



# ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS

Approved by : All India Council of Technical Education, Council of Architecture  
& Pharmacy Council of India. Affiliated to University of Mumbai

ACCREDITED BY NAAC & CERTIFIED BY ISO 9001:2015

Celebrating  
**150**  
years of  
ANJUMAN-I-ISLAM

SCHOOL OF ENGINEERING & TECHNOLOGY | SCHOOL OF ARCHITECTURE | SCHOOL OF PHARMACY



## ***Standard Operating Procedure (SOP)***

Manual for AIKTC Committees / Centre's

**w.e.f. 2023**

*With You... Till You Do Not Need Us - In Any Way*

## PREFACE

Under the able guidance and motivation of Dr. Zahir I Kazi (Hon. President, Anjuman-I-Islam, Mumbai), All office bearer of Anjuman-I-Islam, Hon. Exec Chairman, Board for Institutions in Navi Mumbai (BINM) Mr. Burhan Harris, the campus director, Dr. Ramjan A Khatik , Deans, HoDs and steering team members of AIKTC brainstormed and finalized various committees at the Campus/institutional level for planning and execution of day-to-day activities. These committee controllers are also part of the organogram of the institution. Each committee controller made authorized to prepare a standard operating procedure (SOP), Activity plan and execution. The same procedure has been approved by the director. These standard operating procedure made available on the google drive to read and to comply by the concerned people who matters for the respective committees. The steering team members had multiple meetings with centre controllers in the presence of the Director on the planning, execution, and data submission of the activities done under the centres.

An activity reporting tab also made available on the website for data submission by the each centres. Each committee member prepares a one page/brief report of the event and upload it on the website. This activity reporting system helps in preparation for Boar meetings at Anjuman-I-Islam, preparation of Annual Quality Reports (AQR), Self Study Reports(SSR) & Self Assessment Reports(SAR)..etc.

This booklet shows the standard operating procedures made by the respective controllers. It's a ready reference document which itself an example of the standard maintained by the Anjuman-I-Islam's Kalsekar Technical Campus (AIKTC), New Panvel. We at AIKTC accepted and implemented these standard operating procedures for day to day activitiesn and take the campus at next level of excellence.

**(DR. RAMJAN A. KHATIK)**  
**DIRECTOR- AIKTC**

# STANDARD OPERATING PROCEDURES

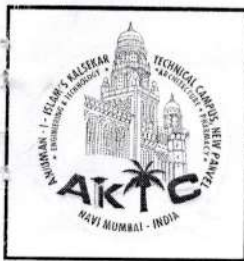
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**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE (SOP)  
Examination & Evaluation Center**

<b>No.</b>	DP/AIKTC/Examination Committee
<b>Rev.</b>	02
<b>Date</b>	17/05/2023
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**1. PURPOSE: To conduct and monitor examinations and other related activities in AIKTC.**

**2. SCOPE:** The entire work of examinations is carried out by the Institute on behalf of the University of Mumbai. The booklet titled as "Ordinances Relating to Examinations" provided by the University of Mumbai is the basis for carrying out all the examination related activities in AIKTC.

**3. RESPONSIBILITY: Director, Deans, HoDs, Section Heads, JS, SS, US, Examiners, Moderators, Revaluators, Registrar, O.S., Librarian, System administrator, Electrician, Store Keeper, etc.**

**I. Examination Committee**

The Examination Committee is an apex body of the Institute headed by The Director, AIKTC. The Examination Committee comprises of the following members:

<b>Sr. No.</b>	<b>Designation</b>	<b>Position held</b>
01	Director, AIKTC	Chairman
02	Dean (SoET)	Member
03	Dean ( SoP)	Member
04	Dean (SoA)	Member
05	HOD, CE	Member
06	HOD, MECH	Member
07	HOD, EE	Member
08	HOD, ECS	Member
09	HOD, CO	Member
10	FE Controller	Member
11	IQAC Coordinator	Member
12	CoE, AIKTC	Member, Secretary

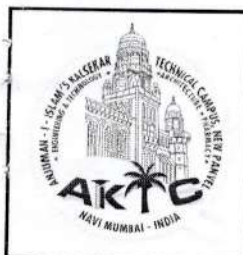


**Controller of Examinations (CoE)** assists the Director and the Deans in facilitating the functioning of Examination Committee:

The main function of this Committee is to guide and monitor the Examination and Evaluation Center, the key supporting body working under the Examination Committee, and to facilitate students, faculty and staff members of the institute. Any issues related to examinations and other related activities are resolved by this committee. The routine tasks e.g. to carry out examinations, display results and award marksheets and certificates (provided by the University and Institute) to the students who pass the End Semester Examinations., maintaining the record of all the pre-exam, post-exam and during examinations activities is the prime responsibility of Examination and Evaluation Center. Keeping the record of each and every issue related to the examination is also the responsibility of the Examination and Evaluation Center.

- The Controller of Examinations is an experienced senior faculty member of the Institute.
- The Examination and Evaluation Center, headed by the Controller of examinations functions under the guidance of the Examination Committee.
- There is a Joint Controller cum Examination Coordinator (Jt. CoE), he is also the Examination Coordinator for SoET and two Examination Coordinators (one each for SoP & SoA).





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**No.**

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Committee

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- iv. The Examination Committee shall meet at least thrice in a year (to prepare Academic Calendar, To constitute various teams e.g. Examination Conduction Team, CAP, Unfair Means Inquiry cum Vigilance Committee, etc. in First half and Second Half of the Year. Minutes of the meeting are recorded by the Controller of Examinations; copy of the same is submitted to the Director for Approval.
- v. In addition to these three meetings, additional meetings are also convened to resolve any other critical issues faced by the students, schools, departments, faculty and staff members, etc.

## **II. Responsibility of the Director**

- i. To appoint the Examination Committee and act as the Chairman of the Examination Committee.
- ii. To guide and direct the Deans and appoint the Chief and Joint Chief Conductors for conducting examinations smoothly.
- iii. To appoint the Examination Committee and act as the chairman of that Examination Committee.
- iv. To guide and direct the Deans and appoint the Chief and Joint Chief Conductors for conducting examinations smoothly.

## **III. Responsibility of the Dean**


- i. To appoint Examination Conduction Team in coordination with HODs.
- ii. To appoint the Unfair Means Inquiry and Vigilance Squad, Senior & Junior Supervisors and other human resources for smooth conducting of examination in the College in coordination with HoDs.
- iii. To interact with University for exam related works.
- iv. To appoint internal and external examiners for paper assessment in coordination with HODs.
- v. To appoint Examination Conduction Team, CAP Team, in consultation with HODs.
- vi. To appoint Internal Vigilance Squad, Supervisors and other human resources for smooth conduction of examination.
- vii. To interact with University for exam related works.
- viii. To appoint the head of Unfair Means Inquiry Committee during examination.
- ix. To appoint and/or approve the internal and external examiners/moderators for paper assessment in coordination with HODs.

## **IV Responsibility of HODs**

- i. To appoint Departmental Examination Coordinators for smooth conduction of examination related activities.
- ii. To appoint internal, external examiners and moderators for practical /oral /written examination with Dean's Approval.
- iii. To monitor University practical/orals and other examination related works.
- iv. Any other duties assigned by the Director and/or Dean.
- v. To appoint Departmental Examination Coordinators for smooth conduction of examination related activities.
- vi. To appoint internal, external examiners and moderators for practical /oral /written examination with Director's Approval.
- vii. To monitor University practical/orals and other examination.
- viii. Monitoring Examination Related activities.





	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	DP/AIKTC/Examination Committee
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- ix. To inform the dropout students about their year drop.
- x. Any other duties the Director assigned by the Director.

#### V Roles and Responsibilities of the Controller of Examinations (CoE)

- i. To have administrative control over the members working in exam section.
- ii. To conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- iii. To ensure secrecy regarding the setting and printing of question papers and examination records till publication of examination results
- iv. To deal with the University and other related bodies as directed by the Director.
- v. Convening meetings of Examination Committee, whenever required.
- vi. To resolve examination related problems faced by exam cell staff.
- vii. Any other duty/responsibility assigned by the Director

#### VI Roles and Responsibilities of the Joint Controller of Examinations (Jt. CoE)


- i. Responsible for the due custody of the records pertaining to the work.
- ii. Shall take all necessary steps relating to the examinations as prescribed in the ordinances.
- iii. To deal with the University and other related bodies as directed by the CoE.
- iv. To resolve examination related problems faced by the students.
- v. To verify the work completed by Examinations Coordinators and clerks.
- vi. To assist the CoE as and when required, and to act as the CoE in his absence.
- vii. Any other duty/responsibility assigned by the COE

#### VII. Responsibilities of Examination Coordinator (Exam Coordinator):

- i. To upload the examination related information concerning students, faculty and staff on the institute website.
- ii. To provide data to Exam Conduction Team, CAP, Unfair-means team and other concerned committees time to time.
- iii. To verify exam related data, documents being provided to students or others.
- iv. To verify marks from original marksheets before taking the final print of the gazettes and ensure that gazettes are displayed without errors.
- v. To ensure that all the results are declared on or before deadline.
- vi. To resolve the University related issues, to take necessary follow up till the pending issues are resolved by the University.
- vii. To ensure that marksheets. Transcripts are issued to students within 7 days from the date of application.
- viii. To ensure that budget and bills are submitted to the institute and or University account section on time.
- ix. To ensure that examination and all other related activities are conducted smoothly.
- x. To ensure that Duty Chart for Junior Supervisors, Examiner's Appointment Letter, etc. are issued well in advance.





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- xi. To facilitate students and departments, to convene and or attend meetings, trainings, etc. as and when required and ensure that the procedure mentioned below in the point no. 6 is followed properly.
- xii. To assist the CoE & Jt. CoE as and when required.

#### **VIII. Role and Responsibilities of Faculty, Staff, Committees, School, Departments, Sections, Centers, etc. Involved in Examination Process:**

Every faculty member is expected to assist the Examination Committee for the smooth conduct of examinations, like providing assistance in invigilation, contacting examiners, expediting evaluation work, tabulating results, etc.

#### **IX. Responsibility of a Junior Supervisor**

- i. The reporting time for the Junior Supervisors (JS) is half an hour before the commencement of the exam.
- ii. They should check the students for their mobile phones in the exam block and report to Senior Supervisor (SS) if found for further action.
- iii. They themselves should not carry the mobile phones, any other electronic device or reading material with them during supervision.
- iv. They should not allow the students to leave the block for the first one hour.
- v. They are to record the attendance of students in the attendance sheets and also sign on the answer sheets after due verification of the entries made.
- vi. They should ensure that answer sheet and question paper should be handed at the students' seat and avoid unnecessary movement of students in the exam hall.
- vii. They are to collect the answer sheets immediately after the exam and handover the same to SS.
- viii. If a student is found adopting unfair means, the answer sheet of the concerned student should be collected and the matter should be immediately reported to the SS for further action.
- ix. JS are requested not to swap their duties; any changes in the duty should be brought to the notice of Exam Conduction Team.
- x. Supervisors are responsible for ensuring that examinations are conducted in accordance with the Rules and Policies of University of Mumbai specifically.
- xi. Carrying the Institute Identity card and duty chart as Junior Supervisor is mandatory.

#### **X. Responsibility of Faculty as a Senior Supervisor**


- i. The Senior Supervisor (S.S.) has to abide by the Ordinances and Circulars issued by the University of Mumbai and the institute for smooth conduction of examinations.
- ii. The senior supervisor will function under the guidance of Chief Conductor of examinations.

#### **XI. Responsibility of faculty/staff as Understudy Supervisor**

- i. Place exam materials on desks, as directed by the Senior Supervisor
  - a. Read exam conditions and permitted materials as each examination has different requirements
- ii. Give the Senior Supervisor the student details to be recorded on the Supervisor Report.
- iii. Check if the Attendance report has been completed and writing is legible
- iv. Students may become ill during the exam and be unable to continue. Ask the Senior Supervisor to immediately come and speak with the student.
- v. Count the number of bundles collected to ensure it matches the number of students sitting in each section,
- vi. Mobile is Strictly Prohibited in exam blocks.
- vii. Any other task assigned by SS.





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## **XII. Responsibilities of Unfair Means Committee and Internal Vigilance Squad**

- i. Making surprise visits (4 to 5) to examination blocks to ensure smooth and fair conduction of examinations.
- ii. Reporting irregularities/ anomalies, if any, to the Chief Conductor with recommendation for proposed action and implementing the same after approval.
- iii. Any other assignments as given by the Chief Conductor.

## **XIII- ACCOUNTS :**

- i. To collect all exam related fees and update the same to exam cell.
- ii. To Make DD as requested by exam cell for University related shares of exam, During urgency the same should be done on the day itself to adhere to the guidelines of University of Mumbai.
- iii. To Make arrangement of CASH (Wherever Required) as requested by exam cell for University related shares of exam, During urgency the same should be done on the day itself to adhere to the guidelines of University of Mumbai .
- iv. To clear the bills of individuals going to University for exam related work on the very next day of submission of proper documents.
- v. To get the data and settle the bills of Remuneration, Food Allowance, TA DA etc of external examiners in consultation with respective departments.
- vi. To get the data and settle the bills of Remuneration of Internals in consultation with respective departments.
- vii. To get the data and settle the bills related to ONLINE CAP with ONLINE CAP COORDINATOR.
- viii. To get the data and settle the bills related to ONLINE CAP with OFFLINE CAP COORDINATOR.
- ix. To get the data and settle the bills related to exam (apart from those mentioned in points 4,5,6,7 and 8) with Exam Cell.
- x. To facilitate exam cell as and when the need arise apart from the things mentioned above

## **XIII - ADMIN OFFICE**


- i. To provide registered students list to EEC and departments every year.
- ii. To update things related to administration which in turn is related to conduction of exam on the portal of University of Mumbai (MKCL, mu digital, AICTE etc. as applicable).
- iii. To organize Pariksha Pe Charcha Programme to comply with the Government Circulars.
- iv. To facilitate exam cell as and when the need arises apart from the things mentioned above.

## **XIV - STORES**

- i. To ensure that the requirements given by the exam cell are fulfilled as early as possible.
- ii. To keep some basic requirements like Toner/Cartridge, paper rims etc. in stock.
- iii. To facilitate exam cell with the requirements which are urgent on the same day or next day after receiving requisition.
- iv. To facilitate exam cell as and when the need arises apart from the things mentioned above.





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#### XV - LIBRARY

- I. To collect copies of question paper for University examination form exam cell and update the same on website after completion of entire exam session.
- II. To provide books, charts, tables, etc as and when required.

#### XVI - SYSTEM ADMIN

- I. To facilitate exam cell with proper connectivity of LAN and WIFI internet throughout the entire year, especially during exam sessions.
- II. Whenever the technical assistance is required in regards to any of the PC, printer, wifi, etc. of exam cell. The system admin should deploy a member from his team to rectify the issue instantly.

#### XVII - MAINTAINANCE

- I. To facilitate exam cell with proper power supply during entire year, especially during exam sessions.
- II. Any other related work in exam cell recommended by System Admin, Stores, etc.
- III. Maintenance of Inverter, Batteries, etc.
- IV. Electricity backup during examination.

**4. DEFINITION:** All the terms are simple hence no definition required.

**5. ABBREVIATION:** SoP- School of Pharmacy; SoA- School of Architecture; SoET- School of Engineering & Technology, CoE- Controller of Examination; Jt. CoE- Joint Controller of Examination; SS-Senior Supervisors; JS- Junior Supervisors; TW-Term Work; OR- Oral; PR- Practical.

#### 6. PROCEDURE:

##### 6.1 University Exams

- i. The Exam Cell shall distribute the Exam Forms or share the google form/link to fill the form and pay the fees for regular and/or ATKT students. After verification, it will be forwarded to the University of Mumbai within the stipulated time period.
- ii. To prepare the financial estimates for incorporation in the budget
- iii. To appoint Coordinator of Central Assessment Programme (CAP), fix of venue of Central Assessment
- iv. The Examination Committee shall prepare relevant duty charts for the scheduled examinations in SoET.
- v. The Examination conduction Team shall make the Block and Seating Arrangement and display on the Notice Board/Website and Blocks.
- vi. The Exam Cell shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- vii. The Exam Conduction Team shall hold a pre-exam meeting to brief the Junior Supervisors and relievers about the examination procedures and their roles and responsibilities. A report of same shall be submitted to the Chief Conductor.
- viii. The CAP coordinator shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- ix. The Exam Cell shall be in touch with the University for obtaining necessary approvals on time.







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- x. All the results (First Year to Final Year) shall be displayed on the College Website after 4pm.
- xi. Under the guidance of the Dean the HoDs shall analyze the exam results and the same shall be reported to the Director.
- xii. The CAP team shall get the answer books assessed by the examiners/moderators
- xiii. The CAP Team shall receive the report of the Unfair means cases reported by the vigilance squads with appropriate remark for necessary action approved by the Chief Conductor.
- xiv. The Exam Cell shall process the result on Computers and softwares.
- xv. The Exam Cell shall send the results to the University for approval.
- xvi. The Exam Cell shall declare the results post approval.
- xvii. Marksheets of IA/TW/PR/OR/etc will be submitted to Exam cell within 3 days from the date of commencement of the activity.

#### **6.2 University TW/Oral/Practical Exams:**

- i. The Internal Examiners shall hand over the completed oral/practical evaluation mark-sheets on the same day to the Departmental Exam Coordinator
- ii. The Departmental Exam Coordinator shall hand over the marksheets, attendance, etc to Exam Cell on the last day of OR/PR/TW exams.

#### **6.3 Re-evaluation/Revaluation:**


- i. After declaration of results, the Exam Cell shall share notice for revaluation/photocopy forms/link to form and pay the fees.
- ii. In case of First and Final years, the Exam Cell shall share a notice complying with the University guidelines.
- iii. In case of SE and TE, Exam Cell shall initiate the revaluation process internally.
- iv. The result of re-valuation (for SE & TE) shall be put up on the Notice Board/College Website. For FE & BE, the students shall receive the result directly from the University.

#### **6.4. Other Rules Related to Examination, Bill Settlement, etc. Works:**

- i. Providing duplicate marksheets, backlog summary, transcripts, etc.
- ii. Resolving students' (University related) issues and guiding them as and when necessary.
- iii. Exam cell member's signature will not be required on any formats, bills, Food Allowance, etc. where money is given to respective departments. Respective department HoD's signature will be taken on such formats.
- iv. Budget of OR/PR/TW/etc. will be directly submitted by the respective departments to the Accounts section.
- v. Internal marks entry (FE/BE) on the University Portal will be done by the respective faculty.
- vi. Departmental Exam Coordinators will be given 50% less duties as J.S.
- vii. Admission and Promotion to higher semester will be done by Admin Section (Exam cell will provide eligibility to admin section).
- viii. List of newly admitted students will be provided by Admin to Departments and Exam Cell.
- ix. External examiners' amount will be directly given to the concerned examiner by Accounts section.
- x. Examination related stationery will be provided by Exam Cell to the concerned teams only.
- xi. **In SoA Exam are conducted internally except for same 6 & 10. They follow their own set of rules independently & In SoP also there are certain changes in overall presses.**





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**7. Activity Schedule to be followed :**

Sr.no.	Activity	Days	Dept.
1	List of Students (Google sheet shared with EEC)	7 days before Registration Date	Admin
2	Requirement from Store	Need Based (1 to 5 days)	Stores
3	DD / Online Payment	02 DAYS/ Need Based urgent	Accounts
4	TW/PR/OR/Jury Mark sheet Submission in ECS	03 days After OR	Respective Dept.
5	TW/PR/OR/Jury Budget Submission in A/C	15 days before Exam	Respective Dept.
6	TW/PR/OR/Jury Bill Submission in A/C	03 days After Exam	Respective Dept.
7	TW/PR/OR/Jury Marks Entry on Portal	Within 02 days form link activation	Respective Dept.
8	Exam Budget Approval	07 days	Accounts
9	Exam Conduction (Team) Requirement	03days before exam	SS
10	Exam Conduction (Team) all Submission	01 days After exam	SS
11	Exam Conduction Bill Submission Respective (college / University)	3 days After Exam is over	SS
12	Answer Paper ( Store)	07 days After Requisition	Stores
13	CAP Preparation	01 day Before Exam	CAP Team
14	CAP Bill submission Respective (college / University)	3 days After cap is over	CAP Team
15	Appointment Examiner & Moderator	10 days before Exam	Respective Dept.
16	Special Requirement	7day Before Exam date	Respective Dept.
17	Marksheet Distribution to Department	02 days after Gazette Approval Form University	EEC
18	Marksheet Distribution to Students	02 days After Receiving from EEC	Respective Dept.

**8. REFERENCES:**

Mumbai University Manual.




*Bohmad*  
Prepared by  
Examination Committee

*[Signature]*  
Approved by the Director

**Mission:** Creating Exuberant Technical Professionals

**Vision:** To be the most sought after technical campus that others would wish to emulate.

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/IQAC/01
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#### 1. PURPOSE:

- To develop a mechanism to promote conscious, consistent, and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote Institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.
- To submit Annual Quality Assurance and Self Study Report to the NAAC as per the deadlines.

2. **SCOPE:** All the Schools, Departments, and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

3. **RESPONSIBILITY:** Internal Quality Assurance Cell comprising Deans, Heads and senior faculty members.

#### 4. DEFINITION:


- Institutional Accreditation** is done by NAAC through an application process and submission of SSR subsequent to this a peer team visit in
- AQAR submission** is the submission of a yearly quality assurance report to NAAC.
- Quality Benchmarks** are the key points identified for the academic, administrative, and financial units of the institution to enhance its all activity for the benefit of its all stakeholders.
- Steering Committee** is the group of Deans, Heads and various centre controllers along with Director.

#### 5. ABBREVIATIONS:

**IQAC:** Internal Quality Assurance Cell.  
**NAAC:** National Assessment & Accreditation Council.  
**IIQA:** Institutional Information for Quality Assessment.  
**AQAR:** Annual Quality Assurance Report,  
**SSR:** Self Study Report.  
**Centres:** Institutional Committees at AIKTC.  
**Institution:** AIKTC.  
**AIKTC:** Anjuman-I-Islam's Kalsekar Technical Campus.  
**HoDs:** Head of departments from schools of AIKTC.

  
Center Controller




  
Director

**Mission:** Creating Exuberant Technical Professionals

**Vision:** To be the most sought after technical campus that others would wish to emulate.



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/IQAC/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)</b>	<b>Date</b>	19/04/2023
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## 6. PROCEDURE

### 6.1. Composition of the IQAC:


- 6.1.1. IQAC at the AIKTC shall be formed under the guidelines of NAAC.
- 6.1.2. IQAC shall take a review of quality initiatives carried out by the institute and plan for the next academic year.
- 6.1.3. IQAC team office order must reach each member of IQAC.

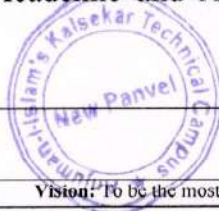
### 6.2. Operational Features of the IQAC

- 6.2.1. Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
- 6.2.2. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution.
- 6.2.3. The IQAC may derive support from the already existing units and mechanisms that contribute to the functions listed below.

### 6.3. Functions:


- 6.3.1. Development and application of quality benchmarks.
- 6.3.2. Setting parameters for various academic and administrative activities of the institution;
- 6.3.3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- 6.3.4. Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- 6.3.5. Dissemination of information on various quality parameters to all the stakeholders;
- 6.3.6. Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- 6.3.7. Documentation of various programmes/activities leading to quality improvement;
- 6.3.8. Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- 6.3.9. Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- 6.3.10. Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and

  
Center Controller



  
Director



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

**6.4. IQAC will facilitate/contribute to:**

- 6.4.1. Ensuring clarity and focus in the institution's march towards quality enhancement;
- 6.4.2. Ensuring internalization of the quality culture;
- 6.4.3. Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- 6.4.4. Providing a sound basis for decision-making to improve institutional functioning;
- 6.4.5. Acting as a dynamic system for quality changes in HEIs; and
- 6.4.6. Building a sound methodology for documentation and internal communication.

**6.5. IQAC Meetings & ATR**

- 6.1.1. The core IQAC members shall be meeting at least once a week. The minutes of the meeting shall be recorded separately.
- 6.1.2. The IQAC shall meet at least once in every quarter. The quorum for the meeting should be at least two-thirds of the total number of members.
- 6.1.3. The IQAC core committee along with the steering committee shall brainstorm and identify the quality initiative at the beginning of the academic year.
- 6.1.4. The quality benchmarks and initiatives identified would be kept in the IQAC meeting as the agenda point.
- 6.1.5. The IQAC shall have a meeting with the school, department, sections, and centres on the preparation and submission of AQAR and SSR.
- 6.1.6. IQAC shall be maintaining minutes along with the action taken reports.

**6.6 AQAR & SSR Data Collection Mechanism**


- 6.6.1 AQAR submission being an annual process, IQAC shall be sending directives from time to time on data requirements to all Schools, departments, sections, and centres with the permission of the Director.
- 6.6.2 The school, departments, sections, and centres shall abide by the requirements of the NAAC process. They are expected to plan various activities falling under their scope for the generation of data. The same should be included in the respective calendars.
- 6.6.3 Each school and department shall have one NAAC coordinator or multiple coordinators for suggesting NAAC requirements to the respective school or department. They shall be collecting data, process it, and put it forward to the respective Dean/HoD.
- 6.6.4 Once the data is seen and approved by Dean and Heads the same should be uploaded on the drive shared by IQAC on or before deadlines set by the IQAC.
- 6.6.5 The data should be uploaded after verification by the concerned Dean/HoDs or Section Head.

  
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- 6.6.6 On receiving data IQAC shall analyse and process data for submission of AQAR and SSR.
- 6.6.7 The final data would be submitted to NAAC portal on approval of the Director of AIKTC.
- 6.6.8 Under the NAAC guidelines information on quality related process shall be disseminated to all stakeholders.

