

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

### **COURSE FILE**

All members of the faculty will maintain a course file for the subject he/she is teaching in the current semester. The file must be submitted to the department for inspection by the Departmental Academic Committee and taken back and preserved for future use/reference.

The course file would contain the following:

1. Heading: Academic Year, Teacher Name, Subject Name, Subject Code, Year, Semester.
2. Lesson Plan.
3. Syllabus.
4. Time Table.
5. Student List.
6. All lecture notes and study material (May be maintained in Soft Copy).
7. Internal Marks and C form.
8. Result Analysis.
9. Question Paper-Q1, Q2, S1 and S2(with CO, PO, PSO and BL) and Scheme of answer evaluation with rubrics.
10. Sample Answer Sheets (Q1, Q2, S1, S2).
11. Students Profiling and Action Taken Report.
12. Student Feedback.
13. Assignment Questions.

**NOTE: All documents to be arranged in order of date of occurrence.**

### **PERSONAL FILE**

Every faculty will maintain his/her personal file. The file to contain the following documents.

1. Latest CV
2. All mark-sheets (Starting from Class X)
3. All Degree Certificates
4. Laurels / Participation Certificates / Diplomas
5. Appointment Orders.
6. Deputation Orders (Higher Studies, Short-Term Courses, University etc.)
7. Records pertaining to Seminars, Conferences etc.
8. Participation in University and Institutional activities and others.
9. Increment orders and Promotion order.
10. LTC/LTA documents.
11. Documents related to external assignments.

The file is to be kept up to date and all documents arranged by date except copies of qualification certificates which are to be kept together.

## **TEACHER GUARDIAN FILE**

All faculty members would be assigned wards for mentoring and guardianship. A file dedicated to the wards to be separately maintained. The contents are as follows:

1. TG Reports Sent.
2. TG Interaction Sheet duly signed by the wards.
3. Proof of communication with ward parents- Snapshot of email/WhatsApp messages.
4. Disciplinary/ Malpractice case documents if any.
5. Any other ward related document.
6. Slow Fast and Medium learner analysis sheet of the wards and action taken OR copy of Sessional - 1 and Sessional - 2 marks or CGPA grade card of the wards from eCampusManager.