

Standard Operating Procedure (S.O.P.)

Meaning, Scope, Application and Limitations

The Standard Operating Procedure (hereinafter S.O.P.) for MMCC is the master policy relied by the college in day to day governance. This is designed to articulate the fundamental principles which will act as bedrock for taking any decision or making the conscious choice by the college.

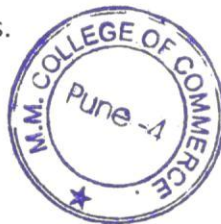
This will not have any overriding effect to the statute, rules, regulations, notifications, circulars, Government orders issued from time to time by the Central or State Government, University Grants Commission, MH-CET Cell, Savitribai Phule Pune University or any other competent body having the power or authority to regulate the functioning of the college.

The object of this document is to envision the general and specific situation in which the college has to take certain decisions. Though the decision will be taken in consonance with the general consensus of the stakeholders, sometimes due to paucity of time, emergency of the situation it becomes highly difficult to seek consensus of all the stakeholders. Sometimes, the complexity of the situation, innovative or unique element involved in the set of facts; the decision making becomes a tough challenge.

This document is like a roadmap, which will aid to navigate as and when it is required through participative process and implemented through decentralization with respect to the role and responsibility. The main object of the articulation of the S.O.P. is to identify the vision and mission, to maintain coherence in actions and initiatives of the college. There shall not be a dichotomy between vision and action.

This document may have the limitation of not envisioning all the situations which may arise in the future. But a candid attempt is made to foresee prominent situations in the governance of the college. This S.O.P. acts as a simulation exercise and tries to prepare the college before the actual occurrence of the situation. When the decision is taken by the college, it should be seen as a result of the participation and decentralization in implementation of the processes of the college. This S.O.P. allows one to do the mental exercise before actually handling the situation.

This S.O.P. is subject to modification with the broader objective of achieving best possible result by optimizing its resources and abilities.

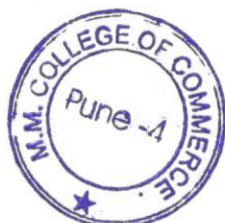


Policy Outline Generally Applicable To All the Departmental Activities

1. The academic activity of teaching and learning should be at focal point and under no circumstances should it be compromised or diluted. The college is serious about the academic activities and related endeavours should be the real identity of the college than any other identity.
2. Every curricular, co-curricular, extra-curricular, sports or any other programme should be organized well in advance and students should be informed about the same through formal and informal ways of communication.
3. There should be an effective mechanism of taking feedback of every such programme and the outcome of that programme. There should be objective evaluation of whether the programme and deliberations were up to the mark; what betterment would have made that event even more meaningful than the existing format; in short to get feedback after execution of the event / programme.
4. There should be wide publicity to the programs and activities scheduled and conducted in the college through electronic, print, web and social media.
5. The website of the college should be the mirror of the college activities and the event / program reports to be published on the website or linked to the college website through its various social media / blog handles in a time bound manner.
6. All the important notices should be uploaded on the college website. Within a reasonable time a soft copy of the notice should be uploaded on the college website to ensure information dissemination to all stakeholders.
7. All departmental heads should have proper coordination to schedule any activity, keeping in mind the SOP of NAAC that the closer date activities will be considered as one or single activity.
8. Activity calendar should be maintained using Google sheet to know the dates of activities of all departments.

Teaching Activity

1. Teaching being the utmost important activity in college, should be taken extremely seriously, thoroughly and sensitively and as per the guidelines of the affiliating university, all lectures must be conducted as per the time table. The teacher shall adjust the lecture with other available faculty members before taking any leave. Simultaneously, it shall be also informed to the students well in advance.
2. The learning resources should be made available to all students through the use of Google Suite for ensuring remote asynchronous learning facilities. Additionally, the facility will be



- used for a transparent assessment mechanism for the students along with feedback collection related to events, activities, course outcomes, course quiz etc.
3. A proper mechanism to convey the feedback on curriculum by various stakeholders to the affiliating university to be in practice every semester / yearly. The informal teaching feedback to be communicated to the concerned teacher after the fifteen days from the beginning of the semester and at the end of the academic session to ensure good teaching practices are promoted.
 4. The feedback should be the navigator for planning the FDP on part of the college / promoting faculty members to participate in workshops / taking up professional development through Swayam courses.
 5. Faculty members shall be encouraged to undertake research activities for critical thinking on a regular basis which will culminate in giving benefits to the students in the classroom teaching. There can be financial assistance as per the Research Policy for the research activities of the faculty members allocated in the budget.
 6. The students shall be encouraged to participate in research activities like university sponsored research competitions where the teachers will guide the students and promote critical thinking among the students.