## 7. TARGET


- 7.1. Ensuring internalization of quality culture.
- 7.2. Improving on NAAC grade

## 8. REFERENCES:


- 8.1. Guidelines for creation of IQAC and submission of AQAR.
- 8.2. SSR Manual (whichever is latest)


## 9. RECORDS

- 9.1. IQAC Minutes of Meeting
- 9.2. Office Orders
- 9.3. Inward and outwards registers
- 9.4. AQAR, SSR reports
- 9.5. Criteria wise file for NAAC Cycles
- 9.6. Allocation of metrics and sub-metrics to various centres of AIKTC

  
Center Controller



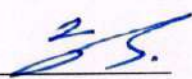
  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/COINA/01
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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR OBE IMPLEMENTATION &amp; NBA ACCREDITATION</b>	<b>Date</b>	25/06/2023
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1. **PURPOSE:** To facilitate the Implementation of Outcome Based Education (OBE) philosophy across various Schools and Departments of Anjuman-I-Islam's Kalsekar Technical Campus AIKTC.
2. **SCOPE:** All the Schools and Departments of AIKTC
3. **RESPONSIBILITY:** All the members of Centre for OBE Implementation and NBA Accreditation (COINA) in consultation with the Dean/POs of various Schools and Departments of AIKTC.
4. **DEFINITION: Outcome Based Education:** It is a learner centric outcome based approach adopted by NBA wherein the point of focus is on inculcation of 12 global graduate attributes in the learner for professional courses.
5. **ABBREVIATIONS:** **AIKTC-** Anjuman-I-Islam's Kalsekar Technical Campus, **SoET-** School of Engineering & Technology **OBE** – Outcome Based Education, **COINA:** Centre for OBE Implementation and NBA Accreditation. **PO:** Program Owner
6. **PROCEDURE**
  - 6.1 The center would decide and follow a proper documentation system across all the Schools and Departments to be adopted as per applicable NBA manuals in consultation with Director, Dean (SoET) and Heads of Departments of various Departments.
  - 6.2 Define what is to be done for Implementation of OBE across all the schools and Departments of AIKTC.
  - 6.3 Define how it is to be done for Implementation of OBE across all the Schools and Departments of AIKTC.
  - 6.4 Monitor the current status of OBE implementation across all the schools and programs of AIKTC.
  - 6.5 Implement corrective action as per the status of OBE implementation in various Schools and programs of AIKTC.
  - 6.6 Check preparedness of going for NBA for various schools and Departments of AIKTC through assessing the prequalifier, so as to know the exact status and further plan of implementation.
  - 6.7 Suggest the authorities to take necessary steps to ensure that the desirable and essential points of prequalifier are met by the respective Schools/Departments of AIKTC.
  - 6.8 Decide the time line for NBA accreditation for various Schools/Programs in consultation with the Director, Dean (SoET) and Heads of Departments of various programs.

  
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Dean, SoET


  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.





	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/COINA/01
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6.9 Facilitate the School/Department going for NBA for SAR preparations and any other assistance as required.

## 7. TARGET

- 7.1. One Awareness session by external expert to be conducted before the commencement of every term.
- 7.2. One Awareness workshop/training by criteria 3 owners/coordinators and NBA coordinator of the program for CO framing and CO-PO mapping upto attainment through CAGS sheets to be conducted during the term.
- 7.3. One NPTEL course on NBA to be registered by all the faculty members in one academic year.
- 7.4. 30% of the course domain committee minutes of all the programs (including list of CO, CO-PO mapping and Target and attainment) are to be assessed by COINA members as per the schedule after preterm audit.
- 7.5. Based on 7.4 the status of OBE implementation in that School/Department is to be communicated to the Program Owner (PO), Dean, and Director so that necessary corrective action is initiated.
- 7.6. Applying for NBA for minimum 50% of programs of AIKTC by 2025-26.
- 7.7. Criteria Wise Google Sheet for NBA data entry of every academic year for all the programs.
- 7.8. The attainment of the previous batch should be made ready by all the schools and Department by the end of an academic year. As an example, at the end of academic year 2022-23, the attainment of batch 2018-22 should be made ready by all the schools and Departments.

## 8. REFERENCES:

- 8.1. Office Order No. AIKTC/Admin/2023/40 dated 31/03/2023
- 8.2. AIKTC/NBA/2023/36 dated 23/03/2023
- 8.3. NBA manual of Tier II institutes
- 8.4. SAR UG Tier II

## 9. RECORDS

- 9.1. II to II6 files
- 9.2. Criteria 9 and 10 files



Centre Controller




Dean, SoET



Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/STATA /01
		<b>Rev.</b>	01
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR AICTE, PCI, COA, UNIVERSITY OF MUMBAI &amp; DTE AND OTHER STATUTORY AFFAIRS</b>	<b>Date</b>	05/04/2023
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1. **PURPOSE:** To provide liasoning with all statutory bodies for getting Extension of Approval and Continuation of Affiliation.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members constituted by STATA and Establishment section of Administrative office.
4. **DEFINITION:** The purpose is to streamline all the approval and other statutory work with AICTE, PCI, COA, University of Mumbai, DTE and MSBTE.
5. **ABBREVIATIONS:** AICTE - All India Council of Technical Education, PCI- Pharmacy Council of India, COA- Council of Architecture, DTE- Directorate of Technical Education, MSBTE- Maharashtra State Board of Technical Education.

#### 6. PROCEDURE

- 6.1. The committee members are required to process the extension of approval (EoA) ,Affiliation from Universities and boards from all the Statutory bodies of respective schools.
- 6.2. The committee members will follow the timeline given by the Statutory bodies to process the application for extension of approval from AICTE, PCI and COA and Continuous Affiliation process from University of Mumbai.
- 6.3. The committee members, along with the Senior Clerk of Establishment Section, will scrutinise the document required to be uploaded or submitted on the web portal of Statutory bodies.
- 6.4. The Senior clerk of the Establishment section, along with the committee members, will prepare the budget for payment of necessary processing fees as per the Statutory bodies guidelines released from time to time.

#### 7. TARGET

- 7.1. Extension of Approval and Affiliation from all Statutory bodies for School of Engineering & Technology, School of Pharmacy and School of Architecture.

#### 8. REFERENCES:


- 8.1. AICTE Web portal <https://www.aicte-india.org/>
- 8.2. PCI Web Portal <https://www.pci.nic.in/>
- 8.3. COA Web Portal <https://www.coa.gov.in/>
- 8.4. DTE Web Portal <https://dte.maharashtra.gov.in/>

  
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Director



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- 8.5. University of Mumbai (UOM) Web Portal <https://www.muonline.org.in/>  
8.6. MSBTE Web Portal [https://msbte.org.in/online\\_activities.html](https://msbte.org.in/online_activities.html)

## 9. RECORDS

- 9.1. Online Generated Reports from the Web Portal  
9.2. Approval Letters  
9.3. Affiliation Letters

  
**Center Controller**



  
**Director**

**Mission:** Creating Exuberant Technical Professionals

**Vision:** To be the most sought after technical campus that others would wish to emulate.



Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel

STANDARD OPERATING PROCEDURE FOR  
Business Incubation Centre

No.	AIKTC/SOP/BIC/01
Rev.	00
Date	25/04/2023
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1. **PURPOSE:** To create and distribute physical space and guidance to support business services, mentoring and educational programmes for startups.
2. **SCOPE:** All the Students, Alumni , Staff ,Faculty members of AIKTC and Outsiders.
3. **RESPONSIBILITY:** All Deans, Heads and BIC Team.
4. **DEFINITION:** Incubation provides mentorship and funding support to startups.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, BIC-Business Incubation Centre , KIC - Kalsekar Incubation Centre

6. **PROCEDURE**

6.1. **Stage 1**

- 6.1.1. Promotional Sessions for Startup Culture in Institute
- 6.1.2. Startup Bootcamp Events to educate them to Ideate, Formation ,Funding etc.
- 6.1.3. Award and Competitions for best startup ideas.

6.2. **Stage 2**

- 6.2.1. Head of Incubation will be the **Single Point of Contact** for all activities done in the incubation centre.
- 6.2.2. All the Students,Alumni,Staff and Faculties of AIKTC can start any number of startups.Outsiders cannot start new startup alone (Need at least one partner from AIKTC mandatory)
- 6.2.3. First **SIX months** is free to use space for any startup and will be free till other notice.
- 6.2.4. An external company or outsider using the premises of Incubation has to provide the cost per seating as per **Management Approval**.
- 6.2.5. Renewal of contract after **Two Years** is mandatory for every incubate.
- 6.2.6. Startup Team will ensure Twelve (12) hours a week working
- 6.2.7. Every startup need to Attend Weekly Meet
- 6.2.8. Startup are mandatory to Attend Events held by Incubation centre
- 6.2.9. Two minutes **Introductory video** for each startup is mandatory
- 6.2.10. **Startup Profile** is mandatory for each startup
- 6.2.11. Every Startup needs to maintain the **Inventory**.
- 6.2.12. Registered companies have to submit every quarter Accounts to incubation centre
- 6.2.13. Every Startup needs to create a **Pitch Deck**.
- 6.2.14. At least one member from Aikte students or faculty or alumni in every startup is mandatory.
- 6.2.15. The Committee has to meet every month with a proper minute of meeting and all members are compulsory to attend the same.
- 6.2.16. Should follow norms of **AICTE, NBA and NAAC**
- 6.2.17. Should submit an Annual Report.

Center Controller

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Director





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
Business Incubation Centre**

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**7. TARGET**

- 7.1. At Least Seven Startups every year.
- 7.2. At Least Fifty Lakh (50 Lacs) funding or Revenue on Incubation Centre every year.

**8. REFERENCES:**

- 8.1. Centre for Entrepreneurship MIT
- 8.2. Incubation Policy

**9. RECORDS**

- 9.1. Startup Profiles
- 9.2. Startup Pitch Decks
- 9.3. Startup Meeting Register
- 9.4. Budget
- 9.5. Funding Raised
- 9.6. Revenue Generated
- 9.7. Committee

**Center Controller**

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**Director**



**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR CENTRE  
FOR INSTITUTION INNOVATION COUNCIL(IIC)**

<b>No.</b>	AIKTC/SOP/IIC/01
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1. **PURPOSE:** To systematically foster the culture of innovation and start-up ecosystem in education institutions
2. **SCOPE:** All the Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus(AIKTC).
3. **RESPONSIBILITY:** All concerned members of constituted IIC.
4. **DEFINITION:** None
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, IIC-Institution Innovation Council
6. **PROCEDURE**
  - 6.1 To conduct various Innovation, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion.
  - 6.2 Identify and reward innovations and share success stories.
  - 6.3 Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
  - 6.4 Network with peers and national entrepreneurship development organizations.
  - 6.5 Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
  - 6.6 Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.
7. **TARGET :** Faculty,students and staff
8. **REFERENCES:**
  - 8.1. Ministry of Education(Govt. of India) guidelines
9. **RECORDS**
  - 9.1. IIC Institute portal

**(Dr.Mujib Tamboli)**  
Center Controller



**(Dr.Ramjan A.Khatik)**  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/IPDC/01
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- PURPOSE:** To create a positive and conducive atmosphere for a student's learning. Be it a theory, practical, sports or entertainment, it must encourage students to get actively involved.

Infrastructure planning matters because poor building conditions such as dark classrooms with no proper ventilation, broken furniture, leaky washrooms, poorly maintained cafeterias and pantry areas, messed-up library, Auditorium and seminar area, exhibition arrangement creates a negative environment among the students about the institution and this adversely affects student's learning outcome. Poor building conditions results in the negative perception of the institution, which in turn can impact a student's learning.

- SCOPE:** Anjuman-I-Islam's Kalsekar Technical Campus (AIKTC), provides best in class infrastructure to all its departments and common areas to ensure that the infrastructure meets and exceeds the requirements of teaching learning.

- RESPONSIBILITY:** All concerned members of constituted IPDC

#### 4. DEFINITIONS:

- Infrastructure planning-** Infrastructure planning primarily relates to new infrastructure creation but also phasing out of deficient and outdated infrastructure when it is cost-effective.
- Development Centre-** It consists of Professionals whose job is to plan for future requirements w.r.t infrastructure planning, growth of campus & student development.
- Building maintenance -** Work undertaken to keep, restore or improve every facility, i.e., every part of a building, its services and surroundings to a currently acceptable standard and to sustain the utility and value of the facility."
- Design Cell-** A team who looks after the new planning and development in campus with current norms.
- Auditorium:** To main the ambience and hygiene for smooth running of all the Events

#### 5. ABBREVIATIONS:

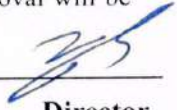
- AIKTC – Anjuman-I-Islam's Kalsekar Technical Campus
- IPDC – Infrastructure Planning & Development Centre
- DC: Design Cell;
- DSR: Dead Stock Register


#### 6. PROCEDURE:

- New Planning & Design works - (Interior work & Building Extension Planning work) - Any refurbishment work has to go under scrutiny of the IPDC team. - New planning & development work has to be done under the Design Cell team. - Common approval will be

  
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Director

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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR INFRASTRUCTURE PLANNING &amp; DEVELOPMENT CENTRE (IPDC)</b>		<b>Date</b>	26/04/2023
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needed between the department HOD, IPDC, Design cell Director sir as per approval of budget.

- a. Open Ground Development- Paved areas, Ground areas, Semi-open Spaces, Garden etc- Paved areas need to be cleaned regularly by a jet washer machine. - Open sports ground areas need to be ready for students for fitness & sports activity. Playgrounds must be multi-functional, flexible and safe. It must also be spacious enough to support various sports at the same time. Regular maintenance for ground cleaning should be reported every 20 days - Semi open spaces for seating and multifunctional activities need to be well-lit. Proper electrification and maintenance should be done on a regular basis. - Garden & lawn spaces need to be trimmed, watered and maintained by the appointed gardener only. Any new plant to be planted on campus should be informed to the Centre for Green & Clean Campus (CGCC) controller.
- b. Auditorium: Availability of facility to all the departments whenever necessary and to generate IRG from the same

#### 7. TARGET:

- a. IPDG shall conduct survey of entire campus per month

#### 8. REFERENCES:

- a. The mentioned Committee should be in consultation while organising campus level event. Campus Maintenance, Security & Surveillance Centre (CMSSC); Discipline & Anti Ragging Squad(DARS); Council of Students (Centre for Students' Affairs) (COST); Centre for Green & Clean Campus (CGCC); Sports, Health, Immune and Fitness Affairs (SHIFA)
- a. Office order vide No. AIKTC/Admn/2023/40 dated 31/03/2023

#### 9. RECORDS:

- a. Minutes of Meetings conducted - not yet formally conducted
- a. Records and reports of various programs and events -in discussion




  
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Director

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**Vision:** To be the most sought-after technical campus that others would wish to emulate.



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/FCIA/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR FOREIGN COLLABORATION AND INTERNATIONAL AFFAIRS (FCIA)</b>	<b>Date</b>	14/08/2023
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1. **PURPOSE:** To establish partnerships with foreign universities and researchers to enhance the research landscape, foster global education, and facilitate cultural exchange through student and faculty exchange programs.
2. **SCOPE:** All the Schools, Departments, and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted FCIA.
4. **DEFINITION:** MoU: Memorandum of Understanding.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, FCIA Foreign Collaboration and International Affairs

#### 6. PROCEDURE

1. The Director establishes the Foreign Collaboration and International Affairs (FCIA) committee, tasked with forging partnerships with foreign universities and researchers.
2. The FCIA committee proactively engages with relevant foreign universities to initiate discussions on potential collaborations.
3. The FCIA committee conducts comprehensive discussions with interested universities to determine the nature and scope of potential collaborations.
4. The FCIA committee prioritizes the establishment of broad Memorandum of Understanding (MoU) agreements that enable a wide range of collaborations, including research projects and short-term exchange programs for students and faculty.
5. The FCIA committee reaches out to prominent researchers in the fields of medicine, engineering, and architecture to secure their participation in the annual lecture series.
6. The FCIA committee maintains consistent communication with various stakeholders to gather valuable insights and guidance on the aforementioned activities.

#### 7. TARGET

- 7.1. Yearly ONE active MoU with a foreign university
- 7.2. Yearly ONE activity per each school of AIKTC on student/faculty exchange

#### 8. REFERENCES:

- 8.1. AICTE/NAAC/NBA manuals

#### 9. RECORDS


- 9.1. Minutes of the meetings
- 9.2. List of MoU



**Center Controller**




**Director**

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/T&P/01
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	<b>STANDARD OPERATING PROCEDURE (SOP) FOR TRAINING AND PLACEMENT</b>		<b>Date</b>	12/04/2023
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1. **PURPOSE:** To bridge the gap between the stringent competition in the industry and talent available in the college. With adequate training and support, make students enhance their skills and understand how to showcase their abilities in the best possible way
2. **SCOPE:**
  - 2.1. All the schools and departments of AIKTC
3. **RESPONSIBILITY:**
  - 3.1. TPO
  - 3.2. Jt. TPO
  - 3.3. T&P Coordinator
  - 3.4. T&P Assistant
  - 3.5. T&P Support Staff.
4. **DEFINITION: Technically Sound:** Student having technical knowledge and skills needed to be employable, be good entrepreneur and perform well in pursuing higher studies.
5. **ABBREVIATION:**
  - 5.1. **TPO:** Training and Placement Officer; **T&P:** Training & Placement
6. **PROCEDURE:**
  - 6.1. **Training**
    - 6.1.1. T&P shall brainstorm on required training programs for the students.
    - 6.1.2. The programs list shall be finalized in concurrence with the school/department heads.
    - 6.1.3. The training program content shall be mapped to POs and PSOs by the respective T&P Co-ordinators.
    - 6.1.4. The trainers/speakers shall be processed as per the defined procedure and the approval of same shall be sought.
    - 6.1.5. The T&P Calendar shall be prepared and adhered for the conduction of training programs.

  
 Centre Controller



  
 Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	DP/AIKTC/SCTDC/10
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6.1.6. Arrangements such as labs/seminar hall/ classroom/ banners/expenses, etc shall be handled by respective T&P Co-ordinator and T&P Assistant.

6.1.7. Account should release Approved Expenses of the event in advance.

6.1.8. All necessary records like attendance, Geo-tagged photos, etc shall be maintained by T&P Assistant.

6.1.9. The feedback shall be prepared as per the mapped POs, PSOs and other parameters by the respective T&P Co-ordinators.

6.1.10. The T&P Co-ordinators shall use the feedback data for Indirect PO attainment calculation for the respective batch.

## 6.2. Placements

6.2.1. All departments/schools T&P Co-ordinator shall provide sorted data of their respective students in terms of placement, entrepreneurship and higher studies by May end.

6.2.2. The Central Admin shall provide the SSC, HSC/Diploma data of the students to the T&P by May end.

6.2.3. The Exam Cell shall provide results data from SEM-I to SEM-V of the students to the T&P by May end.

6.2.4. A department-wise compiled report of the students shall be prepared by T&P Assistant by 2<sup>nd</sup> week of June.

6.2.5. Send Invitation to the Companies. (On Campus)

6.2.6. Take the requirements and JD.(Once invitation accepted)

6.2.7. Publish the Opportunities with the students through Notice/ Mails/Websites/WhatsApp.

6.2.8. Preparing a list of Eligible candidates and sharing with the HR

6.2.9. Finalising the Drive date with mutual concern.

6.2.10. Seek the permission from Director/Management and make arrangements for the Drive (Seminar Hall/Labs/Classroom/Expenses etc...)


6.2.11. Account should release Approved Expenses of the event in advance.



**Centre Controller**




**Director**

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	DP/AIKTC/SCTDC/10
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6.2.12. Maintain the attendance and feedback in Specified format.

6.2.13. Sharing the result with the students.

6.2.14. Collect the offer letters from the students.

## 7. TARGET

7.1. Minimum 40 companies/Industry should be visited every Quarterly.

7.2. Approximately 2000 companies should be contacted/ Follow-up through emails every Year.

7.3. At least 50 Opportunities (Campus /Off-campus/Pool Campus/Online/walk-in) to be showcased to students every year.

## 8. REFERENCES:

8.1. Training and placement policy

## 9. RECORDS:

9.1. Minutes of Meetings conducted.

9.2. Records and reports of various programs and events

9.3. Notices

9.4. Attendance

9.5. Feedback (Students and Experts)

9.6. Placements: Notices of the Drive to be mailed/displayed/WhatsApp




**Centre Controller**




**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	No.	AIKTC/SOP/ACC/01
		Rev.	00
	<b>STANDARD OPERATING PROCEDURE FOR ALUMNI CONNECT CENTRE</b>	Date	10/05/2023
		Page	01 of 02

1. **PURPOSE:** To connect AIKTC's alumni with the institute
2. **SCOPE:** All the schools and departments of AIKTC
3. **RESPONSIBILITY:** All concerned members of constituted ACC
4. **DEFINITIONS:**
  - a. Alumni – a graduate or former learner of an institute
  - b. Alumni portal – an online platform for the interaction of the alumni of an institute
  - c. Alumni meet – a gathering of the alumni of an institute
5. **ABBREVIATIONS:**
  - a. AIKTC – Anjuman-I-Islam's Kalsekar Technical Campus
  - b. ACC – Alumni Connect Centre
6. **PROCEDURE:**
  - 6.1. The director forms the ACC which is responsible for connecting the alumni to the institute
  - 6.2. Members of constituted ACC shall invite, accept registrations and interact with the alumni of their respective schools and departments on the Anjuman-I-Islam's alumni portal
  - 6.3. Members of constituted ACC shall connect (by suitable means) with the alumni; preferably on a personal basis to take updates on their current status of work, whereabouts etc.
  - 6.4. Members of constituted ACC shall connect (by suitable means) with the recently graduated alumni and collect the data of their current work status (working / searching for job / entrepreneurship) or higher studies (taken admission / preparing)
  - 6.5. ACC shall plan, execute and prepare report of the annual alumni meet
  - 6.6. ACC shall plan, facilitate / execute and prepare report of activities (like industrial visits, expert talks etc.) carried out through the alumni
7. **TARGET:**
  - 7.1. ACC shall verify all registered alumni on the alumni portal on a weekly basis
  - 7.2. ACC shall connect with alumni personally on a half-yearly basis
  - 7.3. ACC shall connect with currently graduated alumni personally by 31<sup>st</sup> December of their year of graduation
  - 7.4. ACC shall conduct one alumni meet per academic year
  - 7.5. ACC shall conduct at least one activity per school & department per semester through alumni

  
**(Dr. Rohan Dasgupta)**  
 Centre Controller



  
**(Dr. Ramjan Khatik)**  
 Director





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**  
**STANDARD OPERATING PROCEDURE  
FOR ALUMNI CONNECT CENTRE**

No.	DP/AIKTC/ACC/01
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**8. REFERENCES:**

- 8.1. Office Order vide No. AIKTC/Admin/2023/dated 31/03/2023
- 8.2. Anjuman-I-Islam Alumni Portal - <https://alumni.anjumaniislam.org/>

**9. RECORDS**


- 9.1. Notices and minutes of meetings conducted
- 9.2. Report of the yearly alumni meet

(Dr. Rohan Dasgupta)  
Centre Controller



(Dr. Ramjan Khatik)  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/SMC/01
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR SMC ( Students' Mentoring and Counselling)</b>	<b>Rev.</b>	00
		<b>Date</b>	15/04/2023
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### 1. PURPOSE:

- 1.1. To expedite the personal and professional growth of AIKTC's mentees.
- 1.2. To enhance and fortify the relationship between teachers and students.

**2. SCOPE:** Students of all the Schools and Departments of Anjuman-I-Islam's Kalsekar Technical Campus.

**3. RESPONSIBILITY:** All concerned members of constituted SMC and all student mentors of AIKTC.

### 4. DEFINITION:

**Mentor:** Faculty of AIKTC who is expected to act as Adviser, Teacher, Role Model and guide to their mentees.

**Mentee:** Students allotted to mentors to receive guidance, support, and advice in various aspects of their academic or personal life.

**5. ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, SMC-Student's Mentoring and Counselling.

### 6. PROCEDURE


- 6.1. Controller SMC and coordinator from schools and department will finalize events and activities for both teachers and students based on counseling and mentoring purposes.
- 6.2. Separate activity chart to be prepared for an academic year.
- 6.3. The same shall be approved from Director AIKTC through controller SMC and shall be incorporated in academic calendar wherever seems necessary.
- 6.4. School/department level activities to be coordinated by respective coordinator in consultation with the controller SMC.
- 6.5. The report of each and every activity to be maintained by the respective coordinator and must be shared with the controller.
- 6.6. Coordinator from each school/department shall act as counselor and one point contact for mentors.
- 6.7. For clarity and impact, it is recommended that each coordinator publicly announce their designated hours and availability for student counseling.
- 6.8. It is imperative to notify the SMC team or controller in advance if a coordinator proposes a meeting with students to be held alongside them.
- 6.9. Minutes of meetings, student's attendance for counseling/guidance and other related documentation should be maintained properly at the respective coordinators side.

  
Center Controller

Prof. Ghazala Parveen






  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/SMC/01
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6.10. At School/department level, Program owner/HOD/FE-controller should allocate mentees to the mentors.

6.11. School/Departmental SMC co-ordinator should maintain a file containing notices, mentor-mentee allotment office order, receiving of submission of documents to next higher class mentor or to the department.

6.12. Mentors should maintain the attendance and the mentoring documents in soft copy or hard copy.

6.13. Mentors should identify critical cases among their mentees and motivate them to meet our institute counselor.

6.14. Mentors should Encourage and motivate the students to participate in the counselling sessions provided by the professional counsellor of the Institute.

