



Shree Rahul Education Society

# SHREE L. R. TIWARI COLLEGE OF LAW

Near Shree L. R. Tiwari College of Engineering, Shree L. R. Tiwari Educational Campus, Mira Road (East)  
Thane - 401 107, Maharashtra | Phone: (022) 2812 0142.

# STANDARD OPERATING PROCEDURE





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## STANDARD OPERATING PROCEDURE FOR ADMINISTRATION

### Purpose of Standard Operating Procedure

- 1.To understand and support the various activities and processes under the Administrative Department by providing quality education services to the students and other stakeholders.
- 2.To establish and maintain the documentation of Administration process that meets the requirements of all the stakeholders.

### Scope of the Standard Operating Procedure

- Admissions of Students through admission process as per the norms
- Approvals from Mumbai University
- Teachers' appointments
- Academic Administration
- General Administration
- Accreditation of the Institute and its courses from University of Mumbai.

### Areas of SOP's

- 1.College Affiliation
- 2.Student Admission
- 3.Admission confirmation process at University Portal
- 4.ATKT Examination form process at University Portal
- 5.Lower examination marks updation process at University portal
- 6.Process of Third Year Examination Marks updating at University Portal
- 7.Process of Name correction at University Portal
8. Process of cancellation of Invoice at University Portal
- 9.Transfer certificate process at University portal
10. Student Service/s (NOC / Bonafide / Recommendation Letter/Transcript)





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1. **Process of Online Affiliation at University Portal**

- Go to <https://affiliation.muonline.org.in>
- Login with Login ID, Password, Captcha
- Select respective Academic Year
- Update College Information, Teaching Staff, Academic Information, Approval Post details etc.
- After update the information “submit to University”
- Check all the programme details, course details and do the relevant payment of Affiliation Fee.
- After completion of payment of Affiliation Fee do the “Extension/New College Affiliation” process

2. **Student Admission**

**Admission Process for First Year Students**

- Displaying notice for the sale of application and acceptance as per the University of Mumbai admission schedule
- Filling of online enrolment form at the University of Mumbai portal <https://mumoa.digitaluniversity.ac> by student
- Declaration of merit list on the basis of applications received, as per the schedule given by University of Mumbai
- Filling of final admission form (at College Admission ERP system-Master Software) of the College students those entered in the merit list.
- Verification of online enrolment form, admission form, eligibility criteria and documents.
- Checking of students original documents for the authentication and admission requirement as per norms of University of Mumbai
- Provide provisional admission to the students by collecting applicable fees and relevant documents.





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### **Admission Process for In-house Students**

- Filling of online enrolment form at the University of Mumbai portal <https://mumoa.digitaluniversity.ac> by student those complete the eligibility criteria for Second Year and Third Year admissions as per University norms
- Filling of final admission form (at College Admission ERP system-Master Software) of the College students those entered in the merit list.
- Checking of admission form and documents for the authentication and admission requirement as per norms of University of Mumbai
- Provide admission to the students by collecting applicable fees and relevant documents.

### **3. Admission confirmation Process at University Portal :**

#### **Step-1 : Confirmation of admission at University online portal**

- Go to <https://mum.digitaluniversity.ac>
- Click "College login" and enter username and password and relevant OTP provided
- Click "Switch to OA"
- Click Application Submit / Confirm
- Select Programme from the screen
- Enter Admission Form Number (Application No. on Online University Form provided by student)
- Click "Proceed" button after checking the name of student
- Click "Submit" button after checking the details
- Click "Confirm" button after checking the details

#### **Step-2 : Fee Entry at University online portal**

- Go to <https://mum.digitaluniversity.ac>
- Click "College login" and enter username and password and relevant OTP provided Click "Switch to OA"





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- Click Fee Entry
- Enter Admission Form No. (Application No. on Online University Form provided by student) and click search
  - Check student name
  - Enter College Application Number, Roll No., Division, Select fee category
  - Click "Save" button

### Step-3: Registration at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Click "College login" and enter username and password and relevant OTP provided
- Click "Switch to OA"
- Click "Submit to Registration"
- Check status "Total Admission", "Submitted Till Date", "Ready for Submission" etc. etc.
- Click "Proceed" button

### Step-4: Process for Invoice (Making payment at University)

#### Step-4.1 :

1. Go to <https://mum.digitaluniversity.ac>
2. Select Invoice
3. Click Generate Invoices
4. Then Admission Invoices (For Admission) and Click "Submit" button
5. Select "courses name" and then click "Process" button

#### Step-4.2

1. Select "make invoice payment" option from the Menu
2. Then Select Invoice and "Proceed"
3. Select Academic Year and "Submit"
4. Then Course Selection and "Process"





