – divergence of a vector field.
- Eqn – equation.
- exp – exponential function. (*exp x is also written as e^x .*)
- ext – exterior.
- gcd – greatest common divisor of two numbers. (*Also written as hcf.*)
- G.M. – geometric mean.
- glb – greatest lower bound. (*Also written as inf.*)
- G.P. – geometric progression.
- grad – gradient of a function.
- hcf – highest common factor of two numbers. (*Also written as gcd.*)
- H.M. – harmonic mean.
- Im – imaginary part of a complex number^[2] (*Also written as*).
- inf – infimum of a set. (*Also written as glb.*)

- int – interior.
- ker – kernel.
- lcm – lowest common multiple or least common multiple of two numbers..
- lim – limit of a sequence, or of a function.
- lim inf – limit inferior.
- lim sup – limit superior.
- log – logarithm. (*If without a subscript, this may mean either \log_{10} or \log_e .*)
- lub – least upper bound.^[1] (*Also written sup.*)
- max – maximum of a set.
- M.I. – mathematical induction.
- min – minimum of a set.
- mod – modulo..
- No. – number.
- pdf – probability density function.
- pf – proof.
- ran – range of a function.
- rank – rank of a matrix. (*Also written as rk.*)
- Re – real part of a complex number
- resp – respectively.
- sec – secant function.
- sech – hyperbolic secant function..
- sgn – sign function.
- sin – sine function.
- sinc – sinc function.
- sinh – hyperbolic sine function..
- s.t. – such that *or* so that *or* subject to.
- sup – supremum of a set.^[1] (*Also written as lub, which stands for least upper bound.*)
- Sym – symmetric group (Sym(n) is also written as S_n) or symmetric algebra.
- tan – tangent function. (*Also written as tgn, tg.*)
- Thm – theorem.
- Tr – trace, either the field trace, or the trace of a matrix or linear transformation.
- v – volume.

9. Supplementary information:

If any one of the faculty member is on casual leave or duty leave the other faculty adjust her period and practical. Before going on leave the head of the department hand over her charge to next senior faculty.

10. **Co-Curricular Activities :** Planning and organizing various activities viz National Mathematics day, Madhava Competition , Avishkar Competition ,Debate Competition.

M. G. Vidyamandir's
Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila College, Malegaon
camp

EXAMINATION DEPARTMENT

STANDARD OPERATING PROCEDURES

- 1) Appointment of CEO and Formation of Examination committee
- 2) Academic calendar:
 - With reference to academic calendar examinations are planned.
- 3) Formation of Exam Committee:
 - CEO and Members of examination committee are selected by the Principal and Authorities of the parent Institute.
- 4) Planning:
 - The examination committee meets the Principal and plans for the forth coming examinations as per the SPP University time table.
- 5) Circulars:
 - A notice is displayed to all staff members mentioning the dates and subjects with time and session.
 - The notice is displayed for preparing question paper and answer key if applicable.
 - The same is followed by each department and they in turn frame and submit the individual time table to the CEO which is displayed on the notice boards.
 - Appointment of Supervisors, paper setters and examiners is done as per SPP University guidelines.
- 6) Question Papers Setting:
 - The respective subject teachers are appointed for paper setting. As per order they set their Question Papers and submit the same to the CEO along with the answer key in time.
 - Preparation of Question Paper is as per university regulations and guidelines.
- 7) Requirements:
 - Arrangements are made as per the number of required copies of question paper.
 - All the necessary steps precautions are taken to print the question paper.

- Arrangements of answer scripts, attendance reports, accounts sheets, graph sheet, Log tables, Thread, etc. are made.

8) Rooms identification and intimation to All Head of Department & In-charge.

- Identifying the examination halls and intimation to the concerns is made for necessary arrangements.
- Display of Practical time table with details of batches
- Filling of practical marks in university software for result.

9) Result

- Preparation of class wise Results, approved by examination Committee, and displayed on notice Board. Display of toppers and distribution of mark sheets to students.
- Display on notice board for students who wish for photocopy of papers within 10 days of declaration of results and acceptance of forms.

10) Grievances:

- Grievances received from students regarding internal assessment are discussed in examination committee and the decision is communicated to the concerned authority.
- Internal examination related Grievances are dealt by CEO.
- Grievances regarding University results are collected and sent to the university within time and follow-up of submitted cases is taken.
- Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university; hence mechanism to deal with examination related grievances is transparent, time bound and efficient.

11) All examinations are conducted under the guidance, observation and control of the Principal, Vice- Principal, CEO and supporting staff.



C.E.O.