## 7. TARGET

7.1. Providing Guidance, Counseling and Mentoring to students.

7.2. Training mentors for effective counseling and mentoring activities.

7.3. Arranging events and activities for students to manage and deal with academic issues, emotional conflict and personal problems.

7.4. The counselor at the institute identifies critical cases and provides appropriate remedies.

## 8. REFERENCES:

8.1. AICTE guideline.

8.2. NAAC Criterion

## 9. RECORDS

9.1. Notice

9.2. Minutes of Meetings

9.3. Records and reports of various programs and events

9.4. Feedback




**Center Controller**  
Prof. Ghazala Parveen





**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CSFS/01
		<b>Rev.</b>	01
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR SCHOLARSHIPS &amp; FINANCIAL SUPPORT</b>	<b>Date</b>	03/04/2023
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1. **PURPOSE:** To provide support for Scholarships from various Government Schemes.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CSFS.
4. **DEFINITION:** The purpose is to streamline all schools, departments and sections in terms of getting help from various scholarship schemes.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CSFS-Centre for Scholarship & Financial Support.

6. **PROCEDURE**

- 6.1. The committee members are responsible for getting all the scholarship schemes that are available at the National & State level and giving awareness about the same to all school or department students so they can benefit from the various schemes
- 6.2. The committee members will organise a workshop on the scholarship awareness programme for newly admitted students at the start of the academic year, as soon as the admission process gets over.
- 6.3. The committee members, along with their department clerk, will scrutinise the application and documents on the scholarship portal.
- 6.4. The department clerk, along with the committee members, will guide and solve the students' queries.
- 6.5. The administration department will provide a dashboard of the number of students who applied for scholarships from the government so that real time updates and necessary follow-up can be taken at department level from the students who have not applied for scholarships.
- 6.6. The detailed procedure and notices for various scholarships should be updated on the college website.
- 6.7. All the statutory compliance should be done through this committee.

7. **TARGET**

- 7.1. Granting of maximum scholarship from the Government and other schemes.

8. **REFERENCES:**

- 8.1. MAHADBT portal <https://dbtworkflow.mahaonline.gov.in/> . . . . . etc & any others

9. **RECORDS**

- 9.1. Online Generated Reports, Meetings, MoM and annual report

  
Center Controller



  
Director



**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
Admission Centre (AC)**

<b>No.</b>	AIKTC/SOP/AC/01
<b>Rev.</b>	00
<b>Date</b>	17/04/2023
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1. **PURPOSE:** To facilitate smooth and effective admission in SoET Anjuman-I-Islam's Kalsekar Technical Campus as per the guidelines of State CET Cell, Maharashtra.
2. **SCOPE:** School of Engineering & Technology (all departments) and B.Sc. IT Department of AIKTC.
3. **RESPONSIBILITY:** 1) Controller 2) Department level Coordinators 3) FC coordinator 4) Media and branding Controller
4. **DEFINITION:**

**Activities:** Activities means all the measures carried out to improve admissions and facilitate the process as per SCETC, Maharashtra which are

Admission activities shall start by the September of every year for the admissions of next academic year.

- i) Media and branding team should visit at least 100 Science Jr. colleges between October to December month for career guidance to collect at least 5000 contacts of potential candidates and same must be provided to admission controller.
- ii) Admission Controller will prepare soft copy of all contacts with the help of all departmental clerks.
- iii) Then these contacts will be called by calling team at the time of CET exam form filling and to identify students having Maths subjects.
- iv) Second round of calling will be done after H.Sc results and then third round after CET results.
- v) Analysis of the data and to undertake necessary steps for improving admissions (counselling, mentoring, registering/E scrutiny in online CAP process, guidance in filling the option form and take follow up)
- vi) Sharing information (change in schedule, solve query etc) on WhatsApp or Telegram group with potential candidates.
- vii) At Facilitation centre, FC coordinator will make sure the smooth process of registration and verification.
- viii) Online CAP admission: Admission Controller, FC coordinator and Registrar will facilitate smooth process for admissions done through CAP.
- viii) Institute level Admission and preparation of Merit list in Engineering and B.Sc. IT with the help of Registrar and respective HODs.
- ix) Filling of Vacant seats after completion of CAP round process.

Centre Controller

Director





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**DEPARTMENTAL PROCEDURE FOR  
CENTRE FOR FINANCE AND POLICY  
MAKING**

<b>No.</b>	DP/AIKTC/AC/01
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- x) Sale of forms, registration, sharing fee details and complete payment of fees or by instalments.  
(Responsibility of Admin staff)
- xi) Preparing notices as and when required. (For proper distribution of work during physical reporting of candidates).
- xii) Active involvement in in-house and out-house Seminars/Webinars conducted by Media and Branding committee.
- xiii) Periodical visit to CET Cell website, for day-to-day updates (regarding changes in the dates of admission process, eligibility etc)
- xiv) Sharing information (change in schedule, solve query etc) on WhatsApp or Telegram group with potential candidates.
- xv) Updating information related to admission on website.
- xvi) Campus tour for interested candidates.
- xvii) Conducting regular departmental meetings.

**5. ABBREVIATIONS: SoET-School of Engineering and Technology, SCETC- State CET Cell. CAP- Centralised Admission Process.**

**6. PROCEDURE:**

- 6.1. All activities need to be followed according to SCETC, Maharashtra, planned in discussion and co-ordination of Controller and consequent approval of the Director.
- 6.2. Co-ordinators must prepare office order for proper distribution of work clearly mentioning all tasks assigned to teaching and non-teaching staff.
- 6.3. Institute level admissions should be done prudently and abiding the rules of SCETC.
- 6.4 Controller shall prepare budget and consequently take prior approval for every activity.
- 6.5. All activities need to be carried out with full sincerity and utmost professionalism towards building the AIKTC brand.
- 6.6. On completion of the activity, co-ordinators need to prepare a brief report (with photos) and submit it to the Controller.
- 6.7. Bills (if any) need to be settled as soon as possible as per the guidelines of the AIKTC Admin.

  
Prepared by

Reviewed and Approved by the Director

  
Issued by MR



**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**DEPARTMENTAL PROCEDURE FOR  
CENTRE FOR FINANCE AND POLICY  
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**7. TARGET**

7.1. Filling all the seats against intake effectively.

**8. REFERENCES:**

Office Order vide No. AIKTC/Admin/2023/40 dated 31/03/2023.

**9. RECORDS**


- 9.1. Minutes of Meetings conducted.  
9.2. Record and reports of Admission process.

Prepared by

Reviewed and Approved by the Director

Issued by MR



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/KRRC/01
	<b>STANDARD OPERATING PROCEDURES OF CENTRE OF KNOWLEDGE RESOURCES &amp; RELAY CENTRE (CENTRAL LIBRARY)</b>	<b>Rev.</b>	00
		<b>Date</b>	26/04/2023
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1. **PURPOSE:** To exercise general direction, control, supervision and guidance over the affairs of the library.

2. **SCOPE:** All the Schools and Departments of Anjuman-I-Islam's Kalsekar Technical Campus.

3. **RESPONSIBILITY:** All concerned members of KRRC.

4. **DEFINITION:** The purpose is to act as a channel of communication and dialogue between the Library and its users. The centre's main objective is to aid in the establishment of a bridge between the Library and the AIKTC community.

5. **ABBREVIATIONS:** LC-Library Committee, LCM-Library Committee Members

## 6. PROCEDURE

6.1 Formulate and timely revise the policies related to library for its smooth functioning.

6.2 KRRC shall brainstorm to work out the activities, programs and services to improve Library usage.

6.3 Prepare Library Calendar to disseminate library activities, programs and services.

6.4 Prepare Library budget by November end.

6.5 Seek feedback on Library functions from various stakeholders (Departments, IQAC, etc) once in a Semester.

6.6 Provide library data as per NAAC, NBA and other statutory requirements on annual basis by the end of June. This will go as a part of Library Administrative Audit data.

6.7 All library databases and automation system shall be kept updated as per available updates and data.




Centre Controller





Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/KRRC/01
	<b>STANDARD OPERATING PROCEDURES OF CENTRE OF KNOWLEDGE RESOURCES &amp; RELAY CENTRE (CENTRAL LIBRARY)</b>	<b>Rev.</b>	00
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### 6.8 Academic Calendar & Activity Planner:

Sr. No.	Month	Expected Timeline / Days Celebration	Functional Activities	
1	July - Aug.	12th Aug. - Librarian's Day	Second Yr. to Final Yr. students orientation/ Research & Training Sessions New Faculty Orientation (if req.)	
2		15th Aug. - Independence Day	Thematic Display & One Activity/Event	
3		Library Committee Meeting	Discussion on Previous Yr. Expenditure, Usage & services Brainstorm to work out the activities, programs and services to improve Library usage. Prepare Library Calendar to disseminate library activities, programs and services. Discussion on Other Library Activities	
		4	Renewal of Plagiarism, EBSCO eBooks	Collection of quotation, Management Approval & Releasing of PO
		5	Book Bank Facility (2 <sup>nd</sup> Half)	Collect the toppers names from the School/Dept., Library Notice & Issue of Books
6	Sept.	Library Orientation	First Yr. Orientation & Tour to Library, Distribution of Library Cards, Students data entries in KOHA	
7		5th Sept. - Teachers Day, 15th Engineer's Day & 25th Pharmacist Day	Exhibition-cum-sale of Technical Books	
8	Oct.	15th Oct. - Reading Inspirational Day	Exhibition-cum-Sale of Non-Technical Books Best Library User Award (Annual)	
9		2nd Oct. - Gandhi Jayanti	Thematic Book Display & One Activity/Event	
10			Thematic Book Display & One Activity/Event	
11	First Monday - Architect Day	Thematic Book Display & One Activity/Event		
12	Noc. - Dec.	Periodical (Journals / Magazines) Subscription/Renewal & Online Resources Subscription/Renewal	Renewal confirmation from the School/Dept. & Proforma Invoice Invited, Management Approval & Releasing of PO	
13		2nd Full Week - National Library Week	Reading challenge, Book Review Competition, Essay Competition etc...	

*Amey*



*[Signature]*

**Centre Controller**

**Director**





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURES OF  
CENTRE OF KNOWLEDGE RESOURCES &  
RELAY CENTRE (CENTRAL LIBRARY)**

<b>No.</b>	AIKTC/SOP/KRRC/01
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14	Nov. – Dec.	Library Budget Meeting	Discussion with Dean's/HoD's & Library Coordinators Revision of existing Library Budget Provision for Next Yr. Library Budget
15	Jan. – Feb.	Book Bank Facility (1 <sup>st</sup> Half)	Collect the toppers names from the School/Dept., Library Notice & Issue of Books
16		14th Feb. - International Book Giving Day	Donating old magazines/ CDs/ Donated Books
		21st Feb. Matrabhasha Diwas & International Mother Language Day	Thematic Display & One Activity/Event
17		27th Feb. Marathi Diwas	
18	March - April	Plagiarism, EBSCO eBooks, Remote Access etc...	Renewal confirmation from the School/Dept. & Proforma Invoice Invited, Management Approval & Releasing of PO
19		8th March - Women's Day	Thematic Display & One Activity/Event
		23rd April - World Book & Copyright Day	
20		26th April - World Intellectual Proper Day	
21	May-June	Annual Activity & Upgradation	Stock Verification & Rectification, library databases and automation system shall be updated
22		11th May - National Technology Day	eQuiz, Summar Reading Challenge, Book Review, Newspaper Reading etc....
		19th June - Reading Day & Week	
<b>ROUTINE ACTIVITIES</b>			
	<b>Periodicity</b>	<b>Activity Name</b>	<b>Functional Activities</b>
23	Regularly	Circulation	Check-in, Checkout, Renewal, Lost & Replaced
24	Regularly	Thematic Book Display	As and When needed
25	Regularly	Acquisition, Physical & Technical Processing of Books, Journals, & other library materials	Acquisition as per the requirement Physical and Technical processing

*Imas*



*[Signature]*  
Director

**Centre Controller**

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/KRRC/01
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	<b>STANDARD OPERATING PROCEDURES OF CENTRE OF KNOWLEDGE RESOURCES &amp; RELAY CENTRE (CENTRAL LIBRARY)</b>		<b>Date</b>	26/04/2023
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26	Regularly	User Centric Services	Monthly toppers, assistance in locating library resources, assisting in research activities like plagiarism, reference queries etc...
27	Regularly	Display of New Arrival List / Publications	As and when needed, Displayed, Update through Email, Facebook and Library Website etc...
28	Biannual	Overdue/ Defaulter's List	Send to School/Dept. once in a Semester
29	Quarterly	Disposal of old newspapers	As per library policy
30	Regularly	Library Blog, FB, Institutional Repository & other platforms	Updating and maintenance
31	Regularly	Email Alert Services	Check-in and Checkout
			Item Due Reminder
			Overdue Notices
			Account Expiration
			New Arrivals – Books/Journals/Magazines

## 7 TARGET:

7.1 The expected daily footfall for students is set at an average of 100, while for faculty members; it is expected to be around 5. Additionally, the targeted footfall percentage usage per day is set at 10% or more of total number of students & faculty.

## 8 REFERENCES:

8.1 Departmental procedure and rules & regulation of library various activities and services.

## 9 RECORDS

9.1 Minutes of Meetings conducted

9.2 Reports of various programs, activities and events

  
Centre Controller



  
Director





<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CGCC/01
	<b>Rev.</b>	00
<b>STANDARD OPERATING PROCEDURE (SOP) CENTER FOR CLEAN AND GREEN CAMPUS [CGCC]</b>	<b>Date</b>	18/04/2023
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**1. PURPOSE:** To promote sustainable and eco-friendly practices by combining environmental friendly practices and education.

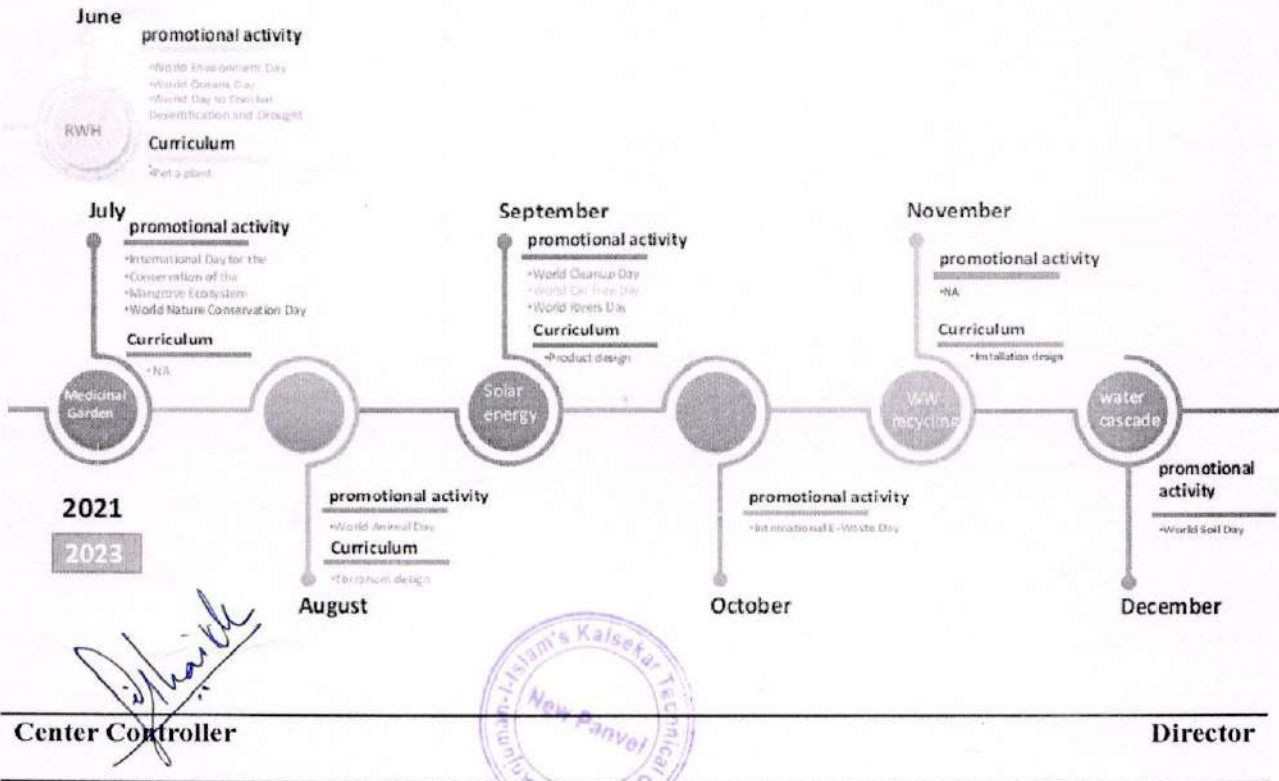
**2. SCOPE:** All the Schools, Departments, and Sections of Anjuman-i-Islam Kalsekar Technical Campus .

**3. RESPONSIBILITY:** i) Controller- Prof . Insha Shaikh  
 ii) School-level coordinators  
 Prof. Shraddha Kumawat  
 Prof. Yusuf Khan  
 Prof . Vedprakash Marlapalle  
 Prof . Shahida Jamadar


**4. DEFINITION:** A "center for clean and green campus activities" in a college refers to a dedicated organizational unit or facility within the college campus that focuses on promoting and implementing initiatives related to environmental sustainability, cleanliness, and the integration of eco-friendly practices. This center serves as a hub for coordinating various activities, programs, and projects aimed at creating a more environmentally responsible and aesthetically pleasing college campus.

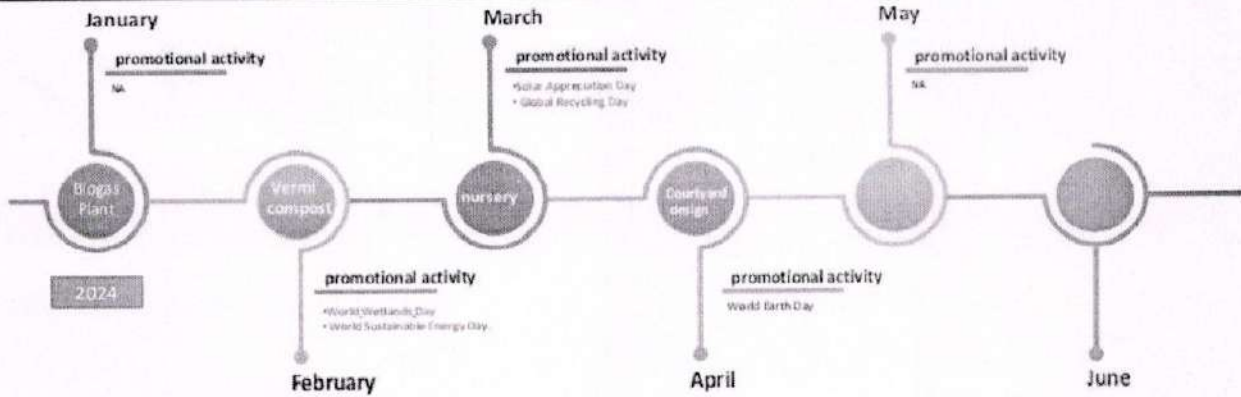
**Activities:**

Timeline : May 2023 - June 2024



**Mission:** Creating Exuberant Technical Professionals      **Vision:** To be the most sought after technical campus that others would wish to emulate.

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	No.	AIKTC/SOP/CGCC/01
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**5. ABBREVIATION: CGCC: Center for Clean and Green Campus**

**6. PROCEDURE:**

- 6.1. All activities need to be Planned and included in academic calender of each department
- 6.2. Co-ordinators must prepare office order for proper distribution of work clearly mentioning all tasks assigned to teaching and non-teaching staff for concern activities.
- 6.3. campus level overall development should be done by all concern coordinators .
- 6.4 Controller and Co-ordinators shall prepare budget and consequently take prior approval for every activity.
- 6.5. All activities need to be carried out with full sincerity and utmost professionalism towards building green and clean campus .
- 6.6. On completion of the activity, co-ordinators need to prepare a brief report (with photos) and submit it to Controller.
- 6.7. Bills (if any) need to be settled as soon as possible as per the guidelines of the AIKTC Admin.

**7. TARGET :**

- ISO CERTIFICATION
- GREEN AUDIT
- ENERGY AUDIT
- LANDSCAPE AUDIT

**8. REFERENCES:**

- Office Order vide No. AIKTC/Admn/2023/40 dated 31/03/2023
- The Green Campus, Energy and Environment Policy | 2023

**9. RECORDS:**


- 9.1 Minutes of Meetings conducted.
- 9.2. Records and reports of various programs and events.
- 9.3 Approved policy

*[Signature]*  
Center Controller



*[Signature]*  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/MD/01
	<b>STANDARD OPERATING PROCEDURE FOR MAINTENANCE DEPARTMENT (MD)</b>	<b>Rev.</b>	01
		<b>Date</b>	27/04/2023
		<b>Page</b>	01 of 03

1. **PURPOSE:** To carry out repair and maintenance work at the institute.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** Head of Maintenance department and team members.
4. **DEFINITION:** The purpose is to keep healthy and working condition of the work place and ancillary supports.
5. **ABBREVIATIONS:** **AIKTC**-Anjuman-I-Islam's Kalsekar Technical Campus  
MD-Maintenance Department.  
AMC- Annual Maintenance Contract  
HOD- Head of Department

## 6. PROCEDURE

### 6.1. ELECTRICAL MAINTENANCE:

- 6.1.1 The institute electrician will make sure that the electrical equipment/appliances/boards etc in every room of the building are physically inspected every day. The data of the findings will be recorded in the daily maintenance check-ups register.
- 6.1.2 If there is any problem in the electrical equipment/appliances/boards, then the electrician will rectify the same and add in the electrical maintenance register.
- 6.1.3 If any staff/ faculty member comes across any difficulty about the electrical equipment/appliances/boards, he will inform the same to the HOD (Maintenance) by filling the format of maintenance work.
- 6.1.4 The HOD(Maintenance) will direct the same to the electrician to rectify the requested maintenance work.
- 6.1.5 If the problem requested could not be rectified due to issues like warranty period or major problem etc then the electrician will consult the HOD(Maintenance) for further action to be taken.
- 6.1.6 The HOD(Maintenance) will put up a note for approval to the Dean/Director suggesting legitimate course of action.
- 6.1.7 As per the approval granted in 6.1.6 the HOD(Maintenance) will take necessary action in time.
- 6.1.8 For air conditioners (A.C.) gas refilling and capacitors installation shall be done by team but for major repairing and maintenance work AMC shall be preferred.
- 6.1.9 Repairing and maintenance of electrical machineries, appliances shall be subjected to the availability of the material and labour cost.

### 6.2 PLUMBING/FURNITURE MAINTENANCE:


- 6.2.1 Any problem related to plumbing /furniture will be brought to the notice of the HOD (maintenance) through the format of maintenance work.
- 6.2.2 The HOD (Maintenance) will assign the work to Nayak / Peon or any concerned person through proper channel like through the procedure for temporary transfer of goods and services.
- 6.2.3 For major work of plumbing AMC shall be preferred.

  
**Center Controller**



  
**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/MD/01
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### 6.3 CLEANING AND HOUSEKEEPING:

- 6.3.1 The housekeeping persons shall be appointed by the Director in consultation with the management members as and when required.
- 6.3.2 They shall be assigned at different areas within the premises to carry out the cleaning and housekeeping activities.
- 6.3.3 The housekeeping persons shall be provided with the consumable items required for cleaning and housekeeping by the storekeeper.
- 6.3.4 Housekeeping team shall make about cleaning and hygiene of the premises as well as all restrooms (toilets and washrooms).
- 6.3.5 The Maintenance Supervisor shall monitor cleaning and housekeeping work time to time by taking rounds daily.
- 6.3.6 If any problem related to cleaning and housekeeping comes in observation by anyone then same shall be conveyed to the Head of Maintenance department so that necessary action can be taken quickly.

### 6.4 FIRE SAFETY INSTRUCTIONS:

- 6.4.1 Take the fire extinguisher from the nearest location in the institute.
- 6.4.2 Remove the cotter pin from the fire extinguisher, and then remove the safety pin.
- 6.4.3 Aim the fire hose of the fire extinguisher at the fire 2 to 3 meter away from the fire.
- 6.4.4 Make the cylinder of the fire extinguisher horizontal and punch on the top of fire extinguisher.
- 6.4.5 Make sure that all the buttons are switched off.
- 6.4.6 Keep any inflammable items away from the vicinity of fire.
- 6.4.7 Call the fire brigade immediately

### 6.5 GARDENING AND PLANT WATERING:

- 6.5.1 The gardeners shall be appointed by the Director in consultation with the management members as and when required.
- 6.5.2 Gardeners shall take care of all plants watering and trimming (wherever require) in the campus.
- 6.5.3 Gardeners shall take care of fertilizers require periodically for all plants in the premises and provide requirement to store for purchasing of fertilizers or can purchase and provide bill to the account department in consultation with HOD (Maintenance department).
- 6.5.4 Gardeners shall take care of grass trimming and lawns maintenance.

### 7. REFERENCES:

- 7.1. Departmental Formats to register complaint and resolved
- 7.2. Requisition of material
- 7.3. Register for meetings


### 8. RECORDS

  
**Prof. IRFAN NALBAND**  
**Head (Maintenance)**

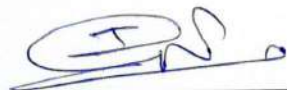


  
**Dr. R. A. KHATIK**  
**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/MD/01
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- 8.1. Departmental Formats to register complaint and resolved
- 8.2. Requisition of material
- 8.3. Register for meetings
- 8.4. Asset moving record
- 8.5. File for notices, bill copies and etc..



