STANDARD OPERATING PROCEDURE
ACADEMIC SECTION

A. Registration process of continuing students (UG/PG)		
S.NO.	**ACTIVITY**	**TIMELINE**
1.	Notice for registration and fees details for the continuing students.	One month before the start of next semester
2.	Subsequent reminder for registration and fees details.	Weekly
3.	Preparation of list of continuing students batch wise	One week before registration
4.	Distribution of Grade sheets for the previous semester.	On the day of Registration.
B. Reporting and Registration process of New Students (UG/PG)		
1.	Collection of New UG students papers from hosting IITs. (Hardcopy)	One day after the last day of JEE counseling.
2.	List of New UG students in Excel Sheet Branch wise from hosting IIT. (Softcopy)	1–2 days before Reporting of new students.
3.	Allotment of Entry No. for New UG Students.	1–2 days before Reporting of new students.
4.	Preparation of list of New UG student's branch wise for Registration Process.	1–2 days before Reporting of new students.
5.	Sending of New UG Students list to Student Affairs Section, Security, Institute Website, etc.	1–2 days before Reporting of new students.
6.	Preparation of New UG student's files and pasting of documents checklist.	7 days before Reporting of new students.
7.	Final list of New PG students from COAP and JAM.	7 days before Reporting.
8.	Allotment of Entry No. for New PG Students.	6 days before Reporting.
9.	Sending of New PG Students list to Student Affairs Section, Security, Institute Website, etc.	6 days before Reporting.
10.	Preparation of New PG student's files and pasting of documents checklist.	6 days before Reporting.
11.	Preparation of list of New PG student's branch wise for Registration Process.	6 days before Reporting.
C. Classroom Timetable.		
1.	Compilation of the list of courses floated by the various departments Batch wise	5 working days.
2.	Grouping of courses by the concerned departments.	2–3 working days.
3.	Preparation of Draft Classroom Timetable for the UG/PG Students	5–7 working days.
4.	Fixing of labs timetable by the concerned department Batch wise.	2–3 working days.
5.	Finalization of timetable after fixing of labs.	1–2 working days.
6.	Circulation of final class timetable to all.	Same day after finalization.
D. ADD / DROP Process.		
7.	Opening of CRP Portal for ADD / DROP Process.	7 working days before last date.
8.	Notification of ADD / DROP Process for UG / PG students through Email.	10 working days before Last Date.
9.	Subsequent reminder for ADD / DROP Process.	Daily till last date.
10.	Finalization of Roll list after ADD / DROP Process.	10 working days after