M.P.H. Mat'ia Mahavidyalaya
Malegaon Camp-423 105 (Nashik)



Principal

M.P.H. Mat'ia Mahavidyalaya
Malegaon Camp-423 105 (Nashik)

Standard Operating Procedures for the Library

Purchase of Library Books and there Filing in Shelves

STEP 1: Approval For The Book Purchase

1. Submission of list of books recommended by the teachers of different departments and students to the library.
2. Recommendations are checked by library for duplicate, availability, etc.
3. Approval is taken for the recommended books by Librarian.
4. Finally, sanction is taken from the Principal of the college for purchase.

STEP 2: Order Placement and Physical Verification Of Purchased Books

5. Placing the order of books satisfying the terms and condition of the library.
6. Submission of challan by vendor along with the books.
7. Physical verification and checking of books received against the order.
8. Submission of bill by vendor to the college.

STEP 3: Processing of the Bill

1. Accessioning of books in the accession register and Vriddhi software of Library.
2. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

STEP 4: Technical Processing

1. Technical processing of the books including classification and cataloguing is done.
2. Physical Processing of the books including pasting of property slips, placing the barcoded tags and stamping is carried out.
3. Then the books are placed in shelves according to their classification number by the library staff.

Placement of books in shelves for those books which are in circulation:

1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by library staff.

Stock Verification of Library Books

STEP 1: Noting the Accession Number

1. Check card are issued to library staff for writing of accession number on them.
2. Staff note down accession number of books on check card for each book staff allotted to them.
3. While noting the accession numbers, books are physically checked and if the book is damaged/beyond repair is taken out of shelf,.

STEP 2: Verifying the stock through VRUDDHI

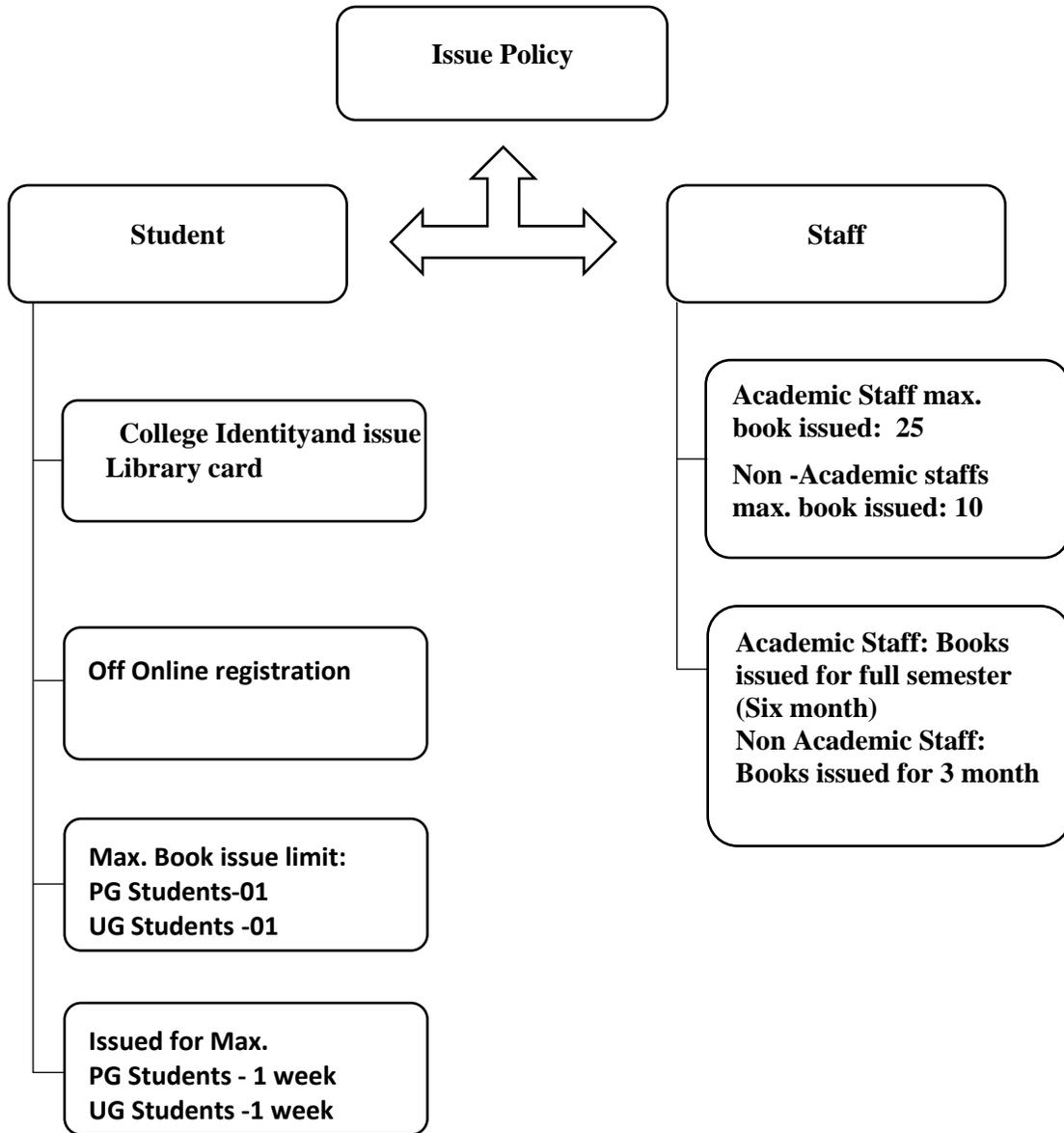
1. Once the work of noting down of accession numbers of books is over, all the check cards are pooled together and arranged as per accession no.
2. A report of list of missing books is generated using **VRUDDHI**

