

KLE Society's



S. NIJALINGAPPA COLLEGE

II Block, Rajajinagar, Bengaluru - 560 010.

Permanently Affiliated to Bengaluru City University, Bengaluru
Re-accredited by NAAC at A+ Level with 3.53 CGPA with 3rd Cycle
Phone : 080 - 2332 5020, 2352 6055

Website : www.klesnc.org | Email : info@klesnc.org.



Ref. No. :

Date :

DEPARTMENT OF COMMERCE STANDARD OPERATING PROCEDURE (SOP)

CONTENTS

1. Departmental SOP for HOD
2. Teaching Faculty SOP
3. Teaching, Learning and Evaluation Strategies of Teacher
4. Leave Allotment
5. SOP for Student admissions
6. SOP for class rooms
7. SOP for Examination
8. SOP for Extracurricular activity
9. SOP for Placement and Carrier Council
10. SOP for Field visits / Industrial visits / Excursions
11. SOP for Departmental Meetings
12. SOP for students Skill Development
13. SOP for Research centre



DEPARTMENT OF COMMERCE

Departmental SOP for HOD

- Head of the Department (HOD) shall allocate the subjects to each teaching faculty member within the start of the semester.
- Teaching faculties shall not be assigned to teach more than one subject to the same class. Whereas, the same subject can be taught by the same faculty to different sections.
- The Teaching workload and the Teaching plan shall be assigned to individual faculty.
- The review of Course files for individual faculty before the beginning of the semester.
- Verification of the customized academic calendar which may include the information about Guest lecturers/Seminars/Workshops/Placement Activities, Industrial Visits, the events organized by Student's Association etc.
- Verification of the time table and workload before starting the semester and the approval of The Principal shall be taken.
- Selections of the class teacher.
- The student's feedback (online/offline) after completion of the First unit and before the end of semester. The report would be submitted to the Principal.
- Adjustment of the classes with the subordinates will be assigned.

SOP for the Teaching faculty

- Maintaining movement register.
- Adjustment of the classes with the subordinates would be assigned.
- Signature and Bio metrics on or before time must be punctual.
- Teaching faculty must carry their ID cards
- Teaching faculty should take prior permission before leaving the college campus authorization during duty hours.
- Updating of the work dairy on daily basis.
- Signature of the work dairy by HOD once a week.
- Signature of the work dairy on monthly basis by Principal.

Teaching, Learning and Evaluation Strategies of Teacher

- Conduction of theory and practical's class as per schedule.
- Preparation of the teaching plan, individual faculty time table containing teaching points, related academic work.
- Maintaining a teaching record including date, time and contents of teaching points.
- Utilize learning resources such as Power Point presentations, online lectures, audio - video lectures, charts, slides, specimens and models.
- Regularly visiting the library and digital library to update knowledge by utilizing the resources of books, articles, computers etc.,



- Maintaining of the student attendance on a regular basis and get it verified from the HOD.
- Conducting of remedial classes for slow learners.
- Conducting Unit Tests once the chapter is completed and internal assessments.
- Regularly assess practical records within the schedule.
- The students will be given certain academic assignments for their overall developments in the subject/course.
- Conducting Skill Development Activities for the students to practically involve in the respected subject/course.
- Distribution and Collection of Mentor's Diary from the students.
- Conduct Internal Assessment examination as per university guidelines and communicating the same.

Leave Allotment

- Maintain the leave register.
- Obtain prior permission to avail off-duty and casual leave.
- Produce Fitness Certificate to resume duty after sick leave.

SOP for Student admissions

- Verification of Admission criteria, Eligibility and counseling cut off.
- Verification of admission forms along with the photo, certificates and application received.
- Submission of the original documents and copies of the required.
- Announcement of the merit list.
- Fee challan is issued to the candidate.
- The candidate will submit the receipt of the Fees paid challan to the commerce department as a proof of admission.

SOP for classrooms

- Menial staffs shall be assigned to clean the classroom on a daily basis.
- Mobile squad faculty must inspect the students that whether they are holding mobile in their pockets / not.
- The concerned teachers have to take care that every student should wear ID card and uniform.
- Without ID and uniform, whether student attended the classes, they must send back.
- Keeping a bin for waste in each classroom where students can dispose of trash and paper.
- Weekly time table displayed on the notice board.
- College Disciplinary committee members will take rounds on hourly basis.

SOP for Examinations

- Examination forms should be filled along with examination fees.
- The university would provide the examination timetable.



- Hall tickets are duly signed by the principal for distribution to the students.
- Deputy Superintendent is appointed by the principal and he assigns the duties relating to smooth conduct of examination.
- After the examination all the answer scripts are duly collected and sent to university on session course.
- Scribes are provided for physically challenged students.
- Teaching faculties will be assigned for invigilation duties.