**Prof. IRFAN NALBAND**  
**Head (Maintenance)**




**Dr. R. A. KHATIK**  
**Director**

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/DARS-GARC/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR Discipline &amp; Anti Ragging Squad and Grievance &amp; Appeal Redressal Centre (DARS &amp; GARC)</b>	<b>Date</b>	6/04/2023
		<b>Page</b>	01 of 02

**1. PURPOSE:**

a) To maintain discipline and to prohibit any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, disturbing, harassing, or mentally torturing in particularly a fresher or any other student or faculty or staff.

b) Collecting and addressing grievances and appeals from students and staff.

**2. SCOPE:** The committee would work for the Students and Staff members of AIKTC.

**3. RESPONSIBILITY:** Director, Deans, HODs, Controller DARS-GARC and coordinators.

**4. DEFINITION:**

**Discipline** is the quality of being able to behave and work in a controlled way which involves obeying rules or standards, failing which shall attract punishment.

**Ragging:** means causing, inducing, compelling, and/or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity, violates his/her dignity, or exposes him/her to ridicule, or to forebear from doing any lawful act, by intimidating, threatening, wrongfully restraining, wrongfully confining, or injuring him/her, or by using criminal force to him/her.

**Grievance:** Unfair treatment

**5. ABBREVIATIONS:** AIKTC: Anjuman-I-Islam's Kalsekar Technical Campus,

**DARS:** Discipline and Anti Ragging Squad

**GARC:** Grievance and Appeal Redressal Cell

**6. PROCEDURE**

**6.1. DARS: Discipline and Anti Ragging Squad**

6.1.1. DARS team will be formed as per the guidelines of the statutory bodies.

6.1.2. DARS team shall identify places to put posters on Anti-ragging awareness. It will have a procedure to report any kind of ragging.

6.1.3. Issues related to Discipline and anti-ragging shall be documented properly.


6.1.4. For dealing the cases there will be a meeting between the respective Dean, HoD with the DARS team.

6.1.5. Proper action will be taken hearing all sides and keeping natural justice in consideration.


6.1.6. The finding and action will be informed to Director for approval.

  
Centre Controller



  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/ DARS- GARC /01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR Discipline &amp; Anti Ragging Squad and Grievance &amp; Appeal Redressal Centre (DARS &amp; GARC)</b>	<b>Date</b>	6/04/2023
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## 6.2 GARC: Grievance and Appeal Redressal Cell

6.2.1 The committee for grievance and appeal redressal shall be formed as per the statutory body's instructions.

6.2.2 On receipt of complaint / grievance (through letter, complaint box/ google form/ e-mail), Grievance Committee shall segregate the complaint, discuss with the committee coordinator.

6.2.3 Complaints shall be considered by this committee and resolved accordingly.

6.2.4 The departmental coordinator shall investigate the cases and discuss with the controller and resolved in the meeting with controller GARC.

6.2.5 If required, a hearing with the complainant or clarification from the concerned may be taken.

6.2.6 The complainant and departmental head shall be informed about the action taken by the committee.

6.2.7 If the complaint / grievance is found invalid, the complainant and the person against whom the complaint is made, will be informed accordingly.

## 7. TARGET

To promote healthy and satisfactory environment in the students and staff members of AIKTC.

## 8. REFERENCES:

8.1. ALL INDIA COUNCIL FOR TECHNICAL EDUCATION guidelines

8.2. UGC regulations on curbing the menace of ragging in higher educational institutions, 2009. (under section 26 (1)(g) of the university grants commission act, 1956) (to be published in the gazette of India part iii, section 4)

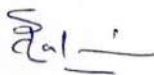
## 9. RECORDS

9.1. Minutes of Meetings

9.2. Notices/Circulars

9.3. Reporting documents related to indiscipline and grievances.

9.4. Action taken Reports




Centre Controller





Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/WDGC/ 01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR WOMEN DEVELOPMENT &amp; GRIEVANCE CELL</b>	<b>Date</b>	09/04/2023
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### 1. PURPOSE:

- 1.1. To promote general well-being and prevent harassment of female students, teaching and non-teaching women staff of the campus.
- 1.2. To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work place.
- 1.3. To create social awareness about the problems of women and in particular regarding gender discrimination.
- 1.4. To organize seminars and workshops for the creation of general awareness for the orientation of students, teachers and non-teaching staff for their active and sustained participation in the activities of the cell.

2. **SCOPE:** All Female students, teaching and non-teaching female staff members of all the schools and departments/sections of the Campus.

### 3. RESPONSIBILITY:

Sr.No.	Name	Designation
1.	DIRECTOR, AIKTC	Chairperson
2.	PROFESSOR (From any School /Department)	Controller
3.	Teaching Faculty (Civil Dept.SoET)	Coordinator
4.	Teaching Faculty (School Of Architecture)	Coordinator
5.	Teaching Faculty (School Of Pharmacy)	Coordinator
6.	Teaching Faculty (HAS Dept.)	Coordinator
7.	Dean, School Of Pharmacy	Member
8.	Dean, School Of Architecture	Member
9.	Dean, School Of Engineering & Technology	Member
10.	HOD Department of Computer Engineering- (SoET)	Member
11.	HOD Department of Mechanical Engineering- (SoET)	Member
12.	HOD Department of Electrical Engineering- (SoET)	Member
13.	HOD Department of Electronics & Computer Science	Member
14.	HOD Department Of Humanities & Applied Sciences	Member
15.	Registrar AIKTC	Member
16.	Practicing Doctor (Women)	NGO Member
17.	LBRARIAN	Member
18.	ADMIN	Member



Centre Controller



  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
WOMEN DEVELOPMENT &  
GRIEVANCE CELL**

No.	AIKTC/SOP/WDGC/ 01
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**4. DEFINITION:**

**Cell-** Cell means Women Development Cell constituted under the guidelines of university of Mumbai.

**Sexual Harassment-** Sexual Harassment means unwelcome sexually determined behaviour (whether directly or by implication). Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

**NGO-** Includes any non-governmental organization operating on a secular non-profit basis and involved in enhancement of the status of women and children.

**5. ABBREVIATION:**

**ICC:** Internal Complaint Committee

**WDC:** Women Development Cell

**WDGC:** Women Development and Grievances Cell

**NGO:** Non-government Organization

**6. PROCEDURE:**

**6.1. Developmental Procedure:**

1. Preparation of Academic calendar of events to be conducted in that particular year.
2. Regular meetings shall be held to discuss about organizing seminars, workshops or events for the creation of general awareness among female students, teachers and non-teaching staff after post circulation of agenda.
3. Minutes of the meeting shall be recorded.
4. Distribution of work among the coordinators for smooth conduction of the event.
5. Taking feedback from the faculty members and students for improving the quality of events organized.
6. Making detailed report on the event after completion.

**6.2. Procedure for Acceptance and Addressal of complaints:**

1. Any women employee/female student of the college shall have the right to lodge a complaint with any of the members of the cell.
2. The complaint shall be taken in written and signed by the person making the complaint.
3. The complaint shall be brought to the notice of the ICC immediately within 2-3 working days by the complainant.
4. The complaint should be genuine with proof and witness.
5. The complaint shall be afforded full confidentiality at all stages.
6. A complaint file shall be maintained by ICC which shall be a confidential document.
7. After receiving the complaint within not more than 10 working days, the member of the cell to whom the complaint is made, shall communicate the same to the chairperson of the cell.
8. Within a period of 2 weeks from the date of such communication, the chairperson shall convene a meeting of the complaints committee.
9. The complaints committee shall then decide whether the complaint deserves to be proceeded with or stand dropped based on the nature, category and gravity of the complaint.

  
Centre Controller

  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
WOMEN DEVELOPMENT &  
GRIEVANCE CELL**

<b>No.</b>	AIKTC/SOP/WDGC/ 01
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10. If the complaints committee decides to proceed with the complaint, then they shall go for proceeding with the inquiry committee.
11. From within the cell a 5-member complaints committee or inquiry committee shall be appointed for investigations into the complaint of sexual harassment.
12. The complaints committee shall afford fair and reasonable opportunity to the delinquent to defend himself/herself and shall ensure observance of the principles of natural justice.
13. The enquiry committee shall complete the enquiry into a complaint of sexual harassment within three months from the date of appointment of the committee.
14. When the matter shall come to conclusion a concluding remark shall be made in the complaint file.

**7. REFERENCES:**

- 7.1 Women Development Cell Manual of University of Mumbai.
- 7.2 Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013, Government of India, Ministry of Women and Child Development.
- 7.3 Office Order vide No. AIKTC/Admin/2023/40 dated 31/03/2023

**8. RECORDS:**

- 8.1 Notice
- 8.2 Minutes of Meetings
- 8.3 Records and reports of various programs and events
- 8.4 Feedback
- 8.5 Complaint file
- 8.6 Case Papers

*Roan and Shakti*

Centre Controller




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Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/WPIA/01
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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR WEB PORTAL AND IT ADMINISTRATION (WPIA)</b>	<b>Date</b>	05/04/2023
		<b>Page</b>	01 of 03

**PURPOSE:** The purpose is to provide the AIKTC employees, and system users, high quality IT services provided by the AIKTC.

To develop, update and maintain the AIKTCs website in all respect so that different stakeholders can be benefitted.

**SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

**RESPONSIBILITY:** WPIA controller (WP), Departmental Coordinators, IT Administrator and IT Assistants.

**DEFINITION:**

The purpose is to streamline all IT Development and Maintenance process and publishing of all applicable policies.

**Content:** All soft contents like images, pdf and any text documents etc.

**Backups:** Are the soft copies of the website content downloaded at a particular stage.

**WAF:** A web application firewall (WAF) is a firewall that monitors, filters and blocks data packets as they travel to and from a website or web application.

**Dynamic Feature:** A backend facility for WPIA coordinators so that they can update data easily.

**ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus.

**PROCEDURE - FOR IT SUPPORT AND MAINTENANCE**

**1. Administration and Maintenance of IT Infrastructure:**

- We maintain the IT infrastructure to ensure the seamless operation of the Institute's technological ecosystem. It involves a systematic approach to monitoring, updating, and troubleshooting hardware, software, and network components. Regular maintenance tasks include software updates, security patches, and system backups to safeguard against potential threats and data loss.


**2. Confidential Handling of CCTV Footage:**

- Access to CCTV footage is restricted to authorised personnel, and the data is handled with the utmost confidentiality. In order to view CCTV footage, one must fill out a mandatory form, which needs to be approved by the director of the Institute..

**3. Design, Implementation, and Management of Computer Networks:**

- Comprehensive procedural framework for network design involves assessing organisational needs, selecting suitable topologies, and specifying hardware and software.
- The maintenance phase includes continuous monitoring, documentation, user training, and regular audits.
- Incident response protocols ensure swift resolution, while continuous improvement involves feedback mechanisms, technology upgrades, and scalability planning for an adaptive and secure network infrastructure.



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/WPIA/01
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#### 4. Hardware and Software Support:

- When a complaint is received, a technical assistant visits the concerned staff/department to verify and diagnose the technical problem. Once the problem is diagnosed, necessary actions are taken to resolve the issue.

#### 5. Cybersecurity Measures:

- The IT Cell has configured and installed a state-of-the-art hardware firewall at the institute to detect and prevent unauthorised access and intrusion. The firewall is updated periodically, and policies are updated when necessary.

#### 9. Documentation Maintenance:

- All the reported task and technical service calls are recorded in the register. All the software licences and contracts are maintained properly.

### PROCEDURE - FOR WEB PORTAL AND DEVELOPMENT

#### A. For updating events, notices or news.

##### 1. Collect data using Google Form

To collect events, news, and notice data using Google Forms, we have created a form with fields specific to each type of information.

##### 2. Publish data on the website

Upon receiving data for any event or news, we promptly publish it on the website.

#### B. Adding new pages

If any committee or department requires additional pages, the members of the committee or department submit requirements for the additional page along with content. A meeting is then scheduled to understand the requirements, and a timeline is set for that particular task.

#### C: Adding new dynamic functionality

If any committee or department requires additional dynamic features, the committee or department submits their requirements. Following this, a meeting is scheduled to understand the requirements, and a timeline is set for that particular task.

#### D: Maintain, Update and Backup


The WPIA centre's primary responsibility is to regularly maintain, update, and back up the AIKTC's website. We have hosted website on Hostgator Cloud Hosting,

#### Daily / Weekly / Fortnightly Website Maintenance Tasks:

- I. Backup the website fortnightly, store the backups in a safe and secure location, and retain the last three backups.
- II. We test all of the functions of websites like forms, popups and 404 links, image optimization etc on a daily basis to make sure they are working properly.





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- III. We use analytics to monitor website traffic and usage patterns to identify any issues.
- IV. Daily monitor website's security to make sure it is up-to-date and secure.
- V. Keep all software and plugins up-to-date to ensure the best performance and security of the website.

**TARGET**

All AIKTC System Users.

Keeping a website up-to-date, monitoring website and hosting uptime and trying to keep as close to 100%, keep it secure from bots and hackers and running smoothly as well as performing optimally.

**REFERENCES:**

Minutes of meetings.

Technical books of Open Source Technology


**RECORDS**

- IT Maintenance Record and Support Portal
- Internet Security and Maintenance Records
- CCTV Security Maintenance Records



*Azmi*  
Center Controller

*[Signature]*  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/COST/01
			<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR COUNCIL OF STUDENTS [COST]</b>		<b>Date</b>	11/04/2023
			<b>Page</b>	01 of 02

- 1. PURPOSE:** To facilitate students all round development by conducting sports, cultural and technical, and other applicable events; commemorating national and international days of importance.
- 2. SCOPE:** All Schools of Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel.
- 3. RESPONSIBILITY:** i) Controller  
ii) School-level coordinators  
iii) Department level coordinators


**4. DEFINITION:**

- Technical Events:** The events that contribute to the technical skills development of students.
- Cultural Events:** The events that contribute to the social development of students.
- Sports Events:** The events like cricket, football, volleyball etc.
- Bonhomie:** An annual event of AIKTC comprising of Cultural, and Sports events.
- Fuerza:** An annual event of AIKTC comprising of Technical events.
- Other Applicable events:** Student Induction Programme, Parents meeting, Felicitation etc.

- 5. ABBREVIATION:** AIKTC Anjuman-I-Islam's Kalsekar Technical Campus,  
COST- Council of Students [Centre for Students Affairs]

**6. PROCEDURE:**

- 6.1** The COST Controller selects Students' Council through on the spot essay followed by a panel interview. Simultaneously, the COST Controller prepares office order for event coordinator (Sports, Cultural & Technical) for the current academic year.
- 6.2** After Director's approval the office order is issued to Event Coordinators/ Event Sub-Coordinator/Non-Teaching Staff.
- 6.3** The office order contains a short detail of the event and responsibilities assigned to all the coordinators and sub-coordinators with their names, contact numbers and venue. It also contains the student event coordinator's name and contact number.
- 6.4** Office order also contains details of all the different teams/committees made for the smooth conduction of BONHOMIE & Fuerza (Technical, Cultural, and Sports Events). The Teams/Committees are: Finance & Accounts Committee (Budget and Bills Settlement), Goods and Services Procurement (Stores), Inauguration Ceremony Arrangement, Ground Maintenance, and Preparation, Discipline Committee (Campus), Hospitality, Stage, and Canopy. Sound and Light Arrangement, Seating Arrangement, Documentation, Photography, Valedictory Ceremony, etc. Any other committees as required.
- 6.5** The COST Controller conducts a preparatory meeting (BONHOMIE) with the newly appointed Student's Council.
- 6.6** They discuss and plan the budget for the upcoming event (Bonhomie, Fuerza & Days of Importance).

  
Center Controller


  
Director

**Mission:** Creating Exuberant Technical Professionals

**Vision:** To be the most sought after technical campus that others would wish to emulate.





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6.7 The Controller prepares it with the help of the Finance Committee with reference to the previous budget.

6.8 The budget is presented for management's approval through the Director/Dean. It should be completed one month before the actual event dates. It means the budget preparation and getting it sanctioned activity should be started 2 months prior to the actual event.

6.9 Director/Dean decides the Chief Guest and other guests for the inauguration and valedictory functions.

7.0 All the Student Council members are responsible to carry out the entire event with the assistance of the COST Controller and Core Coordinators.

7.1 The Students of the selected council should come to the college as and when called by the Director/Dean/COST Controller for the arrangement of different programs (that do not clash with their ongoing exams).

7.2 All the event coordinators and their aids should submit borrowed or unused gear or accessories, etc. to the stores after the event.

7.3 National/international Days of importance, Other applicable events are to be observed/celebrated/conducted by assigned faculties of respective departments under the guidance of COST Controller.

7.4 Event Calendar and Office order will be issued for National/International Days of importance.

7.5 To adhere to NAAC and NBA requirements via planning, execution of events, and submitting reports/related documents to the undersigned.

#### 7. TARGET:

7.1 To reach out to the maximum number of students of AIKTC to make them participate in all possible events and make events successful in all respect.

#### 8. REFERENCES:

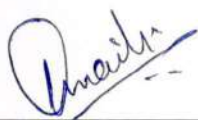
8.1 Office Order vide No. AIKTC/Admin/2023/40 dated 31/03/2023

#### 9. RECORDS:

9.1 Minutes of Meetings conducted.

9.2 Reports of various programs and events.

9.3 Notices, Office Orders, Schedule, charts etc



**Center Controller**




**Director**





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
CENTRE FOR SFC(Sports & Fitness Centre)**

<b>No.</b>	AIKTC/SOP/Center_ SFC/01
<b>Rev.</b>	00
<b>Date</b>	28/04/2023
<b>Page</b>	01 of 03

**1. PURPOSE:** 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

**2. SCOPE:** Anjuman-I-Islam's Kalsekar Technical Campus (AIKTC), provides sports material, Health Centre for use by students and staff of the College.

**3. RESPONSIBILITY:** All concerned members of constituted SFC.

Prof. Irfan Jamkhandikar (Controller-Sports)

Prof. Mohsin Khan (Controller-Fitness)

Prof. Nafe Momin (Co-ordinator-SoET)

Prof. Furqan Fakih (Co-ordinator-SoP)

Prof. Rajat Sonawane (Co-ordinator-SoA)

Prof. Kamlesh Gade (Co-ordinator-SoA)

Ms. Nazneen Palekar (Co-ordinator -Library)

**4. DEFINITION:**

**Sport** - an activity involving physical exertion and skill in which an individual or team competes against another or others for entertainment.

**Sports Secretary** - The person who is chosen to keep a record of all the decisions and discussions that are held by the group is called the secretary. This role is a very important one and should be taken by someone who has the skills and commitment needed. A sports secretary must be appointed within the student council guided by council incharge.

**5. ABBREVIATIONS:**

**SFC-Sports & Fitness Centre, SI-Sports Incharge, SS- Sports Secretary, GYM: Gymnasium, HC: Health Centre , ODS: Outdoor Sports, IDS: Indoor Sports**

**6. PROCEDURE :**

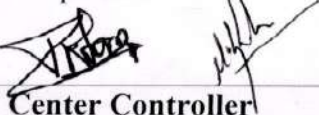
**STANDARD OPERATING PROCEDURE (S.O.P.) CONDITIONS TO USE**

**HC , GYM, ODS & IDS**

**6.1 - Duties.**

- Each co-ordinator must advise and inform the Controller who is in charge and responsible for the Sports and Fitness activity.

- The SFC reserves the right to refuse admission to any person refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to sports or any other person.


  
**Center Controller**





**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/Center_S FC/01
			<b>Rev.</b>	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR SFC(Sports & Fitness Centre)		<b>Date</b>	28/04/2023
			<b>Page</b>	02 of 03

- Individuals/Student will be held responsible for any damage caused to the equipment's or building property during their act of play. AIKTC shall not be held responsible for any personal injury or loss of personal property during their time in the campus.
- Only approved equipment may be used in the mentioned sports and the SFC reserves the right to refuse equipment considered unsuitable for the said sport.
- "No Smoking" policy operates throughout the College site and 100 mtr around the campus.
- No food shall be consumed in the GYM or in the sports rooms if allotted.
- The students shall not use the facilities for any purposes other than that specified on the application form or approval letter from SI
- The student shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.
- The Cordinators shall ensure that all areas are cleared before locking the college gates.
- The students shall follow the rules and the regulation for the safety of members of the College and all the other users of the HC
- The student in charge should be present at all times while the group are using the facilities.
- Before leaving, each group shall ensure that sports kits are returned to appropriate storage points.

#### 6.2 - Responsibilities.

- Ensure the safe opening and closure of the HC & GYM.
- Respond to any emergencies in accordance to our procedures.
- Address any behaviour or sports related issues immediately.
- Ensure the smooth operation of the sports, HC & GYM.
- In charges and Coordinators are responsible and are authorised to open and close the Health centre.
- Any damage or deficiency is to be please report to the Controller & Store Incharge

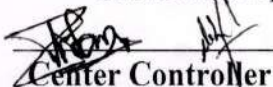
#### 6.3 - Setting Up and Setting Down of equipment

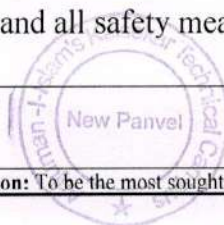
- All equipment must only be set up / set down by Incharge / instructor. Appropriate care must be taken when setting up or setting down of equipment, to reduce the risk of injuries. Appropriate footwear must be worn.

- Please follow set up and set down procedure:

##### Set Ups


- Be aware of surroundings (low ceilings, light fittings, etc)
- Move equipment carefully from storage area
- Place equipment in correct position
- Ensure that the safety procedures are followed when setting up equipment, taking care not to trap fingers, hands or feet
- Set-up using assistance if required.
- Ensure that equipment is set up correctly and all safety measures are followed

  
Center Controller



  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/Center_S FC/01
			<b>Rev.</b>	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR SFC(Sports & Fitness Centre)		<b>Date</b>	28/04/2023
			<b>Page</b>	02 of 03

- Students must enter the receiving list of equipment in the authorized register.
- Set Downs
- Set down equipment using assistance if required
- Ensure that it has been left in the correct position and in good working order
- Report any equipment issues on the Log Sheet
- Students must return utilized sports material to Stores and enclose in register

#### 6.4 - Lost Property

- Any lost property left in the sports, HC or GYM must be recorded and logged. All details are to be recorded on the lost property sheet.

#### 6.5 - Safety and First Aid

- Emergency equipment comprises First Aid Kit box located with store.

#### 6.6 - Regulations

In the interest of hygiene and safety, all users of the sports and fitness centre shall comply with the regulations.

Regulations for the Safety of Members of the College and all the other users of the Sports and Fitness Centre:

The HC & GYM is used by various students at any one time and these rules are provided for the safety of all users.

1. No child under the age of 16 years shall be admitted or allowed to remain on the premises unless accompanied by an Instructor.
2. No outdoor footwear shall be worn in the sports halls, HC & GYM
3. Anyone abusing the facilities or causing malicious or unnecessary disturbance shall be asked to leave and will be excluded from the centre.

### 7. TARGET

To promote and improve physical fitness in students. To build students interpersonal skills through indoor and outdoor sports activities/competitions.

### 8. REFERENCES:

- 8.1. Office Order vide No. AIKTC/Admin/2023/40 dated 31/03/2023

### 9. RECORDS

- 9.1. Separate registers to be maintained for male students and female students utilizing the premises of the gymnasium.

  
Center Controller



  
Director





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
WORKING OF CANTEEN COMMITTEE**

<b>No.</b>	SOP/AIKTC/FHCA/02
<b>Rev.</b>	00
<b>Date</b>	10/07/2023
<b>Page</b>	1 of 2

1. **PURPOSE:** Guidelines for the working of canteen committee
2. **SCOPE:** The Canteen, Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** The Caterer, The Canteen manager, The FHCA committee.
4. **DEFINITION:**

**Food Hygiene and Canteen affairs** include all the activities related to provide hygienic food at prescribed cost to the students and staff of AIKTC.

**Director** means Director, AIKTC

**A caterer** is a person or company in contract to provide the food at AIKTC.

**A Canteen Manager** is a person managing the canteen affairs on behalf of the caterer.
5. **ABBREVIATION:**

**FHCA:** Food Hygiene and Canteen Affairs responsible for maintaining the quality of Food, Hygiene and canteen affairs.

**AIKTC:** Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel.
6. **PROCEDURE:**
  - 6.1 **Working Procedure**
    - 6.1.1 The caterer must possess a license & be registered as per the Food, Safety, and Standards Act, 2006. The caterer shall abide by: - i) Food, Safety and Standards Act, 2006 ii) Food Safety and Standards Rules, 2011 iii) University of Mumbai guidelines/circulars related to canteen and iv) The contract agreement guidelines.
    - 6.1.2 The FHCA shall ensure that the Caterer and Canteen manager are aware of the Canteen-related act, rules, and guidelines mentioned in 6.1 and perform a random inspection.
    - 6.1.3 The canteen shall provide quality service and hygienic food to the staff and students of AIKTC during working time and as per requirement.
    - 6.1.4 Director in coordination with FHCA committee shall appoint a Dietician/Nutritionist as a consultant to provide healthy food to the students and staff of AIKTC.
    - 6.1.5 The caterer/ The canteen manager shall submit the Menu cum Rate card to the FHCA for its approval.
    - 6.1.6 The FHCA shall discuss the Menu cum Rate card with Hon. Director in a meeting.
    - 6.1.7 Director shall approve the Menu cum Rate card.
    - 6.1.8 The caterer/ The canteen manager shall display the copy of the Menu cum Rate card in the canteen.

**Centre Controller  
Mr. Abdul Majid R**

**Reviewed and Approved by the Director  
Dr. Ramjan Ahmad Khatik**





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
WORKING OF CANTEEN**

<b>No.</b>	SOP/AIKTC/FHCA/02
<b>Rev.</b>	00
<b>Date</b>	10/07/2023
<b>Page</b>	2 of 2

6.1.9 The caterer/ The canteen manager shall not sell the product exceeding the MRP and approved Menu cum Rate card.

6.1.10 The caterer shall not sublet the canteen to any other party.

6.1.11 The caterer shall pay the royalty to AIKTC on time.

6.1.12 The caterer/ The canteen manager shall maintain the cleanliness in canteen premises by placing ample number of dustbins in the kitchen area and canteen premises. Utensils and other crockery items should be cleaned, dried and stored properly to maintain hygiene.