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**Step-4.3**

1. Select "Confirm/Print Mandate" option from the Menu
2. Select Print/Receipt Mandate
3. Fill the required information with the signature of Authority in the Printed Mandate
4. Then submit to the Concerned Bank for the Payment and collect the counter foil
5. **Process of Inwarding of Examination Form at University Portal**
  - Go to <https://mum.digitaluniversity.ac>
  - Select "Pre Examination"
  - Select Inward Exam Form and Click "Inward"
  - Then follow the procedure like -select faculty-select course-select branch-select course part-select course part term etc.etc. Then "Proceed"
6. **Process of Lower Examination Marks updating at University Portal**
  - Go to <https://mum.digitaluniversity.ac>
  - Select "Post Examination" from the menu
  - Click "Results"
  - Then select "Course Wise Result Entry"
7. **Process of Third Year Examination Marks updating at University Portal**
  - Go to <https://mum.digitaluniversity.ac>
  - Select "Assessment Data Entry"
  - Select "Data Entry"
  - Select "Marks Entry against Seat No."





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**8. Process of Name correction at University Portal**

- Go to <https://mum.digitaluniversity.ac>
- Select "Student Profile"
- Select "Add Profile Correction Request"
- Enter PRN NO and click "Search" and do the required correction and get the Printout of correction and submit the same to the concerned Department (Enrolment / Eligibility )

**9. Process of cancellation of Invoice at University Portal**

- Go to <https://mum.digitaluniversity.ac>
- Select Invoice
- Select "Cancel Invoice"
- Search Invoice Number OR Mandate Number
- Click "View Invoice"
- Select the required option ( Student Name OR Course name wherever required) Click "Cancel Invoice"

**10. Transfer certificate process at University portal**







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**OFFLINE Process (Student responsibility)**

Step 1. Submit a written application along with the Transfer Certificate application form from the Institution where the student is taking admission for the further studies.

Step2. Get the application and documents verified from the respective Office Staff / Officials / Head of the Institution

Step 3: Make the required payment at the cash counter and submit to the respective office counter.

**(Online Process)**

Step1: Go to <https://mum.digitaluniversity.ac>

Step2: Click "Admission"

Step3: Click "Transfer Student"

Step4: Click "Mark Student as Transfer"

Step5: Enter PRN No and "Search"

Step6: Click on Print Transfer Certificate

**10. Process of Transcript**

- Collect the prescribed form for Transcript by the student from the Office counter and submit the same duly filled along with the copies of all successful mark sheets which the student completed through our College.
- Get the signature of Principal in the Application.
- Make the required fee payment in the cash counter and submit the application to the respective counter
- Transcript will be issued after one week of working days





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**STANDARD OPERATING PROCEDURE**

**ADMISSION COMMITTEE**

1) **Objective:**

The objective of this SOP is to establish guidelines and procedures for the College Admission Committee to ensure a fair, transparent, and efficient admission process.

2) **Committee Formation:**

a. The College Admission Committee shall be constituted by the college administration, consisting of faculty members, administrators, and other relevant stakeholders.

b. The committee should have a designated chairperson responsible for overseeing the admission process.

3) **Admission Criteria:**

a. Clearly define the admission criteria, including academic requirements, standardized test scores (if applicable), extracurricular activities, and any other relevant factors.

b. The admission criteria should be communicated to all applicants through the college's website, prospectus, or other appropriate channels.

4) **Application Submission and Verification:**

a. Establish a centralized admission portal or system to receive applications from prospective students.

b. Ensure that the application submission process is clearly communicated to applicants, including deadlines and required documents.

c. Verify the authenticity and completeness of each application received, including academic transcripts, recommendation letters, and other supporting documents.

d. Maintain a record of all applications and their respective statuses.





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- 5) **Application Evaluation:**
- Allocate applications to committee members for evaluation, ensuring confidentiality and impartiality.
  - Provide evaluators with clear instructions and evaluation criteria to assess applications consistently.
  - Determine a scoring system or rubric to evaluate applications based on predetermined criteria.
  - Conduct a holistic review of each application, considering academic performance, extracurricular involvement, personal statements, and other relevant factors.
- 6) **Selection and Admission:**
- Based on the evaluation scores, shortlist applicants for further consideration or interview, if applicable.
  - Conduct interviews, if required, to assess the suitability of applicants for the college's programs.
  - Finalize the list of selected candidates based on the evaluation scores, interview performance, and any other relevant factors.
  - Notify selected candidates through official communication channels, providing them with admission offers and enrollment procedures.
  - Establish a waiting list, if necessary, and inform waitlisted candidates about their status.
- 7) **Appeals and Grievance Handling:**
- Establish a process for handling appeals and grievances related to the admission decisions.
  - Clearly communicate the appeals process to applicants, including deadlines and submission requirements.
  - Appoint a designated authority or committee to review and address appeals in a fair and timely manner.