Library

1. The college library is very essential in imparting education through self efforts and guidance by the vast learning resources. Hence the culture developed by the library holds a lasting impact on the students.
2. The library administration is expected to play the role of Human Resource Development.
3. An attempt should be made to provide all the requisite books, reference books, journals, e- resources, general reading material. The candid attempt should be made to optimize the available resources to yield the best results.
4. For effective use of e-resources, training sessions for the students and teachers should be organized on a regular basis. Students and teachers are encouraged to access online e resources. The teachers and students may install library apps on their mobile phones.
5. Culture of optimal use of the reading hall of the college should be developed. Students should be encouraged to use the reading hall to the maximum extent.
6. There shall be certain initiatives like book exhibition; lecture on reading techniques; inviting prominent authors will provide inputs to the library staff as well besides the students. These activities will act as a catalyst for promoting a reading culture.



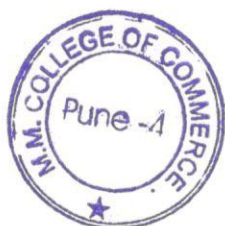
7. There can be visits of library staff to the libraries of the other commerce colleges in the country to know the activities undertaken by the library to hone the skill-set of the students.
8. Faculty members should recommend the reference books or journals to the library as per the standard operating procedure of the library.
9. Faculty members should visit the library frequently to know the new arrivals so that it can be incorporated / reflected into their teaching and learning process.

Admission Procedure

1. Admission Procedure will be mainly governed by the UGC / AICTE (MAH-BBA-CET 2024) rules as applicable to the academic programs. The circular, notifications, directives, instructions, orders from statutory bodies will govern the admission procedure. The Principal will form the admission committee composed of departmental heads and non teaching staff to ensure smooth conduction of the admission process.
2. The UGC based admissions will be merit based and the concerned department will ensure the publication of admission procedure, admission schedule, merit list etc on the website. The department will follow the guidelines of Maharashtra Government and Savitribai Phule Pune University for the publication of merit list and the subsequent admission process.
3. The department should ensure smooth functioning of admissions through the participation of Head, Course / Class Coordinators etc keeping the relevant admission guidelines as reference.
4. Admission committee shall conduct its meetings with the frequency determined by the chairman to deal with the developments, progressions, and changes in the admission procedure and decide on the entire admission process.
5. All departments should ensure that the admission procedure shall be very transparent and clear
6. All staff members should orient students to see the students charter available on our website / administration office to complete their work from college within stipulated time.

Orientation of First Year Students

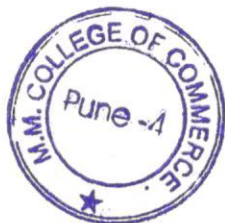
1. Orientation of first year students is an important phenomenon as it is the first formal interaction of the college authorities and teachers with the students.



2. The design of the Orientation Programme should be in tune with student centric approach, guidelines of statutory bodies and the awareness on future career prospects of the academic program.
3. Various cell / center coordinators / librarians will introduce the students to various college facilities. Senior students who have worked for each department may introduce the departmental activities. Bonding of the students with their junior, upcoming batches can be developed through this occasion under the guidance and monitoring of teachers.
4. As cell incharge / heads should identify the area of interest of student during induction / orientation program and have proper mechanism to get these students registered with their cell, for which google form of 'Student Need Identification' should be prepared wherein students have option to select their area of interest, the said data shall be shared with concerned cell incharge / head.
5. Senior students will guide the first year students in academics, extra-curricular activities, co-curricular activities etc in participating / volunteering for the events / activities.
6. The alumni will interact with students to orient them on the recent trends in the industry and life skills. The felicitation of achievers in this programme can give encouragement to the alumni.
7. Various departments can collect data from the fresher students regarding their skill-set, achievements till the higher secondary or graduation level. This will help to organize and coordinate for the various activities. To tap the talent at the nascent stage will help to hone the skill-set.
8. The affiliating university processes and academic calendar can be shared with the students in this orientation programme, this will help the fresh students to plan their own activities in tune with college activities. Sometimes the students are also the best source of information and can be helpful in coordination of the planned activities with more vigor and enthusiasm.