6.1.13 The caterer/ The canteen manager shall take care of the maintenance of all the assets of the canteen (Gadgets and furniture like Fridge, Grinder, Fan, Table, benches, fume hood, etc.)

6.1.14 The caterer/The canteen manger shall provide clean uniform including caps, hand gloves, aprons to the cook, workers and helpers working in the kitchen and serving area.

6.1.15 The caterer/ The canteen manager shall comply with the suggestions of the FHCA based on / inspection/observations.

**7. REFERENCES:**

- 7.1. Food, Safety, and Standards act,2006
- 7.2. Food Safety and Standards Rules, 2011
- 7.3. University of Mumbai guidelines/circulars related to the canteen.
- 7.4. The contract agreement

**8. RECORDS**


- 8.1. The Menu cum Rate card
- 8.2. Feedback / Inspection forms
- 8.3. Minutes of Meetings

**Centre Controller  
Mr. Abdul Majid R**



**Reviewed and Approved by the Director  
Dr. Ramjan Ahmad Khatik**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/ MPBAC/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR MEDIA, PRINTING, BRANDING AND ADVERTISEMENT CENTRE</b>	<b>Date</b>	28/12/2023
		<b>Page</b>	01 of 02

- PURPOSE:** To increase the visibility of the campus in society by means of effective marketing & branding, improving admissions, placements, and external collaborations with effective bonds between Student, parents and Society.
- SCOPE:** All the Schools and departments of Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel as applicable.
- RESPONSIBILITY:**
  - Controller MPBAC
  - School-level coordinators
  - Department level coordinators for In-campus & Off-Campus coordination of activities.

**4. DEFINITION:** Activities (add table including activities name and timeline)


Sr. No.	Activity	Schedule
1	Conduction of In-campus and Off-campus Career Guidance programs	October-January
2	Digitalization of Student Data received by Career Guidance	January 2nd Week
3	Planning and execution of career Guidance and Campus visits	January 2nd Week
4	Career expo and fair advertisement	till conducted
5	Display of A3 size stickers in main regional areas (walls of Chawk)	Feb 2nd week
6	Website designing and continuous updating about Event, TPO, Alumni	NA
7	Distribution of Pouches and Pamphlets at Exam centers	HSC Exam & CET Exam
8	Banner Display A1 size at denstargeted areas of Panvel, Mumbra, Kurla, Chembur, Govandi, Vashi, Bhiwandi, wadala, bhandup, Sion, etc.	March 1 week
9	Banner Hoarding at highway of Mumbra, Panvel, Kalamboli, Taloja, etc.	April 1st week
10	Pasting of Stickers and banners on Bus & Rickshaw	March last week
11	Publishing News Articles about scope of hard Branches in private and Government sectors (EE, CE, ME)	NA
12	WhatsApp broadcast, telegram groups or channel preparation for bringing all collected students under single domain for communication	February last week
13	Use of student data for updates regarding exams, forms etc.	Mar-April
14	Social Media and Digital marketing in targeted areas	March onwards

7/12/23  
**Center Controller**  
 [Borotikar.172]



**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/ MPBAC/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR MEDIA, PRINTING, BRANDING AND ADVERTISEMENT CENTRE</b>	<b>Date</b>	<del>05/04/2023</del> 28/12/23
		<b>Page</b>	02 of 02

15	Conduction of MOCK-CET Test for practice	March last week
16	Newspaper insertion	From March last week
17	Open Career Guidance Program for parents against Demand of Industry	After CET Exam
18	Admission Process guidance Program	Before Admission

5. **ABBREVIATIONS:** MPBAC (Media Printing, Branding & Advertisement committee).

6. **PROCEDURE:**

6.1. All activities need to be planned in discussion and co-ordination of Controller MPBAC and consequent approval of the Director.

6.2. Coordinators must prepare office order for all activities clearly mentioning all tasks assigned to teaching and non-teaching staff. Student members can be included in some of the committees / centers activities wherever deemed necessary.

6.3. Controller shall prepare a budget in consultation with the school wise coordinators. The same should be put forward for approval to the management after the approval of Director.

6.4. All activities need to be carried out with full sincerity and utmost professionalism towards building the AIKTC brand.

6.5. On completion of the activity, coordinators need to prepare a brief report (with photos) and submit it to Controller.

6.6. Bills (if any) need to be settled as soon as possible as per the guidelines of the AIKTC Admin.

7. **TARGET:** All the students of 12<sup>th</sup> Science and Commerce for enrolments under Engineering, Architecture, Pharmacy and B.Sc. IT.

8. **REFERENCES:**

8.1 AIKTC/Admin/2023/40

9. **RECORDS:**

9.1 Minutes of Meetings conducted. (Register log)


9.2 Office orders mentioning post, roles and duties precisely.

M.2.3.  
Centre Controller  
[Borotikar, M.R.]



  
Director




	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CNEA/ 01
		<b>Rev.</b>	01
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR NSS AND EXTENSION ACTIVITIES (CNEA)</b>	<b>Date</b>	20/01/24
		<b>Page</b>	01 of 05


1. **PURPOSE:** The purpose of the Centre for NSS and Extension Activities (CNEA) is to facilitate and coordinate initiatives aimed at community engagement, social service, and extension activities within the institution. it serves the purpose includes community empowerment, student development, partnership building, promotion of values, and research and innovation.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus, Panvel.
3. **RESPONSIBILITY:** All the concerned members of constituted centre for NSS and Extension activities (CNEA).
4. **DEFINITION**
  - 4.1 **National Service Scheme (NSS):** It is a voluntary public service program in India aimed at developing student volunteers into socially responsible citizens. The NSS was launched in 1969 by the Government of India under the Ministry of Youth Affairs and Sports, with the primary objective of involving students in community service activities while they are pursuing their education. The NSS program operates at various educational institutions across the country, including schools, colleges, and universities. It is open to students from all disciplines and backgrounds, with the goal of fostering a spirit of social service, empathy, and civic engagement among young people.
  - 4.2 **EXTENSION ACTIVITIES:** It is referred to initiatives or programs designed to extend the knowledge, services, or resources of an organization beyond its immediate boundaries to reach a wider audience or address specific needs in the community. Extension activities involve the dissemination of information, technology, expertise, or support from an institution, typically in fields such as education, agriculture, health, or community development, to individuals, groups, or communities outside of the institution itself. These activities are often aimed at promoting development, empowerment, or improved quality of life among target beneficiaries.
  - 4.3 **NEIGHBOURHOOD:** The term "neighbourhood" refers to a geographically defined area within a community or village where people live in close proximity to one another. It typically

  
Centre Controller



  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CNEA/ 01
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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR NSS AND EXTENSION ACTIVITIES (CNEA)</b>	<b>Date</b>	20/01/24
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encompasses a relatively small and cohesive residential area characterized by shared physical spaces, amenities, and social interactions.

**4.4 COMMUNITY:** The term "community" refers to a group of people who share common characteristics, interests, or goals and who are connected by social, cultural, economic, or geographical ties. It encompasses various forms of social organization, ranging from small, local groups to larger, more complex entities.

#### 5.0 ABBREVIATIONS

- i) AIKTC- Anjuman-I-Islam's Kalsekar Technical Campus.
- ii) CNEA-Centre for NSS and Extension Activities.
- iii) NSS - National Service Schemes

#### 6.0 PROCEDURE

An outline for the procedure of the Centre for NSS and Extension Activities (CNEA)

##### 6.1 Assessment and Planning

Identify community needs and priorities through surveys, consultations, and stakeholder meetings and according to this develop an annual plan based on identified needs, available resources, and institutional goals.

##### 6.2 Project Identification and Design

Solicit project proposals from students, faculty, staff, and community members.

Evaluate proposals based on criteria such as feasibility, impact, and alignment with CNEA objectives. Select projects and collaborate with stakeholders to design project plans, including goals, activities, timelines, and resource requirements.


##### 6.3 Volunteer Recruitment and Training

Recruit volunteers from among students, faculty, and staff through outreach efforts and promotional campaigns. Conduct orientation and training sessions to familiarize volunteers with CNEA policies, project objectives, and relevant skills and knowledge.

Prepared by **Dr. Shivaji Pawar**

Reviewed and Approved by the Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CNEA/ 01
		<b>Rev.</b>	01
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR NSS AND EXTENSION ACTIVITIES (CNEA)</b>	<b>Date</b>	20/01/24
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#### 6.4 Project Implementation

Allocate resources and support to project teams as needed. Monitor project progress and provide guidance and assistance to project leaders and volunteers. Coordinate with external partners, community organizations, and other stakeholders to facilitate project implementation and collaboration.

#### 6.5 Monitoring and Evaluation

Establish monitoring and evaluation mechanisms to track project activities, outputs, and outcomes. Collect data through surveys, interviews, focus groups, and other methods to assess project effectiveness and impact. Use evaluation findings to identify strengths, weaknesses, and areas for improvement and make necessary adjustments to project plans and implementation strategies.

#### 6.6 Documentation and Reporting

Maintain comprehensive records of CNEA activities, including project proposals, plans, budgets, volunteer rosters, and evaluation reports. Prepare regular progress reports and summaries for internal stakeholders, funding agencies, and other interested parties. Share success stories, lessons learned, and best practices through newsletters, websites, and other communication channels.

#### 6.7 Community Engagement and Outreach

Foster meaningful engagement with the local community through regular communication, partnership development, and participation in community events and initiatives. Seek feedback from community members to ensure that CNEA activities are responsive to community needs and preferences.


#### 6.8 Continuous Improvement

Conduct periodic reviews and evaluations of CNEA policies, procedures, and practices. Solicit feedback from volunteers, stakeholders, and community members to identify areas for improvement and innovation. Implement changes and updates to enhance the effectiveness, efficiency, and impact of CNEA operations.

Prepared by Dr. Shivaji Pawar

Reviewed and Approved by the Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CNEA/ 01	
		<b>Rev.</b>	01	
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR NSS AND EXTENSION ACTIVITIES (CNEA)</b>	<b>Date</b>	20/01/24	
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### 6.9 Compliance and Risk Management

Ensure compliance with relevant laws, regulations, and institutional policies governing volunteerism, community engagement, and project management. Identify and mitigate potential risks associated with CNEA activities, such as safety concerns, ethical issues, and financial risks.

### 6.10 Celebration and Recognition

Recognize and celebrate the contributions and achievements of volunteers, project leaders, and community partners through awards, certificates, and public acknowledgment. Organize events, ceremonies, or appreciation activities to express gratitude and build morale within the CNEA community. This procedure provides a structured framework for managing the activities of the Centre for NSS and Extension Activities (CNEA) and ensuring the effective implementation of its mission and objectives.

### 7.0 TARGETS

#### 7.1 Organisational targets

- i) College level Advisory committee formation
- ii) Enrolment of NSS Volunteers
- iii) Formation of different committees


#### 7.2 Community Engagement Targets

- i) **Health Camps:** Organization one health camps offering free check-ups, vaccinations, and health education in underserved areas.
- ii) **Environmental Clean-up Drives:** Conduction of one clean-up drives in parks, beaches, or other public spaces to promote environmental cleanliness.
- iii) **Tree Plantation Drives:** one tree plantation program in urban areas to enhance green cover and promote environmental sustainability.
- iv) **Literacy Programs:** Organization of one literacy workshops or classes for children or adults in rural or marginalized communities.
- v) **Skill Development Workshops:** One workshop on vocational skills such as sewing, computer literacy, or carpentry to empower community members economically.
- vi) **Blood Donation Camps:** Collaborate with blood banks to organize at least one blood donation camps and raise awareness about the importance of regular blood donation.

Prepared by Dr. Shivaji Pawar

Reviewed and Approved by the Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CNEA/ 01
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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR NSS AND EXTENSION ACTIVITIES (CNEA)</b>	<b>Date</b>	20/1/24
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vii) **Digital Literacy Programs:** one workshops or classes to improve digital literacy skills among community members, especially in rural areas.

### 7.3 Partnership Targets

- i) **Number of Partner Organizations:** Set a target for the number of local NGOs, government agencies, educational institutions, or community-based organizations to partner with for collaborative projects.
- ii) **Diversity of Partners:** Aim to collaborate with partners from diverse sectors such as healthcare, education, environment, social welfare, and economic development to address multifaceted community needs

### 7.4 Evaluation and Feedback Targets

- i) Number of feedback sessions to be conducted with both participants and beneficiaries.
- ii) Use of feedback to improve future activities and enhance impact.

### 7.5 Sustainability Targets

- i) Plans for the sustainability of projects beyond the NSS tenure.
- ii) Number of projects with established mechanisms for continuity.

### 8.0 REFERENCES

- i) Office Order vide No. AIKTC/Admin/2024/175 dated 19/01/2024
- ii) Meeting of Controllers & Jt. Controllers in Directors office dated 15/03/2024.

### 9.0 RECORDS

- i) Notices and minutes of meetings conducted
- ii) Reports of program conducted by Centre of NSS & Extension Activities in shared drive of the Internal Quality Assurance Cell
- iii) Record must be submitted to concerns department for NAAC & NBA
- iv) Report to the undersigned on regular basis

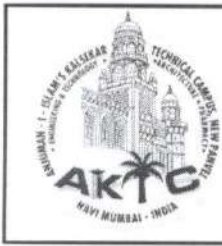
*Shivaji Pawar*  
*[Signature]*



*[Signature]*  
(Director)

Prepared by Dr. Shivaji Pawar

Reviewed and Approved by the Director



**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE (SOP)  
KALSEKAR CENTRE FOR PEACE &  
SPIRITUALITY (KCPS)**

<b>No.</b>	AIKTC/SOP/KCPS/01
<b>Rev.</b>	00
<b>Date</b>	10/04/2024
<b>Page</b>	1 of 1

- 1. PURPOSE:** To strengthen public relations through the welfare of students and staff of AIKTC.
- 2. SCOPE:** All the schools and departments of Anjuman-I-Islam's Kalsekar Technical Campus, as applicable.
- 3. RESPONSIBILITY:** KCPS controller & coordinators

**4. DEFINITION:**

The purpose of this committee is to help the students and staff of AIKTC through zakat funds collected from donors.

**5. ABBREVIATION:**

**KCPS:** Kalsekar Centre for Peace & Spirituality

**6. PROCEDURE:**

1. Collection of Zakat funds from donors/ staff and students of AIKTC.
2. Students whoever unable to pay the fees due to their poor financial status are going to fill Google form floated by the department/ school OR the department/ school will provide a list of needy students.
3. KCPS team will scrutinize the most eligible students.
4. Shortlisted students will be helped through Zakat funds.
5. Students/staff team building and making more responsible citizens through sermons offered during Friday gatherings.
6. Helping needy staff of AIKTC arranging financial help from faculty and staff members of AIKTC.
7. Maintaining of basement area for spiritual activities.
8. Helping other centres of AIKTC for the development of students.

**7. TARGET:**

7.1 Needy Students and Staff of AIKTC

**8. REFERENCES:** Records/list of deserving students and staff.

**9. RECORDS:**


- 9.1 Minutes of Meetings conducted.
- 9.2 Notices.
- 9.3 List of deserving students and disbursement.

**Center Controller**



**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CiTeL/ 01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR INNOVATIVE TEACHING AND EXUBERANT LEARNING</b>	<b>Date</b>	20/04/2023
		<b>Page</b>	01 of 01

1. **PURPOSE:** To provide procedure for operation of Center for Innovative Teaching and Exuberant Learning.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CiTeL.
4. **DEFINITION:** The purpose of this Centre is to implement innovative teaching pedagogies and technologies in teaching and learning process.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CiTeL-Centre for Innovative Teaching and Exuberant Learning.
6. **PROCEDURE**
  - 6.1. The Director forms the CiTeL committee which is responsible for smooth conduction of teacher training activities related to innovative pedagogies and tools used in teaching and learning.
  - 6.2. CiTeL shall identify relevant topic for the training/workshop/FDP/Conferences for faculty members in innovative pedagogies and tools used in teaching and learning.
  - 6.3. CiTeL shall plan, execute and prepare report of the activities conducted.
  - 6.4. CiTeL encourage faculty members in implementation of innovative pedagogies and tools in teaching and learning.
7. **TARGET**
  - 7.1. CiTel shall conduct minimum 2 training/workshop/FDP/Conferences per semester.
8. **REFERENCES:**
  - 8.1 Office Order vide No. AIKTC/Admn/2023/40 dated 31/03/2023
9. **RECORDS**
  - 9.1 Minutes of Meetings conducted.
  - 9.2 Reports of various programs, activities and events (CiTeL Format No. 01)

  
Center Controller



  
Director



ANJUMAN-I-ISLAM'S

**KALSEKAR TECHNICAL CAMPUS, NEW PANVEL**

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,  
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- SCHOOL OF ENGINEERING & TECHNOLOGY
- SCHOOL OF PHARMACY
- SCHOOL OF ARCHITECTURE

**CITEL EVENT OR ACTIVITY REPORTING FORMAT (CITEL FORMAT NO.01)**

TYPE OF ACTIVITY REPORTED BY EACH FACULTY MEMBER

**(MUST BE SUBMITTED BY EACH FACULTY MEMBER BIANUALLY):**

REPORT ON E-CONTENT CREATION, ACTIVITY BASED LEARNING, PROJECT BASED LEARNING, EXPERIENTIAL LEARNING,  
FLIPPED LEARNING, ROLE PLAY OR ANY OTHER INNOVATIVE PEDAGOGIES USED IN TEACHING AND LEARNING ETC.

NAME OF EVENT/ ACTIVITY:

SCHOOL/ DEPARTMENT:

COURSE:

SEM:

DATE:

NUMBER OF PARTICIPANTS (FACULTY MEMBERS, IF ANY):

NUMBER OF PARTICIPANTS (STUDENTS):

NAME OF RESOURCE PERSON/ COURSE OWNER WITH DESIGNATION:

RELEVANCE TO PO/PSO WITH LEVEL:

DESCRIPTION OF EVENT/ ACTIVITY IN 50-100 WORDS:

EVENT IMAGE



Course owner/ Coordinator

Dean/ HoD/ Controller

*Innovative Teaching - Exuberant Learning*

Vision : To be the most sought after Technical campus that others would wish to emulate.






<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>  STANDARD OPERATING PROCEDURE FOR FOR UPDATING CiTeL E-LEARNING REPOSITORY HUB	<b>No.</b>	AIKTC/SOP/CiTeL/ 02
	<b>Rev.</b>	00
	<b>Date</b>	20/04/2023
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1. **PURPOSE:** To facilitate the process of updating School/ Department CiTeL E-Repository.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CiTeL.  
**1. DEFINITION: CiTeL Controller/ Coordinator:** Respective School/ Department coordinator responsible to facilitate implementation of innovation in teaching and learning.
4. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CiTeL-Centre for Innovative Teaching and Exuberant Learning.
6. **PROCEDURE**
  - 6.1. CiTeL School / departmental coordinators shall coordinate and collect information needed for creation of course playlist from faculty members of their respective School/ Department through course registration form (<https://forms.gle/cS1NXMQ3ug9e8DgQ6>).
  - 6.2. Based on information collected from course registration form, respective CiTeL School / departmental coordinators shall generate course play list collaboration link (Name of Course\_Semester\_Name of Course owner) on their respective School/ department e-learning YouTube Channel and email this link to respective course owners.
  - 6.3. Course owner shall add /edit e-content of their respective course by using course play list collaboration link. **Minimum 2 e-learning content** (preferably video content) shall be contributed to CiTeL E-Repository by each course owner in one semester.
  - 6.4. Based on number of E-content contributed by course owners CiTeL Coordinator shall recommend the name of deserving course owners for appreciation certificate under **Silver** (for more than 25 e-content contribution), **Gold** (for more than 50 e-content contribution) and **Diamond** (for more than 100 e-content contribution) per year.

  
Center Controller



  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	DP/AIKTC/FPM/01
		<b>Rev.</b>	00
	<b>DEPARTMENTAL PROCEDURE FOR CENTRE FOR FINANCE AND POLICY MAKING</b>	<b>Date</b>	05/04/2023
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6.5. Respective CiTeL School / departmental coordinators shall monitor for quality content and also ensure proper sequence of course play list in the ascending order of semester.

**7. TARGET**

7.1.1. CiTel shall release list of deserving course owners and statistics on e-learning repository at-least once in the semester.

**8. REFERENCES:**

8.1 Office Order vide No. AIKTC/Admn/2023/40 dated 31/03/2023

**9. RECORDS**

9.1 Minutes of Meetings conducted


9.2 CiTel E-learning repository report

  
Center Controller



  
Director




	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/CVAC/01
			<b>Rev.</b>	01
	<b>STANDARD OPERATING PROCEDURE (SOP) FOR CENTER FOR VALUE ADDED COURSES AND ADD ON CERTIFICATES (CVAC)</b>		<b>Date</b>	05/07/2023
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1. **PURPOSE:** To facilitate the organization and participation of students in value-added courses, certificate programs, online certifications, MOOC's etc to fill in the curriculum gaps and act as a bridge between industry and the Institute.
2. **SCOPE:** Schools and departments of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** Team CVAC
4. **DEFINITIONS:**
  - **Add-on courses:** Courses on topics apart from the University curriculum having contact hours of more than 30.
  - **Value-added course:** Courses of varying durations that are optional, and offered beyond the curriculum.
5. **ABBREVIATIONS**
  - MOOC - Massive Open Online Course.
  - IQAC - Internal Quality Assurance Committee.
  - SPOC - Single Point of Contact.
  - NPTEL - National Programme for Technology enhanced learning.
  - SWAYAM - Study Webs of Active Learning for Young Aspiring Minds.
6. **PROCEDURE:**
  - 6.1 **Identification and finalization of Add-on courses and value-added courses:**

Following factors must be considered in this process:

    - Course must align with the Mission and Vision of the institute and that of the School/Department.
    - The course must cater to student's needs and have the potential to get sufficient enrolment.
    - Each student should attend at least one add-on course in each semester or each class must have at least one Add on course in each semester.
    - The Course experts can be within the institute or outside the institute.
    - The course must contribute to faculty development without hampering their regular teaching.
    - Prerequisites and course outcomes should be well-defined.

 (P.P. Gawade)

Centre Controller



  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/CVAC/01
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The school/departmental CVAC team member must inform the faculty members about the conduction of value-added courses. Accordingly, they must decide which value-added courses can be conducted in a particular year keeping in view the factors mentioned above. Resource person, schedule, venue, and mode must be finalized and wide publicity must be given to the target audience. The course should be approved by Program Owner/Dean and Director. Day-to-day attendance, feedback from the participants and resource person as well as course exit survey should be taken without fail. The course outcome's attainment should be calculated by the course coordinator separately and should be mapped with the relevant program outcomes. The respective coordinator should also prepare the overall conduction of the course delivery, assessment, and attainment.

## 6.2 Roles and responsibilities

### Controller

- Propose Standard Operating Procedure (SOP), after discussing with his team, as per the given template before the IQAC Core Committee, and get it reviewed and approved.
- Ensure effective conduction of the course.
- Regular revival of system & procedure and SOP if required. Maintenance of relevant records.
- Timely submission of status reports and all relevant documents to the IQAC.
- Execution of any other responsibility within the scope of the CVAC.

### School/Dept Coordinator

- Planning and conduction of add-on programs as per mentioned procedure.
- Coordination with faculties in the Department/School for smooth conduction.
- Timely submission of the status report and all relevant documents to the Departmental and Institute repository.
- Maintenance & dispensation of relevant records and documents as per requirements of NAAC and NBA.
- Execution of any other responsibility within the scope of the CVAC.
- Ensure the timely sending of all media (Photos, videos, audio, and feedback) relevant to any course to the relevant team/website coordinators as soon as the course ends.


*P. P. Gawade* (P.P. Gawade)

Centre Controller



*[Signature]*  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	No.	AIKTC/SOP/CVAC/01
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### Time-lines:


Sr. No	Task	Schedule time	Responsibility
1	Course Planning and approval.	1 month before the semester begins	Coordinator
2	Pre-course activities & conduction	During semester	Coordinators
3	Preparation of reports and documentation.	15 days after semester end	Coordinators
4	Submission of status reports, documents, and review meetings.	1 month after semester end.	Controller
5	Course planning and approval for next semester.	45 days after the semester ends.	Coordinators
6	System & Procedure review.	1 month after the end of the academic year.	Controller

### 6.3 AIKTC-SWAYAM-NPTEL Local Chapter.


CVAC, through SPOC and Mentors, facilitate students and faculties to get certified through MOOC offered by Swayam-Nptel Local chapter. SPOC is the single point of contact between SWAYAM-NPTEL and the institute while Mentors are the faculties volunteering to help students during the period of the course.

#### Roles and responsibilities of SPOC:


- 1) To act as a communication link between NPTEL and the institute.
- 2) Promote NPTEL certification courses in your college and help students/faculty enroll in courses.
- 3) Identify Mentors among the faculty.
- 4) Facilitate course registration and Exam Registration of students through the mentors.
- 5) Maintain a record of courses undertaken.