STEP 3: Re-verification of the missing books

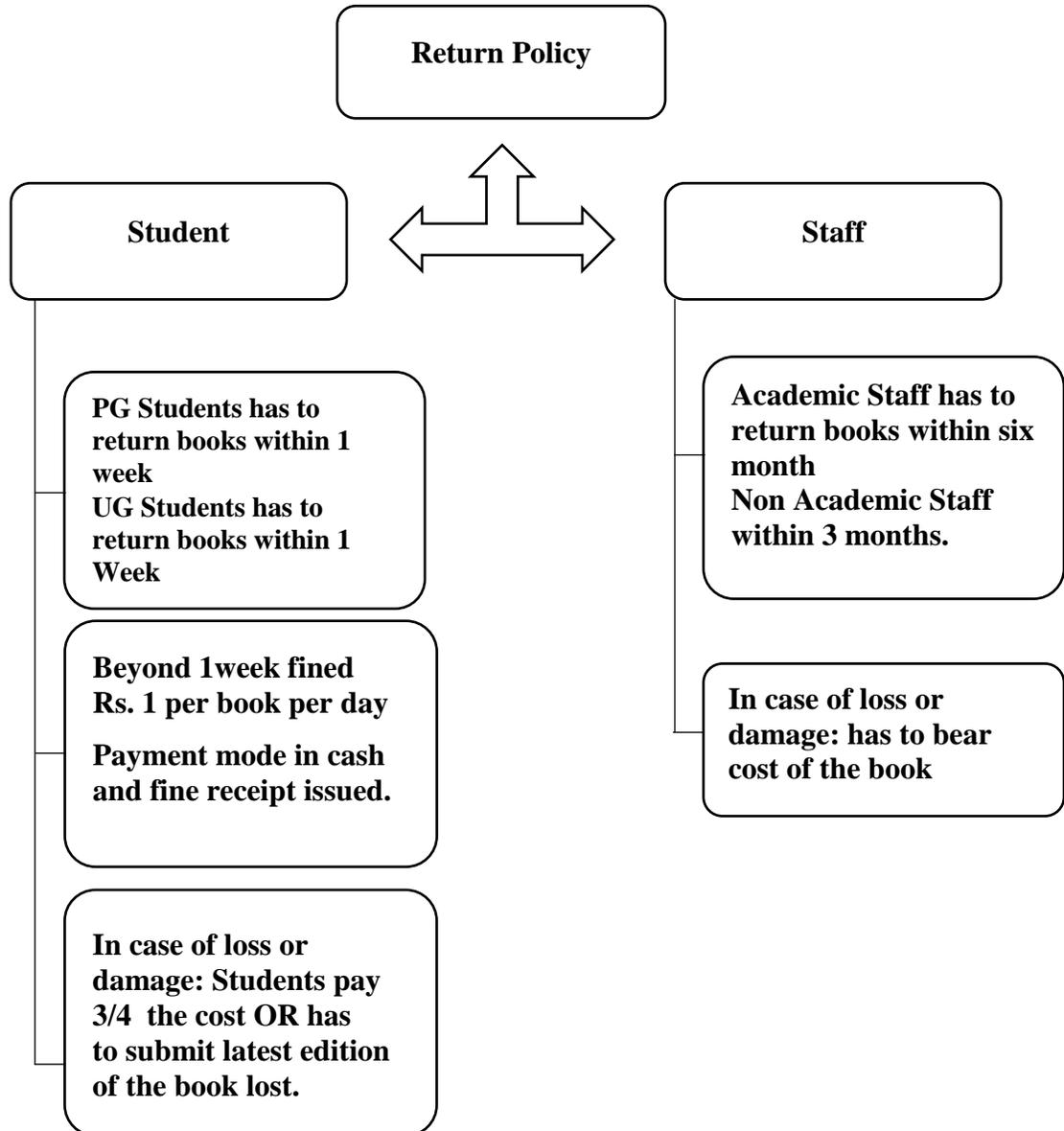
1. List of books are again checked with collection.
2. The final list of missing books is reported to the Principal.