Placement & Higher Progression

1. Students must register themselves with placement cell and alumni cell after completion of Internship and masters program.
2. Students who are taking up higher studies, will apply for a leaving / transfer certificate through the 'Institution Ecosystem' facility provided by the college website.
3. Placement coordinator will compile data of each outgoing batch.
4. Students have to accept one student one offer policy
5. Students will be informed by the placement coordinator for the placement drive.
6. Selected Students will provide their willingness to join or not to the placement coordinator specifying reason.



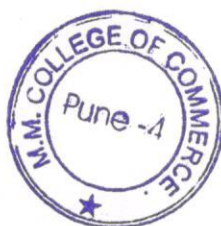
7. Placement coordinator will organize activities to facilitate placements of students comprising activities for communication skills, resume / CV writing, Code of conduct during interviews, soft skill training, mock interviews, etc
8. Placement coordinator in coordination with the department, will maintain data for students pursuing higher education from India and abroad.
9. Placement coordinator will identify the potential recruiters and coordinate with companies for placement drives.
10. In view of above MMCC aims at
 - a. Providing aptitude training and soft skills training among their students for getting jobs in the areas related to commerce, finance, management, computer science, media & journalism etc.
 - b. Ensure maintenance of code of conduct during interview / selection and placement process
 - c. Facilitating authentic organizing to conduct their activities for placement

Online MOOCs

1. Students are advised to use college official email id for registration in SWAYAM NPTEL courses to enhance their employability skills
2. SWAYAM-MOOCs Courses/Credits will be accepted for various academic programs in tune with affiliating university guidelines considering the duration and credits.
3. At the time of filling up the examination form, the Examination coordinator will collect the data of such students.
4. The department will encourage students, promote them for online MOOC registration and completion and accordingly consider the credits for submitting to the affiliating university portal.

Report Writing

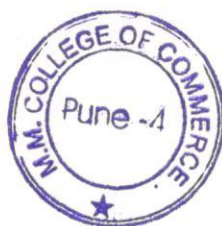
1. Every activity report has its own essence. It may or not conform to the suggestions as given below but it surely must contain the information discussed below.
2. The report is a document that should convey the relevant information in a concise and precise manner. It should mention the title of the event, (whether one to two days), collaborative details (as applicable), guest speaker with industry association, date & Time & Venue, number of participants.



3. The photograph (with geotag and without geotag) of the event should reflect a perspective of the event having speaker, audience, banner, geotagged and other important details etc.
4. The formatting of the image must have a description (for events - mention person name from L to R or R to L like in a newspaper), a border or put the image in a table cell.
5. The report can be organized in sections that includes:-
 - a. Objective of event
 - b. Observations made (if any to emphasize critical thinking)
 - c. Outcome of event
 - d. The report should be written in passive voice, indirect speech etc.
 - e. The report should be signed (on the last page) and stamped (on all pages).
 - f. The report should be backed by documentary evidence, geotagged photographs, feedback from participants, speaker comments in diary, etc.
 - g. The report should mention the 'page no n out of N' in the footer

Seminar & Conferences

6. The seminar and conferences will be organized on recent trends in the field of commerce, management, communication and computer science so as to strengthen the professional skills of the teachers.
7. The IQAC will initiate the statutory body sponsored seminar, workshop and conference for the teaching fraternity in accordance with the specified guidelines. Every department will initiate the concept and implementation of seminar and conference in accordance with the specified guidelines.
8. The guests should be distinctive persons of international and national repute who will be invited for the inauguration or valedictory session.
9. The college should make all stakeholders aware of such events through the website or social media and publish the event report keeping in mind the guidelines of the seminar or conference.
10. An attempt should be made to keep the subject which is interdisciplinary. This gives the opportunity to interact with the experts and delegates from the other fields. This helps to better appreciate commerce, management, communication and computer science from an interdisciplinary point of view.
11. The delegates should be permitted to interact after the presentation or talk of the resource person is over through a question answer session. This boosts the engagement of the participants in the subject matter.