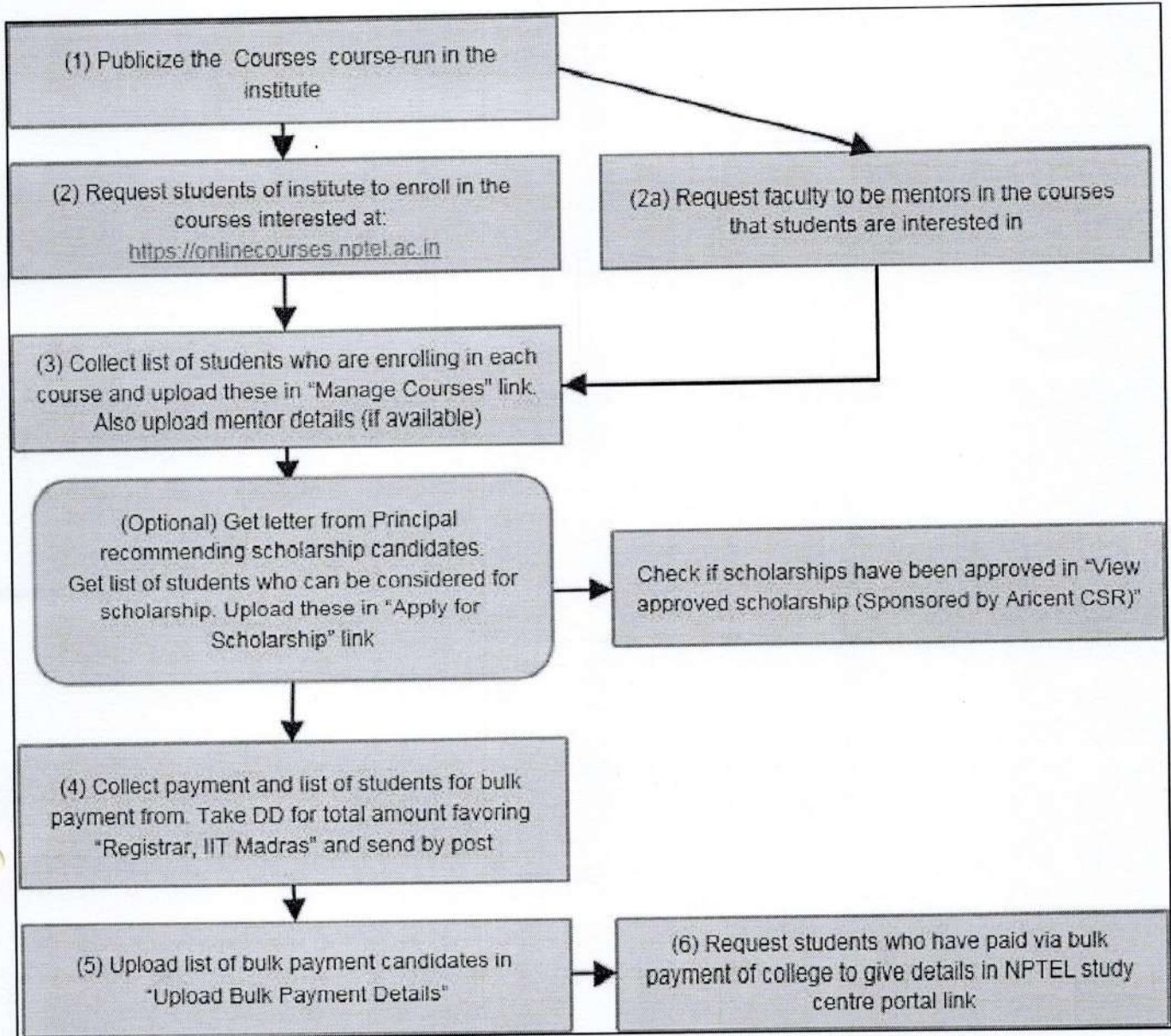
  
 Controller



  
 Director



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**Fig1:** Steps involved in registering for NPTEL courses


*P. P. Gawade*  
(P.P. Gawade)

Centre Controller



*[Signature]*  
Director



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## 7. TARGET


CVAC (from AY 2023-24) aims at conducting a minimum two value-added course per semester per department in SoET and SoP and SoA. The course conducted should be in conjunction with the student's needs and help to bridge the curriculum gaps if any. Every student should undergo at least 3 value-added courses and 3 NPTEL-MOOC course during his/her graduation period.

## 8. REFERENCES

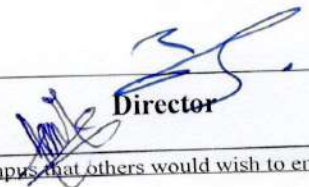
- NAAC AQAR, SSR manual
- NBA Manual


## 9. RECORDS

- Meeting notice, MoM
- List of courses department-wise/school-wise for add-on courses and MOOCs/NPTEL.
- Course Report
- Course attendance and assessment
- Records of vertical as well as horizontal communication related to CVAC.

 (P.P. Gawade)  
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Center Controller



  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CIRDPI /01
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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR IPR, R&amp;D PROJECTS AND PUBLICATIONS</b>	<b>Date</b>	12/05/2023
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1. **PURPOSE:** To provide general direction, supervision and guidance over on IPR; R&D Projects; Publications; and Internal Revenue Generation (IRG) in AIKTC.

2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

3. **RESPONSIBILITY:** All concerned members of constituted CIRDP.

4. **DEFINITION:**

- a. **IPR:** IPR provide certain exclusive rights to the inventors or creators of that property, in order to enable them to reap commercial benefits from their creative efforts or reputation. There are several types of intellectual property protection like patent, copyright, trademark, etc.
- b. **R&D:** Research and development (R&D) includes activities that companies undertake to innovate and introduce new products and services. It is often the first stage in the development process. The goal is typically to take new products and services to market and add to the company's bottom line. In case of CIRDP it will be R&D projects preferably as a part of Ph.D., PDS, D.Sc., etc. or otherwise too for the purpose of receiving funds by way of grants through Government and other such regulatory bodies.
- c. **Publications:** Publications in peer-reviewed referred journals of international repute and acceptance.
- d. **Internal Revenue Generation (IRG):** it refers to the process of generating income or revenue from within our institute, typically through activities such as selling products or services, renting out spare capacity/facilities, and conducting training programmes for external parties.

5. **ABBREVIATIONS:**


- a. **AIKTC**-Anjuman-I-Islam's Kalsekar Technical Campus
- b. **CIRDPI**-Center for IPR, R&D Projects, Publications and IRG
- c. **IPR**-Intellectual Property Rights
- d. **IRG**-Internal Revenue Generation
- e. **R&D**-Research and Development

6. **PROCEDURE**

- 6.1. CIRDP members will discuss and come about with ideas of activities that can be planned under the core areas of CIRDP subject to the approval of Director..
- 6.2. Proposal will be placed for approval to the respective Deans and Director-AIKTC.





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6.3. Periodic meetings (around once in two weeks) will be held to discuss and carry out the permitted activities.

6.4. The events will be implemented centrally through the constituted CIRDPI or through individual school or departments keeping in mind the objectives of CIRDPI. Since the CIRDPI team consist of members of various schools of AIKTC, it will have its footprint on the entire institute.

**7. TARGET** (Time frame for implementing is 1 year)

7.1. To organise one programme imparting knowledge on Patenting

7.2. To organize one programme on writing proposal for effective grant funding.

7.3. To organize one programme which will help is some aspects of research publications.

7.4. To facilitate internal revenue generation, organize a programme that provides valueable insights and strategies on generating income from within our organization to organize one programme which will help in getting idea about internal revenue generation This programme's aim will be to equip the participants with the necessary skills and knowledge to identify opportunities for revenue generation, implement effective strategies, and maximise the potential of internal resources.

7.5. To organize one conference preferably covering all domains our campus has.

7.6. To suggest faculty members and students of AIKTC to undergo NPTEL Certification Programme on topics like "Intellectual Property Rights", "Academic and Research Report Writing", "Research Methodology", "Probability and Statistics", etc.

**8. REFERENCES:**

8.1. Office Order no. AIKTC/Admin/2023/40 dated 31/03/2023.

**9. RECORDS**

9.1. Meetings conducted for planning and executing CIRDPI activities.

9.2. Reports of activities conducted.

9.3. Certificates generated through CIRDPI activities

9.3.1. Documents pertaining to granted patents, if any.


9.3.2. Documents pertaining to publication of papers.

9.3.3. Documents pertaining to publication of books (authored and edited)

9.3.4. Documents pertaining to R&D Project activities.

9.3.5. Documents pertaining to Internal Revenue Generation (IRG).

*Meeting should be conducted on regular basis*


  
Prepared by Controller-CIRDPI  
Dr. Mohd. Asif Gandhi

  
Reviewed by Dean-SoP  
Dr. Shariq Sayed

  
Issued by Director-AIKTC  
Dr. Ramzan Khatik






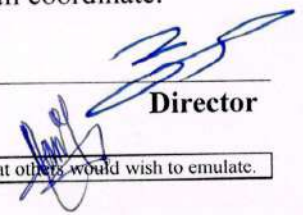
	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CTPC/01
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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR PROJECT AND TECHNICAL COMPETITIONS (CTPC)</b>	<b>Date</b>	6/05/2023
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1. **PURPOSE:** To enhance the technical skills, communication skills, and competitive spirit among the student through participation in technical projects and competitions.
2. **SCOPE:** All the Schools, Departments of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CTPC, the Project coordinator of each department, and the student coordinator from each department of AIKTC.
4. **DEFINITIONS:** **Avishkar:** State Level inter-university competition for students, **Poster & Project Competition:** Competitions scheduled by colleges that may be inter and or intra colleges, **Mini Project:** Semester-wise project of small-scale application, **Major Project:** Projects to be completed in a year as per set curriculum guidelines, **Tech Fest:** Events scheduled by colleges on student's technical skill development via project competitions.
5. **ABBREVIATIONS:** **AIKTC:** Anjuman-I-Islam's Kalsekar Technical Campus, **CTPC:** Centre for Technical Projects and Competitions, **IITB:** Indian Institute of Technology, Bombay.

#### 6. PROCEDURE:

- 6.1. Poster and project competition to be held once a semester for mini projects in coordination with the departmental project coordinator.
- 6.2. Poster and project competition for a major project is to be held once a year on the third week of every March.
- 6.3. CTPC coordinator will coordinate with the departmental project coordinator for evaluating the quality of the project.
- 6.4. CTPC coordinators along with departmental project coordinators will promote the technical project competitions to other colleges.
- 6.5. Institutional technical projects list shall be published on the AIKTC website.
- 6.6. Separate office orders shall be made taking students from each department preferably from 3rd year of each school/department as applicable.
- 6.7. Based on the minutes of the meeting one of the CTPC members shall be coordinating the "Avishkar" event with AIKTC and for the IITB tech fest another member shall coordinate.


  
Centre Controller

  
Director

**Mission:** Creating Exuberant Technical Professionals **Vision:** To be the most sought after technical campus that others would wish to emulate.





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6.8 The projects should be preferably application based. Preferably students can select a project to address the AIKTC problems, e.g. exam management, admission process, student database, etc.

6.9 An activity calendar shall be made on project competitions at the institutional level in the meeting of members of CTPC.

6.10 Students will be made aware related to various project competitions in the first week of July every year. The record of the same shall be made at each coordinator's level.

6.11 For any competitions scheduled by any institution shall be made available on students notice boards of respective departments/schools and the respective coordinators shall personally go to classrooms and make students aware of the events and encourage them to participate.

6.12 At the CTPC level few projects shall be identified in consultation with departmental project coordinators for paper presentation in National and International conferences and the same can be forwarded for paper publications in good journals.

6.13 CTPC shall comply with the need of NAAC and NBA from time to time.

## 7 TARGET

7.1 Every department will have at least one student group winning the project awards.

That is five groups should be rewarded at the institute level in every year.

7.2 At least one project shall be converted into a product via the incubation center.

## 8 REFERENCES:

8.8 AIKTC center office order

8.9 CTPC office orders

## 9 RECORDS

9.8 Minutes of the meeting

9.9 Awareness schedule (Geotag Photos, Attendance record )

9.10 Departmental Project list year wise


  
Centre Controller



  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that other would wish to emulate.

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/CAAA/01
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	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR ADMINISTRATIVE, ACADEMIC AFFAIRS AND AUDIT (CAAA)</b>		<b>Date</b>	18/04/2023
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1. **PURPOSE:** To exercise general direction, control, supervision and guidance over the Administrative and Academic Audit.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CAAA.
4. **DEFINITION:** The purpose is to streamline all schools, departments and sections in terms of administration and academics.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CAAA-Centre for Administrative, Academic Audit and Affairs.

## 6. PROCEDURE

### 6.1. ADMINISTRATIVE AUDIT

- 6.1.1. The CAAA shall prepare and release the format for Administrative Audit to all the concerned schools, departments and sections.
- 6.1.2. The audit of the departments shall be interdepartmental and shall be conducted in the last week of June of every year.
- 6.1.3. The audit of the sections shall be done by the core committee (Director, Deans, HoDs, IQAC Co-ordinator and/or appointed committee).
- 6.1.4. The audited school/department/section shall be appreciated/reprimanded based on the audit score.

### 6.2. ACADEMIC AUDIT

- 6.2.1. To streamline the academic audit and to make it qualitative, the CAAA has prepared an Academic Audit Format, applicable course-wise.
- 6.2.2. The academic audit format and reports shall be prepared as per the guidelines of NAAC, NBA and concerned statutory authorities, etc.
- 6.2.3. The entire academic audit parameters are categorised into four, viz., Preterm, Midterm, Postterm and Postresult audit.
- 6.2.4. The audit frequency shall be three per term, Preterm audit before the commencement of term, Midterm audit (and Postresult audit of last term courses) during the term and Postterm audit within 15 days after the term end.
- 6.2.5. The audit shall be interdepartmental and the Auditors team shall be constituted by the

CAAA.

  
Center Controller


  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.





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- 6.2.6. The department/school convenor (CAAA member) shall prepare the audit report as per the given format and submit the same to the respective department/school, CAAA and the respective Dean within 5 days after the audit.
- 6.2.7. All departments and schools shall comply with the audit report by appreciating and/or reprimanding the course owners as applicable. The out of score shall be appreciated and 0 score in critical parameter(s) shall be reprimanded.
- 6.2.8. All departments and schools shall maintain required records in terms of meetings conducted and follow-ups undertaken for the academic audit process.
- 6.2.9. All departments and schools shall submit the final report after the Postterm Audit to the CAAA, respective Dean and Director as per the given format.
- 6.2.10. It is the responsibility of the concerned school/department to ensure smooth conduction of all the audits as per the defined formats and schedules.
- 6.2.11. The external audit of the audit process and conducted audits shall be done bi-annually at least.
- 6.2.12. The Audit formats and reports shall be revised annually or as required.

## 7. TARGET

### 7.1. ADMINISTRATIVE AUDIT

- 7.1.1. Each School/Department/Section shall submit the audit report to the undersigned within 07 working days of the audit.

### 7.2. ACADEMIC AUDIT

- 7.2.1. Term end reports must be submitted by the schools/departments.
- 7.2.2. External Audit reports must be submitted by CAAA every 2 years.

## 8. REFERENCES:

- 8.1. Academic Audit Format
- 8.2. Academic Audit Reports
- 8.3. Administrative Audit Format and Report


## 9. RECORDS

- 9.1. Academic Audit Format
- 9.2. Academic Audit Reports
- 9.3. Administrative Audit Format and Report

  
Center Controller



  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CFPM/01
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**1. PURPOSE:** To exercise general direction, control, supervision and guidance over the Finance and Policy making of the AIKTC.

**2. SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

**3. RESPONSIBILITY:** All concerned members of constituted CFPM.

**4. DEFINITION:** The purpose is to streamline all schools, departments and sections in terms of finance and formation, revision and publishing of all applicable policies.

**5. ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CFPM-Centre for Finance and Policy Making

## 6. PROCEDURE

### 6.1. FINANCE

6.1.1. To have deep understanding and effective control of the budget of various schools, departments and sections, the CFPM shall prepare a Finance framework/template. It shall be prepared using Google Suite for proper sharing and access control.

6.1.2. This framework shall provide a clear report of the expenses category wise and revenue of individual schools and departments.

6.1.3. There shall be provision of inclusion/exclusion of all budget heads to see its impact on the overall budget. This shall help in effective decision making.

6.1.4. Each school and department head shall have access to their respective template and together they shall be collated into school and campus templates having access to respective Deans and Director.

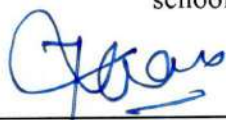
6.1.5. Each Dean/HoD shall fill and complete his/her finance template. The salary details of the respective school/department/section along with the details pertaining to common budget heads shall be provided by the Accountant.

6.1.6. Upon completion of the templates along with the Utilisation Plan reports, each Dean/HoD shall present the same in the CFPM meeting.

6.1.7. The CFPM shall suggest for the changes befitting the financial requirements of the overall campus. The discussion shall be minuted by the respective head.

6.1.8. The campus approved budget along with approval MoM shall be presented in front of the Management by the respective Deans and Director.

6.1.9. The Accountant shall provide the Management approved budget to the respective schools and departments.




Center Controller




Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/CFPM/01
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	<b>DEPARTMENTAL PROCEDURE FOR CENTRE FOR FINANCE AND POLICY MAKING</b>		<b>Date</b>	05/04/2023
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- 6.1.10. The schools, departments and sections shall adhere to the approved budget and utilize the same as per the utilization plan.
- 6.1.11. To ease the said adherence, every requirement/requisition by the schools, departments and sections shall be checked by the Stores/Accountant against the remaining/available budget for the respective item.
- 6.1.12. If the requisition is within the remaining budget then it should be processed in auto approved mode else the approval of the Director and Management must be sought and upon approval only it should be processed.
- 6.1.13. While settling the payment, the Accounts section shall make updates in the finance framework according to the item details including bill amount and item head for reflecting the utilization.
- 6.1.14. The revision of the budget shall be done after the instructions from Head Office and the procedure from 6.1.5 to 6.1.9 shall be followed for the revision.
- 6.1.15. The time driven tasks shall be completed as per following timeline:

Sr. No	Task	Deadline
1	Provision of salary details and common budget heads	01 Nov
2	Presentation of completed finance template by respective heads.	15 Nov
3	Campus level approval of the presented budget	23 Nov
4	Revision of the budget	30 Nov


## 6.2. POLICY MAKING

- 6.2.1. To have proper policy making, its implementation and dissemination at all required levels, the CFPM shall prepare a shared and access controlled framework using Google Suite.
- 6.2.2. Each School/Department/Section shall provide the list of policies to be framed in the shared policy framework.
- 6.2.3. The CFPM shall provide the format of the policy to all concerned.
- 6.2.4. Each School/Department/Section shall start framing the policies with a weekly target per policy.
- 6.2.5. The draft policy shall be discussed in the weekly CFPM meeting and the approval of the same shall be sought within a week after the suggested amendments (if any).
- 6.2.6. This way, the policy framing, discussion and approval time period shall be 2 weeks.

  
Center Controller



  
Director

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6.2.7. The approved policies shall be disseminated to all concerned immediately after the approval.

6.2.8. Each approved policy shall have an annual revision period and the same procedure shall be followed as for its framing.

## 7. TARGET

### 7.1. FINANCE

7.1.1. Each School/Department shall have a revenue target of minimum 15% of the total revenue as per its total intake capacity.

7.1.2. The School/Department shall submit the event's bills settlement file within 7 working days of its conduction and Accounts shall verify and forward the file to the Head Office within 5 working days of its receipt. The Accountant shall ensure proper follow ups at HO level for bill settlement.

### 7.2. POLICY

7.2.1. Policy making and approval time period is 2 weeks.

## 8. REFERENCES:

8.1. CFPM Finance Framework

8.2. CFPM Policy Framework

## 9. RECORDS

9.1. CFPM Documentation


9.2. Approved Policies

  
Center Controller



  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CTIF/ 01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR TEACHING &amp; INFRASTRUCTURE FEEDBACK</b>	<b>Date</b>	26/04/2023
		<b>Page</b>	01 of 03

- 1. PURPOSE:** To Collect Feedback from important stakeholders , Analyse it & report to higher Authorities, so all stakeholders could be benefited.
- 2. SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
- 3. RESPONSIBILITY:** Controller And Member of CTIF and Respective Program Owners.
- 4. DEFINITION: Feedback:-** Feedback is information or advice provided in response to an action or performance, aimed at improving or evaluating it. It serves as a constructive tool for growth, learning, and development.
- 5. ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CTIF-Centre For Teaching & Infrastructure Feedback ,PO-Programme owner.

## 6. PROCEDURE

### 6.1. Feedback on Teaching-Learning Process

#### Feedback Collection Process:

- i. Feedback about the course faculty would be obtained from students through offline/online, twice in a semester.
- ii. Feedback I is to be taken after two weeks of the commencement of the semester. Summative feedback is taken after the Unit Test II exam. This feedback contains questions which assess the Teacher's Audibility, Confidence and Gestures, Ability to Control session and maintain Discipline, Timely Conduction of lectures/practical as applicable, Timely checking of Assignments. as applicable , Approach & Efforts of teacher for teaching topics with clarity, Teaching and/or Practical plan shared and followed, Encourages Questions, Discussions and stimulates thinking, Help & Guidance for exam oriented preparation, Use of innovative ideas/methods/tools in teaching-learning process, Invests maximum time for teaching relevant/useful content, Interaction level and student's interaction with faculty members.
- iii. Ample time to be given to teacher for corrective measure by providing formative feedback report
- iv. Feedback is obtained from students on multiple parameters stipulated in the structured form in 1-5 point scale with 5 indicating maximum point and 1 indicating minimum point.
- v. The average student participation in the feedback process must be around 50% -75%.


  
Center Controller



  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	No.	AIKTC/SOP/CTIF/ 01
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### Feedback Analysis Process:

- The feedback report represents average points scored by the faculty in each parameters and cumulative average point for the particular course. Based on this cumulative average for the course, the teachers performance is rated
- Head of the Department analyzes all the feedback reports. The positive comments are appreciated and any lapses mentioned, will be communicated to the concerned faculty for necessary corrective measures.
- All the feedback reports about the faculty and course will be submitted by Head of the Department to Principal regularly.
- The student's feedback on the performance of course faculty would also influence the scoring in the computation of Faculty Performance Index in the Performance Appraisal System of the individual faculty member which has to be submitted to the head of the institution at the end of the academic year

### Record of Corrective Measures:

The corrective measures are taken based on the findings and the same are recorded.

- The strength and weakness identified from the feedback would be reported to the respective faculty to enhance their teaching efficiency.
- The HOD arrange meeting with faculty members who have scored less points and enquire about reasons for the lower score in appraisal.
- Based on the explanation received, HOD offers advice for improving their teaching learning initiatives.

### 6.2 Feedback taken from students about Laboratory & infrastructure

- Frequency : Once in a semester preferably at the middle of the semester
- Programme owner (PO) will carry out the process. Analysis report should be prepared and a copy (Soft as well as hard) each of the suggestions should be given to departmental clerk, Programme owner, Course objectives (CO) attainment committee, Quality assurance committee, industry & placement committee, laboratory incharges and maintenance cell.
- Head of the Department analyze the feedbacks received. Any shortfall in the facilities should be reported to the concerned coordinators, to uproot the cause of the issue.
- Overall feedback summary would be prepared and it would act as an indicative parameter to know the expectations of students about the Institution and Department facilities.

*[Handwritten Signature]*

Center Controller




*[Handwritten Signature]*  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CTIF/ 01
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5. Gap found should be rectified through the respective units/labs within shortest possible time after notification. Rectification done should be immediately brought to the notice of the stakeholders involved.
6. Feedback about laboratory facilities can also be taken from the customers of the consultancy cell as well as dealers of devices/equipments provided in the laboratories.
7. The feedback sheets should be preserved, reviewed and compared every semester to check for continuous improvement.
8. A copy of summarized feedback should be forwarded to the decision makers so that they can formulate the policies according.

#### 7. TARGET

CTIF shall prepare institute level report once in the semester based on report submitted by program owners

#### 8. REFERENCES:

- 8.1. Office Order vide No. AIKTC/Admn/2023/40 dated 31/03/2023

#### 9. RECORDS

- 9.1. Minutes of Meetings conducted



Center Controller






Director

**Mission:** Creating Exuberant Technical Professionals

**Vision:** To be the most sought after technical campus that others would wish to emulate.

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/PDSV/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR PURCHASE, DISPOSAL AND STOCK VERIFICATION (PDSV)</b>	<b>Date</b>	16/05/2023
		<b>Page</b>	01 of 02

1. **PURPOSE:** To exercise general direction, control, supervision, and guidance over the purchase, disposal, and stock verification.

2. **SCOPE:** All the Schools, Departments, and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

3. **RESPONSIBILITY:** Purchase, Disposal, and Stock Verification center.

4. **DEFINITION: Purchase:** Procuring of any item from the market comprising of consumables and non-consumables.

**Disposal:** Any DSR write-off item, expire item, e-waste removal from the institute.

**Stock Verification:** validation of availability of items/articles.

**Consumables:** Stationery items, printing items, chemicals, glass-wares, computer peripherals, housekeeping articles, electrical items, etc.

**Non-Consumables:** Instruments and Machinery.

**Capital Purchase:** Any item or goods having a price above 50,000/- comes under capital purchase.

5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, DSR: Deadstock Register,

6. **PROCEDURE**

6.1. **Purchase:**

6.1.1. The authority of purchase approval on financial grounds shall be as follows as per the guidelines of Anjuman-I-Islam.

Sr. No	Designation	Amount
1	Deans & HODs	Upto 1000/-
2	Director	Upto 5000/-
3	Hon. Exec. Chairman	Upto 50,000/-
4	Hon. Gen. Secretary/Treasurer	50,000/- and upto 5 lakhs
5	Hon. President AI	Above 5 lakhs

6.1.2. As per the requisition from various sections/departments of schools of AIKTC, a sealed quotation based on the required specification shall be called.

6.1.3. The same quotation shall be opened at the head office in front of any two office bearers or the CFO and CEO of Anjuman-I-Islam.

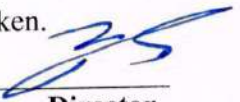
6.1.4. A comparative statement shall be prepared by the storekeeper.

