All Deans of the Faculties
Director/Coordinators of Centres/Institute
Registrar/Finance Officer/Controller of Examinations
Asstt. Registrar VC Office/Section Officer PVC Office

The Visiting NAAC Team both in its informal and formal interaction pointed at the missing Standard Operating Procedures (SOPs) in the University. In other words, it is now recommended that SOPs are written/prepared for all procedures in the University and where SOPs are already prepared to revise and update them.

In order to help prepare SOPs the following have been developed and attached herewith:

1. Guidelines for Writing Standard Operating Procedure [SOP] (Enclosure 1)
2. Template for SOP [Enclosure 2]
3. The above Guidelines have been converted to SOP as a sample, which also shows that guidelines, instructions, rules, regulations, etc. can easily be converted into SOPs [Enclosure 2]

A copy of the above may be downloaded from the IQAC window under the button 'Useful Download' titled 'Guidelines for SOP', 'Template for SOP' and 'Sample SOP'.

To maintain SOPs the following is requested:

1. The finally written/prepared and revised (together with the original) SOPs be maintained in a separate folder
2. Xerox copies of the above SOPs be received by the concerned personnel(s) and a copy kept at an appropriate and accessible for all concerned location
3. It may be ensured that the SOPs are followed in the procedures
4. The SOPs may be revised as and when felt needed and required but not later than one (01) year

It is requested that all Departments/Centres/Units/Sections/Offices may be endorsed a copy of this letter together with its enclosures to write/prepare/revise SOPs for the procedures under their control/supervision. The drafted SOPs, signed by the author and approved by the controlling officer/functionary may be sent to the IQAC within one (01) month, i.e. by 25th April 2015.

Please do not hesitate to contact the IQAC for any clarification at internal phone number 4265 between 9:00 am to 1:30 pm and 2:30 pm to 5:00 pm from Monday to Saturday except Friday when it can be contacted from 8:00 am to 12:30 pm.

The IQAC will be obliged for any suggestions.

Copy to: 1. Asstt Registrar VC Office for information of VC
2. Section Officer PVC Office for information of PVC