Circulation of Library Books

Flowchart for the Issue Policy of Library Books



Flowchart for the Return Policy of Library Books



MAHATMA GANDHI VIDYAMANDIR'S

SMT PUSHAPATAI HIRAY MAHILA COLLEGE MALEGAON CAMP MALEGAON

STANDARD OPERATING PROCEDURE (SOP)

DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS

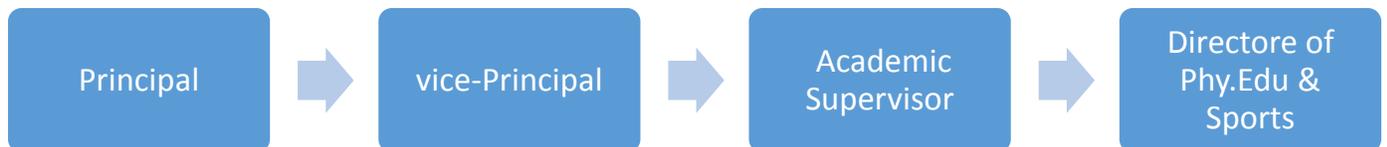
Vision:

To promote and improve physical fitness in students and to motivate them to participate at district, state and national level in various sports competitions. To build students interpersonal skills through indoor and outdoor sports activities/competitions.

Mission:

MGV's SPH Mahila College provides sports material, equipment for use by students and staff of the college

Organization flow chart



Objectives of the Department

1. To follow the constructed schedule for mass level participation in physical education, fitness activity as well as Sports tournaments.
2. The sports facilities include a huge and well-maintained Sports 400 meter track.
3. The facilities include a 400 meter track with standard 6 lane and field a handball ,a Football, a Hockey, a Baseball ,a Yoga, Kabaddi.
4. Coaching is provided for the event of Track & Field events, Handball, Hockey, Baseball, volleyball, Softball
5. The sports department maintain the Stock register for issuing equipment for needy student on their ID Card.

Role and Responsibility

- Constructed teams as per student interest and their talent in sports.
- Preparing match/practice/ schedule as per the tournament schedule.
- During the whole year preparing flag hoisting planning.
- Planning to conduct tournaments of inter collegiate/ Inter Zonal.
- During the each event Practice / matches players can playing without injury.

Cautions, Warning, and other Hazards related information

- During free weight training players should do with pair or help of teacher or under observation.
-

Terminology

- Warm up(muscle stretching and all group muscles prepare to get ready for take extra load)
- Cool down(After main session of workout again body and heart rate will stable in this phase)

Supplementary Information

June

- Academic term opening Day flag hoisting.
- Actively participation in admission process.

July

- Searching Students for various team sports.
- Introduced to all game and sports comes under AIU.
- Started Team construction for participating various tournaments.

August

- As per generate matches schedule team match practices starts.
- Independence day (Campus cleaning, Marking powder to Ground)
- Celebrate National Sports Day

September:

- As per schedule of tournaments Sending team to further venue to participate
- Other event Practices

October:

- Celebrate 2nd October Mahatma Gandhi's Jayanti as well as MGV's Foundation Day:
Hoisting Institutional Flag
- Practices/ Tournaments/Other works
- Organized Inter college / Inter zonal tournaments

November

- 6th November tribute to Bhausaheb hiray Due to death anniversary.
- Zonal Tournament

December

- Team Participation in various tournaments.

January

- Yuva saptah conducted Annual sports gathering events.
- 26th Republic Day celebration Hoisting Indian Flag

February

- 10th Feb Hoisting flag of SPPU, Pune 'Vardhapan Din'
- Conducted final exam of field test of physical education.

March

- 1st March Institutional flag hoisting behalf of Birth anniversary of Karmveer Bhausaheb hire
- Departmental Dead stock checking ets

April

- Institutional flag hoisting behalf of Birth anniversary of Vyankatrao hire
- Allotted work (exam guarding)

May

- 1st May Maharashtra din Hoisting Indian Flag

Dr Lahanu V Jadhav
Director of physical edu. & Sports