12. Furthermore the guidelines given in the research policy should be strictly followed by everyone for promotion of research culture at MMCC.

Student Counseling

1. It is an important centre to ensure the well being of the participants and especially the students who after the pandemic have to rely on electronic gadgets for learning resources and may over use the gadgets.
2. The student counselor plays an important role in motivating the students and staff for better holistic living.
3. Every department will organize a session by the student counselor during the orientation program to ensure awareness among the students regarding well-being through good health, good mind and good habits.
4. The student counselor may counsel the student in hybrid mode as discussed between them.
5. The department will make the students aware of approaching the class representative, class teacher/ course coordinator, departmental head; to discuss any troubling issues and ensure a stress free environment.

National Service Scheme (N.S.S.)

1. While designing the programmes for N.S.S., the U.G.C. guidelines, NAAC Criteria, Government Schemes and SPPU Guidelines should be taken into account to get the optimal benefit out of its implementation of the scheme.
2. Broad policy should be formulated to optimize the resources with the college in collaboration with sister institutes so that our resources can yield optimal results.
3. One week winter camp can be organized in the village where N.S.S. Volunteers can carry out community and social outreach programs for the betterment of society. The college should conduct NSS activities like surveys, tree plantation, building bunds for rainwater harvesting etc in rural areas and around the campus for the benefit of society.
4. A separate health survey should be conducted which can be extended through awareness camp, moral value education etc compliances, documentation, and follow-up for a particular scheme.
5. N.S.S. should become the stronghold of the extension activity where the programme Officer should always try to optimize the benefits earned by the college through the residential camp and other activities.



6. While planning for the daily activities, reserve time in every day schedule to disseminate the knowledge of commerce through entertainment, awareness, speeches, street play, drama, poetry, discussion, or any other method which will prove to be effective in that village.

Placement Cell

1. Placement cell cannot work in isolation; it should work in association with Alumni cell, Guest Lecture, Seminar Conference etc. While interacting with the guest and invitees, care should be taken to introduce the placement cell in-charge / coordinator to them so that it will start the interaction of the college placement cell with these professionals.
2. The long term strategic planning is required for the flourishing of the placement cell. It will take a sink-in period for the development of rapport with these professionals. With steady steps the cell should work for developing industry connect. Patience and sincerity is required to be maintained and consistent and regular follow-up of few years will culminate in gradually building the confidence of the market with the brand of MMCC.
3. The placement cell in this transition period should work on the aptitude skills, soft skills, advanced level inputs of the students so that it will enhance the acceptability of the students of college in the market.
4. The expert advice of the management colleges of our parent body should be taken in branding and presenting ourselves in front of the professionals.
5. There should be a master-strategy of the entire sister colleges of MMCC so that their placement cell in-charge shall have regular interaction for tapping the opportunity of expanding the base of the placement cell.
6. Sister colleges having a good track record of the placement cell may adopt a policy of introducing a recruiting team so that the commerce department of that enterprise will positively work in favour of recruiting MMCC students.
7. Data of student internship and placement should be strictly maintained by placement cell with proper coordination with all the cell / departments.

Faculty Development Programme

1. The quality of academic activity is really an important concern for the upcoming students. It plays a dominant role in selection of the colleges for the undergraduate / postgraduate academic programs in the field of commerce, business administration, communication and computer science. Conscious and persistent efforts are required to enhance the teaching abilities of the faculty members.