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d. Maintain records of all appeals and their resolutions for future reference.

8) **Reporting and Documentation:**

- a. Prepare reports summarizing the admission process, including the number of applications received, selected candidates, and any other relevant statistics.
- b. Maintain documentation of all admission-related activities, including evaluation sheets, interview records, and communication with applicants.
- c. Ensure the confidentiality and security of applicant data in compliance with relevant privacy regulations.

9) **Continuous Improvement:**

- a. Conduct regular reviews and evaluations of the admission process to identify areas for improvement.
- b. Seek feedback from committee members, applicants, and other stakeholders to enhance the effectiveness and efficiency of the process.
- c. Implement necessary modifications to the admission process based on feedback and evaluation outcomes.





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### STANDARD OPERATING PROCEDURE FOR DEPARTMENTS

**Objective:** The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures for the operation and management of the Departments in the college. This SOP aims to ensure the efficient and effective functioning of the Departments in delivering high-quality education, managing student affairs, and maintaining academic standards.

**Scope:** This SOP applies to all personnel working in the college

#### Responsibilities:

##### 1. Department Head/ Coordinator:

- a) Oversee the overall functioning of the Department.
- b) Ensure compliance with academic policies, regulations and standard operating procedures.
- c) Provide necessary resources, training, and support to department personnel.
- d) Review and approve curriculum changes, course offerings, and other academic matters.

##### 2. Faculty Members:

- a) Prepare course materials, including lecture notes, presentations, and handouts and deliver lectures, tutorials, and practical sessions as per the approved curriculum. Deliver lectures, conduct interactive sessions, and facilitate discussions to engage students in the learning process.
- b) Assess and evaluate student performance through assignments, exams, and projects. Conduct regular assessments to monitor student progress and identify areas for improvement (Remedial).
- c) Provide guidance and mentoring to students on academic matters, career planning, and personal development.
- d) Assist in the management of student admissions, registrations, and records.





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- e) Coordinate with other departments for scheduling of classes, examinations, and other academic activities.
  - f) Handle inquiries, grievances, and requests from students and parents.
  - g) Maintain accurate and up-to-date records of student attendance, grades, and other academic data.
  - h) Participate in faculty development programs to enhance teaching and research skills.
  - i) Utilize appropriate teaching methodologies, such as group exercises, projects, and presentations.
  - j) Provide timely feedback and guidance to students to enhance their understanding and performance.
3. **Administrative Staff:** Responsible for departmental administrative support, scheduling and record keeping.
4. **Students:**
- a) Provide academic and career guidance to students throughout their program.
  - b) Offer counselling services to address personal, academic, and career-related issues.
5. **Co-curricular and Extracurricular Activities:**
- a. Organize seminars, workshops, guest lectures, and industry visits to enhance student's knowledge and exposure.
  - b. Encourage student participation in competitions related to management studies.
  - c. Support and mentor students in organizing events and activities to develop their leadership and organizational skills.
6. **Quality Assurance:**
- a. Implement quality control measures to ensure the effectiveness and relevance of the program.





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- b. Seek feedback from students, faculty, and industry stakeholders to identify areas for improvement.
- c. Implement corrective actions based on feedback and evaluation results.

**7. Continuous Improvement:**

- a) Encourage faculty members to engage in research and professional development activities.
- b) Stay updated with the latest trends, advancements, and best practices in management studies.
- c) Regularly review and update the curriculum to align with industry requirements and emerging disciplines.
- d) Foster a culture of innovation, creativity, and continuous learning within the Department.

**Procedure steps:**

**A. Academic Operations:**

**1. Curriculum Development and Review:**

- a. Identify and define the learning outcomes, goals and objectives of the department.
- b. Develop and periodically review the curriculum to align with industry trends, technology advancements and academic standards.
- c. Obtain necessary approvals from the academic boards, college development committee and regulatory bodies, if applicable.

**2. Course Delivery:**

- a. Assign qualified faculty members to teach each course.
- b. Develop course outcomes, learning materials, ensuring alignment with the program objectives.
- c. Conduct class, ensuring adherence to be defined schedule and facilitating active student engagement.





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- d. Utilize effective teaching methodologies, practical examples and hands on activities to enhance learning outcomes.

**3. Assessment and Evaluation:**

- a. Develop assessment methods, including assignments, quizzes, projects, presentations and examinations.
- b. Define grading criteria, rubrics and assessment guidelines, ensuring fairness and transparency.
- c. Conduct assessments in a timely manner and provide constructive feedback to students.
- d. Maintain accurate record of student performance and ensure confidentiality.