SOP for Extracurricular activities

- Instructions for extracurricular activities should be posted on the college website and notice board to encourage students to sign up.
- Registration will be completed only after getting the confirmation.
- The registered students will be called for meeting.
- Management will encourage providing Travelling Allowance (TA) and Daily Allowance (DA) and registration fees.

SOP for Placement and Carrier Councils Cell

- • At the beginning of the final year, students should register for placement on their own through the departmental coordinators in charge of their respective departments. Department coordinator will submit the collected data to the Training & Placement officer within one month.
- Based on the results of the skill assessment tests conducted for all the registered students, department specific training will be organized by the department coordinator.
- Communicating and conducting in group discussion and mock interviews, to improve their soft skills.
- On completion of training, students will be reassessed to identify areas for aptitude improvement.
- Training & Placement officers and departmental coordinator shall prepare the Placement Brochure, promotional materials and placement activities to provide data to recruiting companies.
- • The department coordinators and placement officer will contact various businesses, invite them to campus for recruitment activities, and organize for placement.
- Student database shall be shared with interested companies in the required format.
- Campus recruitment dates shall be confirmed.
- Placement officer and departmental coordinators will inform students about a company's recruitment visit a week in prior.
- All necessary arrangements shall be made at the respective institute one day before the scheduled campus recruitment.
- Results will be communicated to students at the end of the company's recruitment process.
- Students will be informed to submit a hard copy of company offer letter to the department coordinator.
- Students selected for internship will submit the internship request form to the department along with the internship offer letter received from the company.



- Mentioning a tentative schedule of visit, number of visitor and advantage of the visit to the students as well as identity.

SOP for Field visits / Industrial visits / Excursions

- Mentioning a tentative schedule of visit, and advantages of the visit to the students.
- After receiving the reply, the interested students are informed to submit consent form.
- An approval is taken from the principal for availing other facilities for trip both to the students and faculty members.
- Dates of the visit will be scheduled.
- The attendance of the students is collected prior at the pick point and the drop point.
- After the visit, a detailed report about the visit along with the photo should be submitted.

SOP for Departmental Meetings

- Cleanliness shall be maintained for the meeting room and equipment to reduce the risk of infection and pest infestation.
- Meeting agenda shall be circulated well in advance with the attendees.
- Uniformity shall be maintained for the meeting procedure.
- Provision for light refreshments should be made before or after the duration of the meeting.
- Use of mobile phones should be prohibited during meetings.
- Attendance register of members shall be recorded in the minutes of the meeting.
- Action lists shall be distributed within 2 working days of the meeting.
- Teachers are expected to prepare themselves thoroughly for the meeting by reading all related documents.
- Teaching faculty are expected to participate actively in the deliberations of the committee.
- Each board meeting should conclude with confirmation of the date of the subsequent meeting in order to provide reasonable notice period for the members.
- Minutes of the meeting shall be communicated to all members including those who were absent.
- Action Report of a meeting shall be discussed in the next meeting and documented in the minutes of meeting.

SOP for students Skill Development

- The dropout's students can register to skill development scheme available for the respective industries in order to provide employment.
- Conducting a Skill Mela for counseling for drop out students in the surrounding areas, student data, and understanding the needs and requirements of students.
- Monitor the individual college which is completing the process of approval of the Training Center from the respective organization.
- Dropout students should enroll them in affiliated courses.



- Appointment of the staff is necessary to complete training of the students, organization provides Quality Assurance.
- Enroll eligible students for assessment and pay their fees from the received grants.
- Completion of the assessment and obtaining the results from the respective assessment agency.
- Preparation and maintaining the record of the recruited students by the skill development agency and submission of the updated records to the respective governing authority.

SOP for Research centre

- The Department of Commerce PG of the college has striven tirelessly in pursuit of excellence in commerce education and inculcates research cultures among the students.
- To create quality teachers, researchers and to make the students to meet the challenges in today's industry.
- Research papers have to publish in national and international research journals and some of the research papers should be appeared in journals with high impact factor.
- The college library should be used for books related to the research materials.
- The department strongly believes that it will produce quality researchers in commerce and quality research work.



Shuman saji

HOD

Head of the Commerce Department
KLE Society's S. Nijalingappa College
Rajajinagar, Bangalore-560 010

[Signature]

IQAC CO ORDINATOR

Co-ordinator
Internal Quality Assurance Cell
S. Nijalingappa College, Bengaluru-10

[Signature]

PRINCIPAL

Principal
KLE Society's S. Nijalingappa College
Rajajinagar, Bangalore-560 010