		ADD/DROP Process.
E. Class–Committee Meeting.		
1.	Sending of Emails to conduct the Class–Committee Meeting along with the Start and End Date to all the Department's HODs.	One week before the start date.
2.	Subsequent Reminders for the same.	Daily till the last date.
3.	Sending an Email to Department HODs to send a small report on Class–Committee Meeting to Dean Academics office.	Daily reminder till the last date.
F. Conduct of Mid – Semester Examination		
1.	Preparation of Mid–Semester Timetable.	20 working days before the start of Mid–Sem Examination
2.	Circulation of Draft Mid–semester Timetable to Academic Dean's	17 working days before the start of Mid–Sem Examination.
3.	Circulation of Draft Mid–semester Timetable to Faculty and Students in case of clashes.	15 working days before the start of Mid–Sem Examination.
4.	Resolving queries/clashes from Faculty and Students in case of shifting of exam, clash in same slot, etc.	13 working days before the start of Mid–Sem Examination.
5.	Circulation of final Mid–semester Timetable to Faculty and Students after Changes.	10 working days before the start of Mid–Sem Examination.
6.	Preparation of Seating arrangement for Mid–Semester Examination.	10 working days before the start of Mid–Sem Examination.
7.	Preparation of Invigilation Duty Chart for Mid–Semester Examination.	8 working days before the start of Mid–Sem Examination.
8.	Circulation of Invigilation Duty Chart to Faculty and PhD scholars	5 working days before the start of Mid–Sem Examination.
G. AUDIT / Withdrawal Process		
1.	Opening of CRP Portal for Audit/Withdrawal Process.	7 working days before last date.
2.	Notification of Audit/Withdrawal Process for UG/PG students through Email.	7 working days before Last Date.
3.	Subsequent reminder for Audit/Withdrawal Process.	Daily till last date.
4.	Finalization of Roll list after Audit/Withdrawal Process.	3 working days after ADD/DROP Process.
H. End–Semester Examination		
1.	Preparation of End–Semester Timetable.	30 working days before the start of End–Sem Examination
2.	Circulation of Draft End–Semester Timetable to Dean's	25 working days before the start of End–Sem Examination.
3.	Circulation of Draft End–Semester Timetable to Faculty and Students in case of clashes.	23 working days before the start of End–Sem Examination.
4.	Resolving queries from Faculty and Students in case of shifting of exam, clash in same slot, etc.	20 working days before the start of End–Sem Examination.
5.	Circulation of final End–Semester Timetable to Faculty and Students after Changes.	15 working days before the start of End–Sem Examination.
6.	Preparation of Seating arrangement for End–Semester Examination.	12 working days before the start of End–Sem Examination.
7.	Preparation of Invigilation Duty Chart for End–Semester Examination.	8 working days before the start of End–Sem Examination.
8.	Circulation of Invigilation Duty Chart to Faculty and PhD scholars	5 working days before the start of End–Sem Examination.
I. Conduct of Various Meeting (ACUGS, RPEC and SENATE)		
1.	Notification regarding conduct of ACUGS, RPEC and SENATE	10 working days before the

	Agenda Meeting.	meeting.
2.	Circulation of Agenda to all members.	7 working days before the meeting.
3.	Preparation of Dice for the meeting.	2 working days before the meeting.
4.	Preparation of minutes of the meeting.	1 working day after the meeting.
5.	Circulation of minutes of the meeting.	2–4 working days after the meeting.
J. Scholarships		
1.	Institute Merit–cum–Means (MCM) Scholarships.	20 working days.
2.	Institute Merit Prizes and Certificates.	10 working days.
3.	Institute Free Studentship.	20 working days.
4.	Scholarship provision for Students of SC/ST Category.	30 working days.
5.	Post–Matric Scholarship on NSP Portal	2 – 5 working days.
6.	Top Class Education Scholarship for SC/ST students.	5 – 10 working days.
7.	Other Scholarship like online NSP, Private Sector Scholarships, State wise Scholarships (Police, Teaching Department, Railways), etc	1 – 2 working days.
J. Miscellaneous Works		
1.	Issue of Bonafide for various reasons like passport, Opening of Bank Account, Bank loan purpose, etc	1 working day after the submission of request.
2.	RTI Reply.	1–2 working days
3.	Compilation of Semester Fees.	20 working days.
4.	Statistical Data for various purposes like NIRF, Ranking, Audit reply, Time to time data asked by the Ministry, etc.	2–4 working days.
5.	Letters to parents for the students placed on Probation.	7–12 working days.
6.	Printing of Grade sheets.	2–5 working days.
7.	Sending of results to students.	1–2 working days.
8.	Hindi names verification for degree awardees.	2–4 working days.
9.	Printing of Degree for degree awardees.	3–7 working days.
10.	Programme Change for UG Students.	7–10 working days.
11.	Police Verification for Passport / Job.	1 working day.
12.	Academic Calendar for subsequent semesters.	10–12 working days.
13.	Compilation of students who has opted for Minor/Concentration/6-month Internship	7 working days.
14.	Preparation of result analysis for ACUGS/RPEC/SENATE Meeting.	5–6 working days
15.	List of courses floated for subsequent semesters.	5–7 working days.
16.	Finalization of list of medal awardees UG Students after getting recommendations from various departments like HODs, Wardens, Sports Officer, etc	7–10 working days.
17.	Compilation and finalization of medal awardees UG Students list.	1 working day.
18.	Finalization of list of medal awardees PG Students.	1 working day.