6.1.5. If the purchase is above 50,000/-, a capital purchase meeting shall be fixed at the head office.

6.1.6. Based on the meeting the final purchase order shall be released.

6.1.7. If the purchase is below 50,000/-, approval from Hon. Chairman shall be taken.

  
Centre Controller


  
Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.





	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/PDSV/01
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6.1.8. From 1000/- to 5000/- purchase, approval of Director shall be taken.

**6.2. Disposal:**

6.2.1. **DSR write-off item:** for having any value for sale above 5000/-, three quotations shall be called. Based on suitable rates and value items sale process will be done.

6.2.2. **Expired Items:** For any expired chemical, the disposal procedure will be followed as per guidelines issued by statutory/relevant bodies.

6.2.3. **E-waste:** e-waste from sections and departments shall be called in the store department. The same would be checked for its working conditions in consultations with institutes IT and web portal cell. After due consultation from the domain person of the IT cell the same shall be handed over to the solid waste management department of Panvel Municipal Corporation for proper disposal.

**6.3. Stock Verification:**

6.3.1. After every purchase and as per the delivery Challan received it will be inward and the remark of the Director will be taken.

6.3.2. The storekeeper shall physically verify the received items.

6.3.3. The concerned technical staff will verify the material whether is it as per the requirement. A remark on the delivery challan about the acceptance/rejection of the material would be put.

6.3.4. The store clerk will make an entry in Dead Stock Register/Stock register.

6.3.5. There will be stock verification once in a year for the entire AIKTC.

**7. TARGET**

7.1. **Purchase:** The purchase should be completed within 45 days of the receipt of the purchase requisition.

7.2. **Disposal:** The process should be completed within 15 days of the receipt of the material to be disposed of.

7.3. **Verification:** The process should be completed by the end of June of every year.

**8. REFERENCES:**

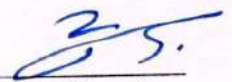
- 8.1. Anjuman-I-Islam's guidelines
- 8.2. Guidelines by Pharmacy council of India
- 8.3. All India Council of India

**9. RECORDS**

- 9.1. Stock register
- 9.2. Dead Stock register
- 9.3. Store & Purchase Files
- 9.4. Minutes of Meetings




**Centre Controller**

**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/HRTD/ 01	
		<b>Rev.</b>	00	
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR HUMAN RESOURCE TRAINING AND DEVELOPMENT</b>	<b>Date</b>	01/08/2023	
		<b>Page</b>	01 of 03	

### 1. PURPOSE:

To facilitate training and development of human resources of AIKTC including Teaching, Non-Teaching, and Support staff.

**2. SCOPE:** All the Schools and Departments of AIKTC.

**3. RESPONSIBILITY:** All the members of constituted HRTD.

**HRTD Controller** is responsible for:

- Acting as a single point of contact for the centre.
- Controlling all the activities coming under the centre.
- Proposing budget wherever necessary.
- Identifying activities in consultation with Director, Deans, Heads and coordinators.
- Preparation of Activity calendar with the help of coordinators.
- Responsible for maintaining records at the centre level.

**HRTD (School / Department Coordinators)** are responsible for:

- Identifying various activities for the purpose of training and development of human resources.
- Coordinating budget sanctioning, and arranging infrastructure for smooth conduction of the activities.
- Keeping departmental records and making them available for the controller HRTD.
- Making departmental reports for the HRTD activities.

### 4. DEFINITION:

**Human Resource:** Teaching and Non teaching members of AIKTC.

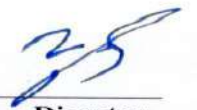
**Professional Development Program:** A professional development plan is an ever-changing document that assesses your current skill set, helps you set career goals, create strategies, and uncover resources that will help you reach them. Read on for examples of professional development goals and plans, and discover tools to help track your progress.

**Faculty Development Program:** Faculty Development Programme is a skill development program specially designed for academic educators. The Faculty Development Programme has been specially developed for the upgradation of skills, and knowledge of the aspirants regarding technology, the management or any other area of specialization.

**Short-Term Training Program:** Short Term Training Program (STTP) intends to conduct faculty training through financial assistance from AICTE to enable faculty members in the field of technical education to introspect and learn techniques that can help prepare students for active and successful participants in a knowledge society.




**Center Controller**  
Prof. Kashif Kazmi

**Director**  
Dr. Ramjan Khatik



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/HRTD/ 01
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## 5. ABBREVIATIONS:

**AIKTC:** Anjuman-I-Islam's Kalsekar Technical Campus.

**HRTD:** Human Resource Training and Development.

**STTP:** Short-Term Training Program.

**FDP:** Faculty Development Program.

**PDP:** Professional Development Program

## 6. PROCEDURE

6.1 Controller HRTD shall extend the office order if necessary.

6.2 Team HRTD shall be identifying activities/schemes/programs etc on the training and development of human resources of aiktc as follows:

- Induction Program:** Induction program for newly joined faculty and staff members.
- FDP/STTP/workshops/PDP:** Organizing faculty development programs/STTP/workshops for both teaching and non-teaching fraternity.
- Team Building Activities:** HRTD shall be identifying team building activities and its execution once in two years.
- Achiever Felicitation:** To encourage and motivate human resources, HRTD shall be arranging program on felicitating human resources on their achievements in the field of academics, research, and administration.
- Personal Development:** The centre HRTD shall be identifying possible ways of personal development of human resources of AIKTC. Each coordinator can give their input on the personal development program required in the respective schools and departments. Accordingly, planning and execution should be done in consultation with Deans/HODs.

6.3 Team shall sit and prepare an activity calendar based on the discussion and the requirements of NAAC and BA or whichever seems necessary. Separate activity chart to be prepared for an academic year.

6.4 The Same calendar shall be approved by the Director.

6.5 Each department coordinator shall be publicizing the activities of HRTD well in advance at suitable places like notice boards, social media, the college website, etc.

6.6 School/Department level activities are to be coordinated by the respective coordinator in consultation with the controller HRTD.

## 7. TARGET

7.1 There should be at least one or two Institute Level activities conducted.

7.2 There should be at least one or two Department Level activities conducted.

## 8. REFERENCES:

8.1 Guidelines by University and other statutory bodies.


8.2 NAAC & NBA Criterion.



**Center Controller**  
Prof. Kashif Kazmi




**Director**  
Dr. Ramjan Khatik

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/HRTD/ 01
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## 9. RECORDS


9.1 Notices

9.2 Minutes of Meetings

9.3 Records and reports of various programs and events


9.4 Feedback



  
**Center Controller**  
 Prof. Kashif Kazmi

  
**Director**  
 Dr. Ramjan Khatik



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/III/01
	STANDARD OPERATING PROCEDURE (SOP) FOR INDUSTRY INSTITUTE INTERACTION	<b>Rev.</b>	00
		<b>Date</b>	25/04/2023
		<b>Page</b>	1 of 3

1. **PURPOSE:** To cultivate symbiotic relationship between Institute and Industry.

2. **SCOPE:**

2.1. All the schools and departments of AIKTC

3. **RESPONSIBILITY:**

3.1. Controller

3.2. Team Members

4. **DEFINITION: Technically Sound:** Student having technical knowledge and skills needed to be employable, be good entrepreneur.

5. **ABBREVIATION:**

5.1. **AIKTC:** Anjuman-I-Islam Kalsekar Technical Campus; **MOUs:** Memorandum of Understanding.

6. **PROCEDURE:**

6.1. **Active MOUs**

6.1.1. Controller shall brainstorm on MOUs opportunities with all the Team Members.

6.1.2. The Live MOUs programs like Student's Internship, Industrial Projects etc content shall be mapped to POs and PSOs by the respective Team Members.

6.1.3. The Student's Industrial activities shall be processed as per the defined procedure and the approval of same shall be sought.

6.1.4. The Industry Institute Interaction Calendar shall be prepared and adhered for the conduction of all the relevance activity.


6.1.5. All necessary records like attendance, Geo-tagged photos, etc shall be maintained by respective Team Members.

6.1.6. The feedback shall be prepared as per the mapped POs, PSOs and other parameters by the respective Team Members.

  
Centre Controller



  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b> AIKTC/SOP/III/01
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	STANDARD OPERATING PROCEDURE (SOP) FOR INDUSTRY INSTITUTE INTERACTION		<b>Date</b> 25/04/2023
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6.1.7. The Team Members shall use the feedback data for Indirect PO attainment calculation for the respective batch.

6.1.8. All departments/schools Team Members shall provide sorted data of their respective live MOUs in terms of placement, Student's Industry project and Internship by May end.

6.1.9. A department-wise compiled report of the Live MOUs shall be prepared by Team Members by 2<sup>nd</sup> week of June.

## 6.2. New MOUs

6.2.1. Controller shall brainstorm on new MOUs opportunities with all the Team Members.

6.2.2. The list of expected Industries for MOUs shall be finalized in concurrence with the TPO, the school/department heads and Team Members.

6.2.3. Interact and Send Invitation to the Companies for new MOUs with mutual concern by respective Team Members.

6.2.4. Explain and discuss the requirements and benefit to the Industry for MOUs. (Once invitation accepted)

6.2.5. Drafting an Agreement based on Interaction.

6.2.6. Seek the permission from Director/Management and make arrangements for the signing of MOUs.

6.2.7. Account should release Approved Expenses of the event in advance.

6.2.8. Maintain the feedback of Industries in Specified format.

6.2.9. Keep a records of all MOUs by respective Team Members.

## 7. TARGET

7.1. Minimum 21 Live MOUs should be maintain every year (03 MOUs each department).


7.2. Approximately 500 Industries should be contacted/ Follow-up through emails every Year.

  
Centre Controller



  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/III/01
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7.3. At least 150 Opportunities like Student's Internship, Industrial Project to be showcased to students every year through MOUs.

**8. REFERENCES:**

8.1. MOUs policy

**9. RECORDS:**

9.1. Minutes of Meetings conducted.

9.2. Records and reports of various Student's Industrial activities.

9.3. Notices

9.4. Attendance

9.5. Feedback (Industrial Experts)

9.6. MOUs.



**Centre Controller**





**Director**





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE FOR  
CENTRE FOR INTEGRATED  
MANAGEMENT SYSTEM (CIMS)**

<b>No.</b>	AIKTC/SOP/CIMS/01
<b>Rev.</b>	00
<b>Date</b>	12/12/2023
<b>Page</b>	01 of 03

- PURPOSE:** To facilitate the implementation of International Organization for Standardization (ISO) and Quality Management System (QMS) across various Schools and Departments of Anjuman-I-Islam's Kalsekar Technical Campus (AIKTC).
- SCOPE:** All the Schools, Departments and Sections of AIKTC.
- RESPONSIBILITY:** Director, Registrar, Deans, Department Heads, Management Representative (MR) & Centers Controllers.
- DEFINITION:**
  - ISO 9001:2015** helps organizations get certified for Quality Management Systems. When an organization achieves ISO 9001:2015 certification, it shows that they Follow the standards and norms of the ISO 9001:2015 & 14001:2015 standard, meet their own needs and Meet customer needs, along with statutory and regulatory requirements, and keep proper documentation.
  - MASTER COPY:** Master copy is the one, which is duly approved (Signed) and authorized for use. Master copy will be used for generating "CONTROLLED COPY" as required.
  - CONTROLLED COPY:** A copy of a document, which is updated whenever the Master Copy is changed and is distributed as per the distribution list, is termed "CONTROLLED COPY".
  - UNCONTROLLED COPY:** Any copy of a document, which is generated on 'want basis, shall be referred to as "UNCONTROLLED COPY". This is also generated from Master Copy.
  - OBSOLETE COPY:** Master copy of a document, which are not in use (Old revisions) preserved for legal/ knowledge preservation.
- ABBREVIATION:**
  - ISO-International Organization for Standardization
  - CIMS-Centre for Integrated Management System
  - QMS-Quality Management System
  - QP-Quality Policy
  - MRM-Management Review Meeting
  - MR-Management Representative
  - SOPs-Standard Operating Procedures
  - DPs-Departmental Procedures




*Gmail*

Centre Controller

*28*  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CIMS/01
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR INTEGRATED MANAGEMENT SYSTEM (CIMS)</b>	<b>Rev.</b>	00
		<b>Date</b>	12/12/2023
		<b>Page</b>	02 of 03

## 6. PROCEDURE:

- 6.1. CIMS is constituted by the Director to have coordination amongst all the programs and/or centers and to quality initiatives wherever required.
- 6.2. CIMS initiate the procedure of ISO and maintain the QMS across the campus.
- 6.3. CIMS shall initiate the formulation of Quality Policy and Quality Objectives of the campus to comply with the vision, mission and graduate attributes.
- 6.4. CIMS shall initiate the formulation of Standard Operating Procedures (SOPs) / Departmental Procedure (DPs) for all the schools/departments/centers and issue Controlled Copy after approval from the concerned and the Director as per given table:

Documents	Prepared by	Review By	Approved by	Issued & Control by
Quality Manual System Procedures, Processes	MR	Deans / Heads/ IAQC Coordinator / Centre Controller	Director	MR
Formats	Schools/ Depts./, Sections/ MR		Director	MR
Departmental Procedures (DPs)	School / Dept./ Centers person		Director	MR

- 6.5. CIMS shall ensure that the SOPs/DPs for all the departments and centers are made and disseminated to all concerned for its effective implementation.
- 6.6. Coding / Numbering of Documented Information: Formats & DPs are numbered as AIKTC/AA/BB/NO. where AIKTC indicates Institute abbreviation, AA is Format, BB as centers and NO. as number.
- 6.7. In case of modification of a document / form, the revision number would be next numeric number.  
E.g.: Rev.: 00 indicates no revision  
Rev.: 01 indicates first revision  
Rev.: 02 indicate second revision and so on.
- 6.8. For any quality related issues CIMS shall call for a meeting of the Director with concerned. Approval Notice/ Office Orders and related documents shall be issued to all concerned programs / centers.
- 6.9. Any modification / revision to an existing document can be sought by the user due to:
  - a) Change in organization structure
  - b) Change in ISO Standards


*G. Prasad*

Centre Controller



*[Signature]*  
Director



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/CIMS/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR INTEGRATED MANAGEMENT SYSTEM (CIMS)</b>	<b>Date</b>	12/12/2023
		<b>Page</b>	03 of 03

- c) Change in Statutory and regularity requirements
- d) Change in process / system
- e) Change in required on audit findings
- f) Change in organizational setup
- g) Any other changes

6.10. CIMS shall conduct audit of Management/ Schools / Departments / Centers / Sections at least once/twice in an academic year to ensure that the work is done as per DPs/SOPs.

6.11. All QMS documents are reviewed by MR / concerned authority at least once in 3 years or as and when required, whichever is early, to ensure continuity suitability of QMS.

6.12. Control of Documented Information Retained (Records):

- Records maintained in Format/Register.
- Standard Formats used, controlled by concerned Deans/Heads/Controller/MR.
- Identified by unique ID number.
- Legibly prepared and readily retrievable.
- Stored to prevent damage, deterioration, and loss.
- Index maintained by concerned department.
- Retention period defined; disposal approved by Deans/Heads/Controller/MR.

## 7. TARGET:

- 7.1. Audits as per directives and compliance to QMS.
- 7.2. Maintenance of standards in the institution complying to the QMS
- 7.3. Timely application for required ISO certifications.

## 8. REFERENCES:

- 8.1. ISO 9001:2015 – Quality Management System,
- 8.2. ISO 14001:2015 – EVS Management System and
- 8.3. QMS requirements & Quality Management Manual

## 9. RECORDS:

- 9.1. QMS related documents
- 9.2. Audit Records
- 9.3. Departmental Procedures and Related Formats
- 9.4. Minutes of the meetings.
- 9.5. Compliance to the NAAC and NBA committees




*Imad*

**Centre Controller**

*[Signature]*  
**Director**



	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/EST/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR EMERGENCY SUPPORT TEAM(EST)</b>	<b>Date</b>	24/04/2024
		<b>Page</b>	01 of 02

1. **PURPOSE:** Emergency Support Team (EST) is tasked with responding swiftly and effectively to any emergencies that may arise within the organization. The primary objective is to ensure the safety and well-being of all personnel and minimize any potential damage or disruption to operations.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus, Panvel
3. **RESPONSIBILITY:** All concerned members deputed as *Emergency Support Team (EST)*
4. **DEFINITION:**  
An Emergency Support Team (EST) is a group of trained individuals within an organization or community tasked with responding to emergencies swiftly and effectively.
5. **OBJECTIVES:**  
The primary purpose of an EST is to ensure the safety and well-being of people and property during crises or disasters. These teams are typically composed of members with diverse skills and expertise relevant to managing various types of emergencies, such as medical emergencies, natural disasters, fires, or security incidents.
6. **ABBREVIATIONS:**  
AIKTC- Anjuman-I-Islam's Kalsekar Technical Campus,  
EST - Emergency Support Team
6. **PROCEDURE**
  - 6.1 Formation of EST which can effectively mitigate the impact of emergencies and safeguard the organization and its personnel.
  - 6.2 EST will plan and impart training sessions to the members within the scope of emergency areas such as medical emergencies, natural disasters, fires, or security incidents.
  - 6.3 In an emergency EST shall assess the situation and gather as much information as possible about the nature and extent of the emergency.
  - 6.4 EST shall maintain open lines of communication with all relevant stakeholders, including emergency services if necessary.
  - 6.5 EST shall execute the pre-established response plan, adapting as necessary based on the evolving situation.
  - 6.6 EST shall utilize available resources efficiently to address the emergency effectively.
  - 6.7 EST shall monitor and evaluate the progress of the response efforts and adjust strategies as needed.
  - 6.8 EST shall provide support and assistance to affected personnel, including medical aid, evacuation, or counselling services as required.

*Dr. Varsha Pawar*

Prepared by Dr. Varsha Pawar



*Dr. Varsha Pawar*

Director



**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE  
FOR EMERGENCY SUPPORT TEAM  
(EST)**

<b>No.</b>	AIKTC/SOP/EST/01
<b>Rev.</b>	00
<b>Date</b>	24/04/2024
<b>Page</b>	02 of 02

6.9 EST shall keep detailed records of all actions taken during the response and prepare a comprehensive report following the resolution of the emergency.

**7.0 TARGET**

7.1 Organizing regular training to EST members in emergency response procedures, including drills and simulations.

7.2 EST conducts periodic reviews of the organization's emergency preparedness plans and updates them as necessary.

7.3 Team members are encouraged to participate in external training programs and stay updated on best practices in emergency management.

**8.0 REFERENCES:**

8.1 AICTE Guidelines

8.2 Meeting of Controllers & Jt. Controllers in Directors office dated 20/04/2024.

**9.0 RECORDS**

9.1 Notices and minutes of meetings conducted

9.2 Reports of program conducted by EST in shared Drive of IQAC



Centre Controller





Reviewed and Approved by the Director





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE (SOP) FOR  
IIRS-ISRO NODAL CENTER (IINC)**

**No.**

DP/AIKTC/IINC/

**Rev.**

01


**Date**

30/04/2024

**Page**

01 of 02

- PURPOSE:** To strengthen the academia and user segments in space technology and its applications using online learning platforms.
- SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
- RESPONSIBILITY:** All concerned members of constituted IINC.
- DEFINITION: IINC Controller/ Coordinator:** Respective School/ Department coordinator responsible to facilitate implementation of IIRS-ISRO Outreach Program/Courses/ Training/ workshops.
- ABBREVIATIONS:**  
ISRO- Indian Space Research Organization  
IIRS- Indian Institute of Remote Sensing  
IINC- IIRS-ISRO Nodal Center  
AIKTC- Anjuman-I-Islam's Kalsekar Technical Campus
- PROCEDURE:** The procedure to become a part of the IIRS Outreach Program as a Nodal Center involves several steps:
  - Identification of a Coordinator:** An organization interested in becoming a nodal center must identify a senior officer or faculty member to act as a coordinator.
  - Registration:** The coordinator must register the institute as a nodal center through the official IIRS e-learning portal.
  - Approval:** The participant's registration must be approved by the coordinator of IIRS DLP nodal centers<sup>3</sup>.
  - Participation in Programs:** Once approved, participants can register for various courses and see their application status through the IIRS e-learning portal. If the application is pending approval, participants are advised to contact the coordinator of their respective nodal center.
  - Engagement in Learning:** The nodal center will then facilitate the live and interactive sessions conducted by experts from IIRS-ISRO and other knowledge institutions. These sessions are available through the internet at no cost to the user.

  
(Prof. Umesh Jadhav)  
Center Controller



  
(Dr. Ramjan Khatik)  
Director



**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

No.

DP/AIKTC/IINC/

Rev.

01

STANDARD OPERATING PROCEDURE (SOP) FOR  
IIRS-ISRO NODAL CENTER (IINC)

Date

30/04/2024

Page

02 of 02

- **Feedback and Improvement:** IIRS takes continuous feedback from participating institutions to improve the quality of future courses.

This structured approach ensures that the nodal centers are well-equipped to disseminate knowledge on remote sensing and geospatial technologies effectively.

7. **TARGET:** Aims of the center is conduct domain specific Courses/ FDPs/ Workshops listed in IIRS-ISRO Outreach program calendar for Students, faculties and all departments and Schools of AIKTC as well as external institute of relevant discipline. (Min.1 Course/ FDP/ Workshops per

8. **REFERENCES:**

- Application Record Documents
- IIRS-ISRO Nodal Centre Approval Documents

9. **RECORDS:**

- IIRS-ISRO Nodal Centre Inaugural and Orientation Program report
- IINC Programs/Courses Conducted report

(Prof. Umesh Jadhav)  
Center Controller



(Dr. Ramjan Khatik)  
Director





**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**

**STANDARD OPERATING PROCEDURE  
FOR SC ST COMMITTEE (SCSTC)**

<b>No.</b>	AIKTC/SOP/SCSTC/01
<b>Rev.</b>	00
<b>Date</b>	07/05/2024
<b>Page</b>	01

1. **PURPOSE:** To ensure equal opportunity and social justice to the Scheduled caste and Scheduled Tribes staff and students by providing them equal opportunities in the field of education.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted SCSTC.
4. **DEFINITION:** The SC ST Committee has been constituted in the institute as per the statutory requirements and to resolve the issues related to the SC ST employees and students of the institute.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, SCSTC-Scheduled caste and Scheduled Tribes Committee.
6. **PROCEDURE/ FUNCTIONS**
  - 6.1 To collect information and maintain records regarding the number of staff and students belonging to SC/ST categories in the college.
  - 6.2 To supervise the allotment and distribution of scholarships for various reserved candidates.
  - 6.3 To deal with representation received from the SC/ST candidates regarding their admissions and recruitment, promotion and other similar matters in the college.
  - 6.4 To circulate information regarding matters related to SC/ST persons to the teaching and non-teaching staff and the students of the college.
  - 6.5 To create awareness of schemes for the welfare of SC/ST community.
  - 6.6 To conduct activities for the betterment of students from SC/ST community.
  - 6.7 To maintain the record of activities conducted and submit the same to the IQAC committee.
  - 6.8 To maintain records and reports for the submission to the MHRD/AICTE and such authorities as may be required.
  - 6.9 To attend to the grievances of SC/ST students and employees are monitored and rendered the necessary help in solving their academic as well as administrative problems.
7. **TARGET** Ensuring proper records and zero negligence in the welfare of SC ST employees and students.
8. **REFERENCES:**

Timely guidelines from MHRD, AICTE and the University of Mumbai.
9. **RECORDS**
  - 9.1 Admission and recruitment records of SC ST students and staff.
  - 9.2 Minutes of the meetings
  - 9.3 Notices and circulars



  
**Center Controller**

  
**Director**

## Steering Team / Committee

Sr. No	Name	Designation
1	Mr. Burhan Harris	Hon. Exec. Chairman BINM-AI
2	Dr. Ramjan Khatik	Director-AIKTC
3	Dr. Rajendra Magar	Dean-School of Engineering & Technology
4	Dr. Shariq Syed	Dean- School of Pharmacy
5	Dr. Raj Mhatre	Dean- School of Architecture
6	Dr. Abu Sufyan Shaikh	Head, Diploma in Pharmacy
7	Prof. Arif Iqbal Shaikh	IQAC Coordinator
8	Prof. Aamir Siwani	Administrative Officer
9	Dr. Fauwaz Parkar	HoD-Civil Engineering
10	Prof. Tabrez Khan	HoD-Computer Engineering
11	Prof. Bandanawaz Kotiyal	HoD-Electronics & Comp Science Engineering
12	Dr. Afzal Shaikh	HoD-Electrical Engineering
13	Prof. Javed Kazi	HoD-Mechanical Engineering
14	Dr. Shahbaz Haque	FE Controller-Humainities & Applied Sciences
15	Dr. Girish Mahajan	Controller of Examination AIKTC
16	Ms. Shahin Momin	Librarian AIKTC

*With you... Till you do not need us in any way...*





ANJUMAN-I-ISLAM'S

**KALSEKAR TECHNICAL CAMPUS, NEW PANVEL**

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,  
Recognized by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- SCHOOL OF ENGINEERING & TECHNOLOGY
- SCHOOL OF PHARMACY
- SCHOOL OF ARCHITECTURE

Ref: AIKTC/IQAC/2023/06

23/05/2023

Hon. Exec. Chairman  
Board of Institution Navi Mumbai

**Through:** Director- AIKTC

**SUB:** Approval of Organogram for AIKTC: reg...

Respected Sir,

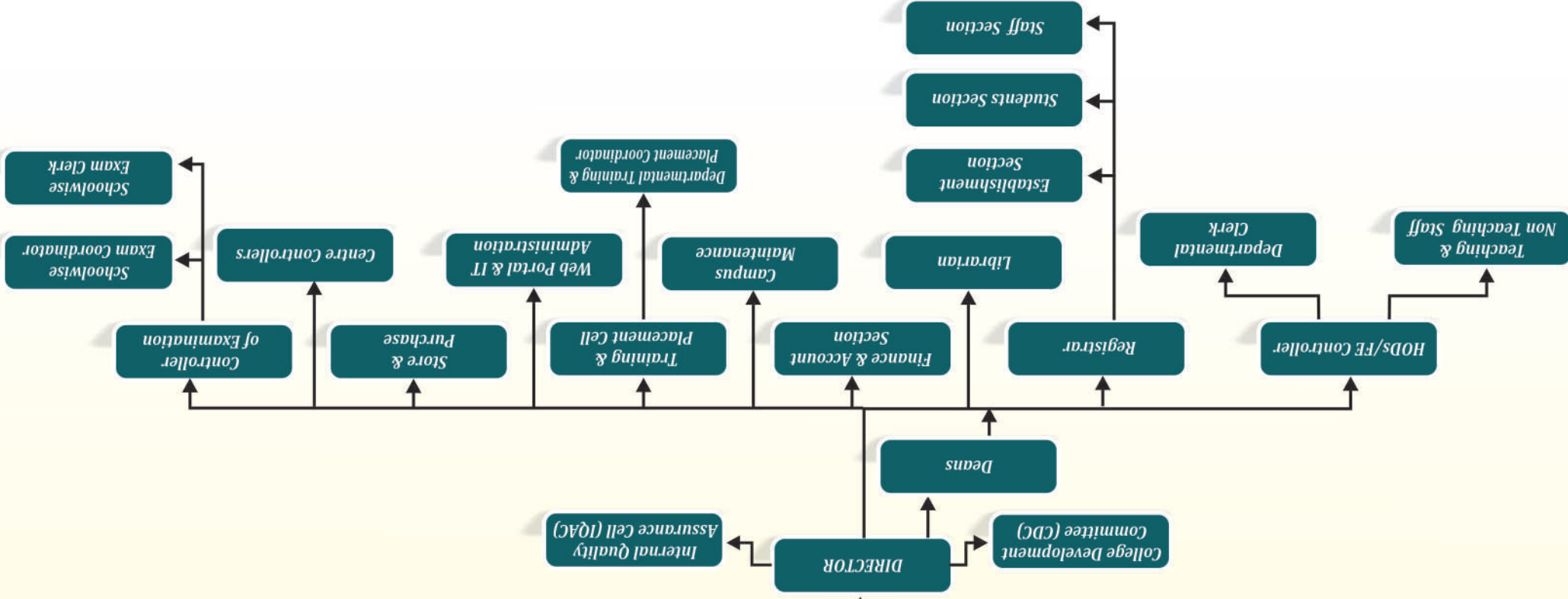
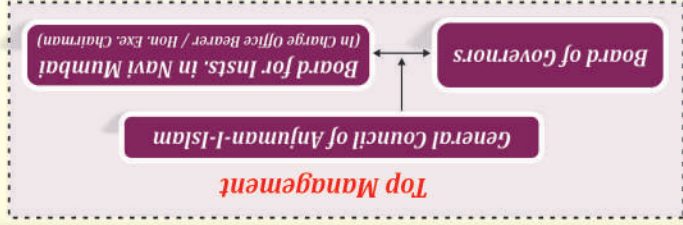
The attached organogram is the proposed organogram from the IQAC of AIKTC. It is being developed based on the discussion among the Deans of Schools and Heads of the departments of AIKTC. At the institute level, we are comfortable with the proposed organogram. We seek your approval so as to implement and for information dissemination. Kindly accord your approval.