2. The language aspects should be given due weightage in the FDP.
3. There should be certain sessions on effective use of available and upcoming technology in the teaching to keep pace with the changing scenario of education.
4. There should be separate sessions for updating teachers about the Government Policies relating to teachers.
5. There shall be certain sessions on teaching pedagogy. This will enhance the teaching ability of the teachers.
6. There shall be certain field visits to companies, small & large scale industries to observe and learn various aspects of working, entrepreneuring, skill development etc.
7. The FDP shall contain certain sessions on generating and delivering innovative content through lecture.
8. The FDP is in addition to the compulsory FDP, Orientation or Refresher Courses, hence an attempt shall be made to give innovative inputs in this FDP which may not be given in these compulsory courses.

Guest Lectures

1. The main object of organizing guest lectures is to provide additional inputs or innovative inputs from the resource person who is eminent in the field of commerce, business administration, communication & journalism and computer science. This is with the goal of providing high level inputs which may not be possible to give in a stipulated time frame of class lecture.
2. The appropriateness of the resource person can be judged on the parameters like specialization in the subject, experience, research publications, frequency of invitations on similar or identical subjects, overall feedback of such interactions from the colleges which invited such persons in the past etc.
3. The college should request the resource person for the presentation method and accordingly organize the lecture in participation with the committee members.
4. This outline or skeleton of the lecture will allow the students to read available literature on that subject matter and will also try to learn from their subject teacher.
5. Such kind of exercise will allow the students to learn the subject matter on their own or with the help and guidance of their subject teacher. When the students attend the Guest Lecture then they will not start from scratch but there will be some amount of preparation on part of the students. This makes the Guest Lecture more meaningful.
6. Such activity of previous studying the subject matter avoids the basic, normative or rudimentary questions on the part of students. Because of the good quality of questions and receptiveness on part of the audience sends a very positive message.



7. This goodwill of serious efforts on part of the college to have a ground work prior to the Guest Lecture provides impetus to the Resource Person to take creative efforts to make his or her session more meaningful.

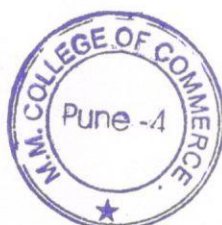
Others

1. The student will refer to the student charter displayed in the college campus for availing the facilities provided and follow the instructions.
2. The college staff can apply for the following through a written application to the Principal of the college.
 - a. Experience certificate
 - b. Salary certificate
 - c. NOC
 - d. Letter to join Central Assessment Program
 - e. Induction / FDP/ / Conference / Seminar / Workshop
 - f. Any other for taking permission from Principal

The college has established Cells / Centers as per Savitribai Phule Pune University (few are mentioned below). There is a committee of staff and student volunteers (as applicable) for the following so as to ensure participation and decentralization for effective conduct of activities and events. The members will conduct regular meetings and plan, organize, conduct and review the activities of the committee so as to ensure experiential learning and professional ethics.

1. NSS
2. SDC
3. IKS Cell
4. Alumni
5. Green Club
6. Cyber Security Club
7. Electoral Literacy Club
8. Entrepreneurship Development Cell / Innovation, Incubation & Startups

In addition to the above, the college has established cells / centers to promote creative & critical thinking, gender sensitization, professional development & ethics etc. There is a committee of staff and student volunteers (as applicable) for the following so as to ensure participation and decentralization for effective conduct of activities and events. The members will conduct regular meetings and plan, organize, conduct and review the activities.




1. Student Forum
2. Coder Mitra
3. Priyadarshini Yuvati Manch
4. Teachers' Forum
5. College Magazine / Newsletter
6. MMCC Connect - Mental Well Being
7. Art Circle
8. Competitive Examination Guidance Center
9. IIRS-ISRO Nodal Center
10. MMCCII
11. Skill Development Training Center (Acharya Chanakya Kaushalya Vikas Kendra)

Important Note:- This SOP is prepared for the quality improvement in the colleges working. If it can be achieved in any other way than the way mentioned in this document, the same should be brought to the notice of the Principal. After its scrutiny the same can be adopted in the document. Ultimate goal is the empowerment and welfare of the students. It is not the tool but the result is more important. Tool is just to ensure that scale is held equal and high too.

Day & Date: Tuesday, December 31, 2024
Place: MMCC, Pune




Dr. Ganesh Patare
Principal (I/C)