(Prof. Arif Iqbal-Shaikh)  
(IQAC Coordinator)

**Hon. Exe. Chairman**  
*Board for Institutions in Navi Mumbai*

Forwarded to  
Hon. Exe. Chairman, BINM  
for kind approval  
23/05/2023

# AIKTC ORGANIZATIONAL STRUCTURE



## Process groups / Centres / Committees

1. Examination & Evaluation Centre (EEC)
2. Internal Quality Assurance Cell (IQAC)
3. Centre for OBB Implementation and NBA Accreditation (COINA)
4. AICTE, COA, PCI, University & DTE and other statutory Affairs (STATA)
5. Business Incubation Centre (BIC)
6. Institution Innovation Council (IIC)
7. Infrastructure Planning & Development Centre (IPDC)
8. Foreign Collaboration & International Affairs (FCIA)
9. Training & Placement Centre (TPC)
10. Alumni Connect Center (ACC)
11. Students' Mentoring and Counselling (SMC)
12. Centre for Scholarships & Financial Support (CSFS)
13. Admission Center (AC)
14. Knowledge Resources & Relay Centre (KRRCC)
15. Centre for Green & Clean Campus (CGCC)
16. Centre for Campus Maintenance (CCM)
17. Discipline & Anti Ragging Squad (DARS)
18. Grievance & Appeal Redressal Center (GARC)
19. Internal Complaints Committee (Women Development & Grievance Centre) (ICC/WDGC)
20. Web Portal & IT Administration (WPIA)
21. Council of Students (Centre for Students' Affairs) (COST)
22. Sports & Fitness Center (SFC)
23. Canteen & Hospitality Committee (CHC)
24. Media, Printing, Branding & Advertising Center (MPBAC)
25. Centre for NSS & Extension Activities (CNEA)
26. Kaisekar Centre for Peace & Spirituality (KCPS)
27. Centre for Innovative Teaching and Exuberant Learning (CITEL)
28. Centre for Value added and Add-on Certificate Courses (CVAO)
29. Centre for IPR, R&D Projects, Publications & (IRG CIRDPI
30. Centre for Project and Technical Competitions CPTC
31. Centre for Administrative, Academic Affairs and Audit CAAA
32. Centre for Finance and Policy Making CFPM
33. Centre for Teaching and Infrastructure Feedback CTIF
34. Purchase, Disposal & Stock Verification PDSV
35. HR Training & Development HRTD
36. Industry Institute Interaction III



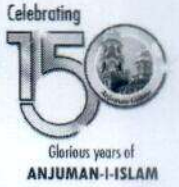


ANJUMAN-I-ISLAM'S

**KALSEKAR TECHNICAL CAMPUS (AIKTC)**

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- ☑ SCHOOL OF ENGINEERING & TECHNOLOGY
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*To be the most sought after Technical Campus that others would wish to emulate*

Ref.: AIKTC/Admin/2024/ 216

22/05/2024

**OFFICE ORDER**

**Sub: Assignment of responsibilities as Controller/Co-ordinator for various centres at AIKTC.**

In series of meetings held with Deans, HoDs, and Section Heads to enhance effectiveness and efficiency in AIKTC's Administration, Academics, Co-curricular, Extra-curricular, Infrastructure development activities etc. For sustainable growth, development and further excellence, including NAAC and NBA accreditations, the following faculty/staff members have been assigned responsibilities as shown against their names, with immediate effect and till further orders for any changes:

Sr. No.	Centre Name	ABB	Controller	Coordinators/Members
1	Examination & Evaluation Centre	EEC	Dr. Girish Mahajan (CoE) Prof. Nawaz Motiwala (Jt. CoE)	Prof. Imran Shaikh (SoP) Prof. Mousami Wadikar (SoA)
2	Internal Quality Assurance Cell	IQAC	Dr. Rajendra Magar (Dean SOET)	Director, Deans & HoDs of AIKTC Prof. Arif Iqbal Shaikh (HAS) Prof. Sandeepkumar P.(SOA) Prof. Amir Siwani (Admin) Prof. Ashfaq Jamkhandikar (TPO) Dr. Girish Mahajan (COE) Ms. Shahin Momin (Library)
3	Centre for OBE Implementation and NBA Accreditation	COINA	Prof. Zakir Ansari (ME)	Prof. Dhaval Shah (CE) Prof. Safia Sadruddin (CO) Prof. Pritika Patil (EE) Prof. Geeta Desai (ECS) Prof. Amruta Karve (ME) Prof. Shahid Anjum (HAS) Prof. Mirza Anwar Baig (SoP)
4	AICTE, CoA, PCI, University & DTE and other statutory Affairs	STATA	Dr. Afzal Shaikh (EE)	Prof. Anwar Baig (SoP) Prof. Poonam Mhatre (SoA) Lr. Nazila Hayat (D.Pharm)
5	Business Incubation Centre	BIC	Prof. Abdul Majid Ansari (CO)	Prof. Parag Rawool (SoA) Prof. Ziyaul Haq (SoP) Prof. Shaikh Irfan (CE) Prof. Sameer Shaikh (EE) Prof. Gnanasekaran A. (ECS) Prof. Zia Momin (ME) Lr. Nazila Hayat (D.Pharm) Lr. Tufail Ahmed (B.Sc IT) Lr. Zakaullah Ansari (B.Sc IT)
6	Institution Innovation Council	IIC	Dr. Mujib Tamboli (ECS)	Prof. Parag Rawool (SoA) Prof. Ziyaul Haq Ansari (SoP)
7	Infrastructure Planning & Development Centre	IPDC	Prof. Raj Mhatre (Dean SOA)	Deans & HoDs, Section Heads Maintenance Controller & Store Keeper
8	Foreign Collaboration & International Affairs	FCIA	Dr. Shariq Syed (Dean SOP)	Prof. Raj Mhatre (Dean, SoA) Dr. Rajendra Magar (Dean, SoET)
9	Training & Placement Centre	TPC	Prof. Ashfaq Jamkhandikar (ME)	Prof. Apurva Deshpande D. (SoA)



*Creating Exuberant Technical Professionals*

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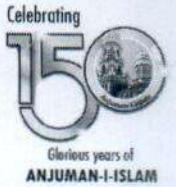


ANJUMAN-I-ISLAM'S

## KALSEKAR TECHNICAL CAMPUS (AITC)

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,  
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- SCHOOL OF ENGINEERING & TECHNOLOGY
- SCHOOL OF PHARMACY
- SCHOOL OF ARCHITECTURE



*To be the most sought after Technical Campus that others would wish to emulate*

Sr. No.	Centre Name	ABB	Controller	Coordinators/Members
				Prof. Furqan Fakhri (SoP)
				Dr. Dada Patil (CE)
				Prof. Mukhtar Ansari (CO)
				Prof. Yakub Khan (EE)
				Prof. Gnanasekaran A. (ECS)
				Prof. Altamash Ghazi (ME)
10	Alumni Connect Center	ACC	Dr. Rohan Dasgupta (CE)	Dr. Dada Patil (CE)
				Prof. Atul Meshram (ME)
				Prof. Rajat Sonawane (SoA)
				Prof. Maria Lal (SoP)
				Prof. Riyaz Pathan (ECS)
				Prof. Mohsin Khan (EE)
				Prof. Rehaal Qureshi (CO)
11	Students' Mentoring and Counselling	SMC	Prof. Ghazala Parveen (HAS)	Prof. Teena Pathan (SoA)
				Prof. Tehsin Attar (SoP)
				Prof. Tehsin Kazi (CE)
				Prof. Rehaal Qureshi (CO)
				Prof. Pritika Patil (EE)
				Prof. Kashif Kazmi (ECS)
				Prof. Atul Meshram (ME)
				Dr. Faimida Sayyad (BSc IT)
12	Centre for Scholarships & Financial Support	CSFS	Prof. Tasleem Patel (HAS)	Prof. Saddam Sayed (SoA)
				Prof. Maryam Ahmed (SoP)
				Prof. Tehsin Kazi (CE)
				Prof. Rehaal Qureshi (CO)
				Prof. Yakub Khan (EE)
				Prof. Kashif Kazmi (ECS)
				Prof. Rahul Thavai (ME)
				Ms. Yogita Palve (Admin)
				Mr. Sohail Shaikh (Admin)
13	Admission Center	AC	Prof. Shahid Anjum (Controller SoET)	Prof. Poonam Mhatre (SoA)
			Prof. Insha Shaikh (Controller-SoA)	Prof. Reshma Yerunkar (SoP)
			Prof. Maria Lal (Controller-SoP)	Prof. Abhijit Nambiar (SoA)
				Prof. Junaid Maste (CE)
				Prof. Dhaval Shah (DCE)
				Dr. Salim Shaikh (CO)
				Prof. Muhib Lambay (AIML)
				Prof. Samreen Kazi (DS)
				Lr. Vasimoddin Shaikh (BSc IT)
				Prof. Riyaz Pathan (ECS)
				Prof. Sameer Shaikh (EE)
				Prof. Saad Shaikh (ME)
				Prof. Atul Meshram (DSE-ME)
14	Knowledge Resources & Relay Centre	KRRC	Ms. Shaheen Momin (Librarian)	Prof. Kamlesh Gade (SoA)
				Prof. Prathamesh Gawade (SoET)
				Prof. Puja Mohadikar (SoP)



*Creating Exuberant Technical Professionals*

Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.  
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

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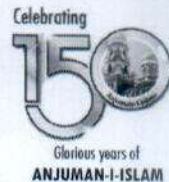


ANJUMAN-I-ISLAM'S

## KALSEKAR TECHNICAL CAMPUS (AIKTC)

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,  
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- ☑ SCHOOL OF ENGINEERING & TECHNOLOGY
- ☑ SCHOOL OF PHARMACY
- ☑ SCHOOL OF ARCHITECTURE



*To be the most sought after Technical Campus that others would wish to emulate*

Sr. No.	Centre Name	ABB	Controller	Coordinators/Members
15	Centre for Green & Clean Campus	CGCC	Prof. Insha Shaikh (SoA)	Prof. Shraddha Kumawat (EE) Prof. Yusuf Khan (ME) Dr. Prabha Joshi (CE) Prof. Junaid Maste (CE) Prof. Ayesha Shaikh (SoP) Prof. Ismail Shaikh (ECS)
16	Centre for Campus Maintenance	CCM	Prof. Irfan Nalband (CE) Prof. Shoaib Qazi - (Jt. Controller-SOP)	Store Keeper Accounts (Mr. Shoaib) Electrician (Mr. Kiran & Mr. Arshad) Civil Work (Mr. Masood Ali) Painter (Mr. Salim Kachchi) Support staff (Mr. Ateeq Munde) AC Technician (Mr. Rizwan) Supervisors (Mr. Rizwan Mulla)
17	Discipline & Anti Ragging Squad	DARS	Prof. Zia Momin (ME)	Prof. Kamlesh Gade (SoA) Prof. Bhagyashree Patil (SoP) Prof. Shafi Mujawar (CE) Prof. Irfan Jamkhandikar (CO) Prof. Geeta Desai (ECS) Prof. Atul Meshram (ME) Prof. Rajee John (HAS) Prof. Shakib M.(D.Pharm) Prof. Tufail khan (B.Sc IT)
18	Grievance & Appeal Redressal Center	GARC	Prof. Zia Momin (ME)	Same as DARS team External Member to be added
19	Internal Complaints Committee (Women Development & Grievance Redressal Centre)	ICC/WDGRC	Prof. Poonam Mhatre (SOA)	Director, Deans & HoDs Dr. Prabha Joshi(CE) Prof. Ghazala Parveen (HAS) Prof. Madhuri Gaikwad (SOP) Prof. Teena Pathan (SoA)
20	Web Portal & IT Administration	WPIA	Mr. Sachin Savarde (IT Controller) Mr. Mohd. Azim (Web Portal Controller)	Prof. Siddhesh Kolambekar (ScA) Prof. Prerana Sanas (SoP) Prof. Umesh Jadhav (CE) Prof. Mohsin Khan (EE) Prof. Azim Khan (ECS) Prof. Altamash Ghazi (ME) Prof. Nitin Sonawane (HAS)

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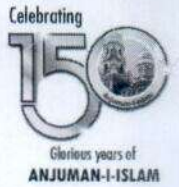
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Sr. No.	Centre Name	ABB	Controller	Coordinators/Members
21	Council of Students (Centre for Students' Affairs)	COST	Dr. Nusrath Junaidi (HAS)	Prof. Apurva Deshpande (SoA) Prof. Saba Shaikh (SoP) Prof. Amruta karve (ME) Prof. Pritika Patil (EE) Prof. Irfan J. (CO) Prof. Riyaz Pathan (ECS) Ms. Shaheen Momin (Librarian) Prof. Shoukin Hawelikar (CE)
22	Sports & Fitness Center	SFC	Prof. Irfan Jamkhandikar Controller – Sports (CO) Prof. Mohsin Khan Controller - Fitness(EE)	Prof. Rajat Sonawane (SoA) Prof. Kamlesh Gade (SoA) Prof. Furqan Fakh (SoP) Ms. Nazneen Palekar (Library)
23	Canteen & Hospitality Committee	CHC	Mr. Abdul Majid (ME)	Mr. Irfan Khot (EE) Mr. Suleman Shaikh (HAS) Mr. Shuja Ahmad (CE) Mr. Zubair Dabir (CE)
24	Media, Printing, Branding & Advertising Center	MPBAC	Prof. MoienAhmad Borotikar (HAS)	Prof. Nitin Sonawane (HAS) Prof. Yakub Khan (EE) Prof. Sara Giniwale (SOA) Dr. Rohan Dasgupta(CE) Prof. Shoukin Hawelikar(CE) Prof. Azim Khan (ECS) Prof. Mohsin Khan (EE) Prof. Sameer Shaikh (EE) Prof. Rahul Thavai (ME) Prof. Varsha Pawar (HAS) Prof. Saddam Sayed (SOA) Prof. Ghazala Parveen (HAS) Prof. Vaishali Chavan (SOP) Prof. Muhib Lambay (CO) Mr. Suleman Shaikh (HAS) Mr. Abdul Qadir Patel (ME)
25	Centre for NSS & Extension Activities	CNEA	Dr. Faimida Sayyad Controller-UBA (CO) Dr. Shivaji Pawar Controller-NSS (CO) Prof. Maria Lal Controller-EA (SOP)	Dr. Maryam Qureshi (SoP) Prof. Pritika Patil (EE) Prof. Junaid Maste (CE) Prof. Shafi Mujawar (CE) Dr. Salim Shaikh (CO) Prof. Kamlesh Gade (SOA) Prof. Farheen Siddiqui (SOP)



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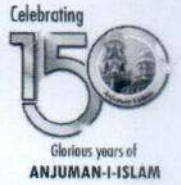


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Sr. No.	Centre Name	ABB	Controller	Coordinators/Members
				Prof. Senthil Kumar (ECS)
				Prof. Parag Rawool (SOA)
				Prof. Yusuf Khan (ME)
				Mr. Rizwan Mulla (Maintenance)
				Mr. Shehbaz Adhikari
26	Kalsekar Centre for Peace & Spirituality	KCPS	Mr. Ubaid Qazi (SoP)	Mr. Masood Ali (CE)
				Mr. Arif Quraishi (CO)
				Prof. Saddam Sayyed (SoA)
				Mr. Sharik Inamdar (EE)
				Mr. Ismail Shaikh (ECS)
				Mr. Danish (ME)
				Mr. Ubaid Kazi (SoP)
				Mr. Shamsuddin (Maintenance)
				Mr. Hanif Burondkar (EE)
27	Centre for Innovative Teaching and Exuberant Learning	CITEL	Dr. Abusufyan Shaikh Controller (D-Pharm)	Ms. Shaheen Momin (Librarian)
			Dr. Rohan Dasgupta Jt. Controller (CE)	Prof. Sarah Giniwale (SoA)
				Prof. Reshma Yerunkar (SoP)
				Prof. Nusrat Jahan (CO)
				Prof. Sameer Shaikh (EE)
				Prof. Shaheen Athavani (ECS)
				Prof. Amruta Karve (ME)
				Dr. Varsha Pawar (HAS)
28	Centre for Value added and Add-on Certificate Courses	CVAC	Prof. Prathamesh Gawade (CE)	Prof. Suyash Mankame (SoA)
				Prof. Purna Sanas (SoP)
				Dr. Salim Shaikh (CO)
				Prof. Shraddha Kumawat (EE)
				Prof. Gnansekaran A. (ECS)
				Dr. Asif Gandhi (ME)
				Prof. Rajee John (HAS)
29	Centre for IPR, R&D Projects, Publications & IRG	CIRDPI	Dr. Asif Gandhi (ME)	Prof. Kamlesh Gade (SoA)
				Dr. Madhuri Gaikwad (SoP)
				Prof. Junaid Maste (CE)
				Dr. Salim Shaikh (CO)
				Prof. Sameer Shaikh (EE)
				Prof. Senthil Kumar (ECS)
				Dr. Nusrath Junaidi (HAS)
				Mrs. Shaheen Momin (Librarian)
30	Centre for Project and Technical Competitions	CPTC	Prof. Shahin Athavani (ECS)	Dr. Dada Patil (CE)
				Prof. Samreen Kazi (CO)
				Prof. Mohsin Khan (EE)



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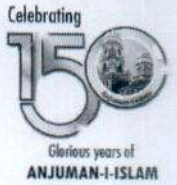


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				Prof. Yusuf Khan (ME)
				Prof. Mohini Baile (SoP)
				Lr. Farheen Siddiqui (D. Pharm)
				Prof. Sara Giniwala (SoA)
31	Center for Administrative, Academic Affairs and Audit	CAAA	Prof. Tabrez Khan (CO)	Deans, Program Owners, IQAC Co-ordinator & Section Heads
				Prof. Firoz Nadaf (CE)
				Prof. Nusrat Jahan (CO)
				Prof. Geeta Desai (ECS)
				Prof. Shraddha Sawant (EE)
				Prof. Zia Momin (ME)
				Prof. Ghazala Parveen (HAS)
				Dr. Anwar Baig (SoP)
				Prof. Poonam Mhatre (SoA)
32	Centre For Finance and Policy Making	CFPM	Prof. Tabrez Khan (CO)	Deans, HoDs, IQAC Coordinator, Section Heads and Accountant
33	Center For Teaching and Infrastructure Feedback	CTIF	Prof. Sameer Shaikh (EE)	Prof. Parvathi Chavan (SoA)
				Prof. Prerna Sanas (SoP)
				Prof. Prathamesh Gawade (CE)
				Prof. Mukhtar Ansari (CO)
				Prof. Shaheen Athavani (ECS)
				Prof. Rahul Thavai (ME)
				Prof. Ataul Mustafa (HAS)
34	Purchase, Disposal & Stock Verification	PDSV	Prof. Maruf Quadri (HAS)	Deans, HoDs and Section Heads & Store Keeper
35	HR Training & Development	HRTD	Prof. Kashif Kazmi (ECS)	Dr. Girish Mahajan (CE)
				Dr. Salim Shaikh (CO)
				Prof. Pritika Patil (EE)
				Prof. Rizwan Shaikh (ME)
				Prof. Taib Quraishi (HAS)
				Prof. Mayuri Deshmukh (SoA)
				Prof. Shoaib Qazi (SoP)
36	Industry Institute Interaction	III	Prof. Mukhtar Ansari (CO)	Prof. Apurva Deshpande (SoA)
				Lr. Hanif Dhuru (SoP)
				Dr. Dada Patil (CE)
				Prof. Yakub Khan (EE)
				Prof. Gnanasekaran A. (ECS)
				Prof. Altamash Ghazi (ME)
				Lr. Zakaullah Ansari (BSc IT)
37	Centre for Integrated management System	CIMS	Ms. Shaheen Momin (Librarian)	Prof. Zakir Ansari (ME)
				Prof. Insha Shaikh (SoA)



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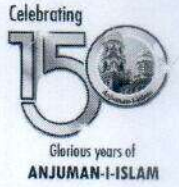
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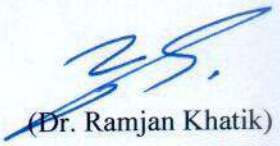
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				Prof. Poonam Mhatre (SoA)
				Dr. Nusrath Junaidi (HAS)
				Prof. Ashfaq Jamkhandikar(TPO)
				Prof. Aamir Siwani (Admin)
				Prof. Maruf Quadri (Stores)
				Prof. Irfan Nalband(Maintenance)
				NAAC C2 coordinators
38	Emergency Support Team	EST	Dr. Varsha Pawar (HAS)	Mr. Dinesh Wani, Mr. Rizwan Mulla, Mr. Yusuf Mulla, Mr. Sharif Khan, Mr. Kiran Survase, Mr. Shahnawaz Qazi Appointed Doctor at AIKTC Mr. Shakil Qazi, Mr. Salim Kachchi, Mr. Zubair Dabir, Mr. Atique Munde Mr. Khadim Muneer, Mr. Gulab Khatik Security Team at AIKTC
39	IIRS-ISRO Nodal Centre	IINC	Prof. Umesh Jadhav (CE)	Prof. Prathamesh Gawade (CE) Prof. Ansari Mukhtar (CO) Prof. Sameer Shaikh (EE) Prof. Momin Nafe (ME) Prof. Gnanasekran (ECS) Prof. Suvidha Shinde (SOA) Prof. Ayesha Shaikh (SOP) Mr. Maqsood Patel (CE)
40	SC ST Committee	SCSTC	Prof. Nitin Sonawane (HAS)	Prof. Rajat Sonawane (SOA) Prof. Bhagyashree Patil (SOP) Mr. Ganesh Gaikwad (Admin)

Wherever Controllers are changed compared to earlier assignment, the new controller should take charge, files and documents in their custody in writing from earlier controllers.

**All controllers are also requested to note the following:**

- *Controllers should propose/revise Standard Operating Procedure (SOP) that includes Scope, targets, reporting interval, working procedure etc. for its review and approval to the undersigned.*
- *All Controllers should provide their centres progress as a review on monthly basis to the steering committee comprising of Director, Deans, HoDs and IQAC Coordinator.*

  
(Dr. Ramjan Khatik)  
Director AIKTC

CC to:

- 1) Deans, HoDs, Controllers, registrar, Librarian and all concerned....to comply and also notify to all faculty and staff members of their respective school/department.



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- COMPUTER SCIENCE & ENGINEERING (ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING)

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