**4. Research and Innovations:**

- a. Encourage faculty and students to engage in research activities, scholarly publications and presentations.
- b. Promote collaboration with industry partners, research institutes and other academic departments.
- c. Provide necessary resources and support for research projects and innovative initiatives.

**5. Students' Academic Responsibilities:**

- a. Attend the practical examination as schedules by the department or faculty.
- b. Familiarize themselves with the practical examination guidelines, procedures and assessment criteria.
- c. Attend all practical and theoretical session, lectures, workshops and other departmental activities punctually. **(75% attendance is compulsory: Ordinance 0.6086/ Circular No.: UG/01 of 2014)**
- d. Seek prior permission or inform the relevant authorities in case of unavoidable absence, providing necessary supporting documentations.







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- e. Adhere to 'code of conduct' set forth by the college or department, promoting a respectful and inclusive learning environment.
- f. Treat fellow students, faculty, staff and any other individuals with respect, courtesy and professionalism.
- g. Seek guidance from faculty members or mentors when facing challenges or difficulties in completing assignments or academic activities.

**B. Administrative Operations:**

**1. Students Admission and Enrollment:**

- a. Define admission criteria, eligibility requirements and selection process for the BMS program. (refer University of Mumbai guidelines & circulars.
- b. Publicize admission procedures, deadlines and requirements through various channels.
- c. Process applications, evaluate candidates and notify successful applications.
- d. Facilitate student enrollments, orientations and academic advising.

**2. Record Management:**

- a. Establish a systematic and secure record keeping system for student data, academic records and administrative documents.
- b. Ensure compliance with data protection and privacy regulations.
- c. Retrieve and update records as required.

**3. Scheduling and Time Management:**

- a. Prepare and maintain a comprehensive timetable for courses, examination (theory + practical. and other department activities (curriculum and extra curriculum activities.
- b. Coordinate with other departments to avoid scheduling conflicts.
- c. Communicate the timetable to faculty members, students and staff.





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**4. Departmental communications and Meetings:**

- a. Establish effective communication channels within the department, including regular meetings, email communications and shared online platforms.
- b. Conduct departmental meeting (at least twice in each semester. to discuss academic matters, administrative issues and students related concerns.
- c. Foster a culture of collaboration, openness and constructive feedback within the department.





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**STANDARD OPERATING PROCEDURE**

**DISCIPLINE COMMITTEE**

- 1) **Complaint Receipt and Documentation:**
  - a) The Discipline Committee receives a formal complaint regarding a student, employee, or member of the organization.
  - b) The complaint is documented, including the nature of the offense, date, time, and relevant details. Confidentiality is maintained throughout the process.
- 2) **Initial Assessment:**
  - a) The Discipline Committee reviews the complaint to determine if it falls within their jurisdiction and if there is sufficient evidence to proceed.
  - b) If the complaint is outside their purview or lacks substantial evidence, it may be dismissed, and the complainant is informed accordingly.
- 3) **Investigation:**
  - a) If the complaint is deemed valid and supported by evidence, an investigation is conducted to gather additional information.
  - b) The investigation may involve interviewing witnesses, reviewing relevant documents, or collecting any other necessary evidence.
  - c) The committee ensures a fair and impartial investigation, allowing the accused party an opportunity to present their side of the story.
- 4) **Deliberation and Decision-Making:**
  - a) Once the investigation is complete, the Discipline Committee deliberates on the findings and assesses the severity of the offense.
  - b) The committee may invite the accused party to a hearing where they can present their defence or provide additional information.





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- c) After careful consideration, the committee reaches a decision based on the available evidence and applicable rules or policies.

5) **Disciplinary Action:**

- a) If the accused party is found guilty, the Discipline Committee determines the appropriate disciplinary action based on the severity of the offense and any relevant guidelines or policies.
- b) Possible disciplinary actions may include warnings, probation, suspension, expulsion, fines, or other appropriate measures.
- c) The committee ensures that the chosen disciplinary action is fair, proportionate, and in line with the organization's policies.

6) **Notification and Appeals:**

- a) The Discipline Committee notifies both the complainant and the accused party of the decision and the resulting disciplinary action.
- b) They also outline the reasoning behind the decision and inform them of any available appeal processes.
- c) If an appeal process is in place, the committee provides guidance on how to initiate an appeal and the relevant procedures.

7) **Appeal Process (if applicable):**

- a) If either party wishes to appeal the committee's decision, they can submit a formal appeal within the specified time frame.
- b) The appeal is reviewed by a separate appeals panel or individual(s) to ensure an unbiased assessment of the case.
- c) The appeals panel considers the evidence, arguments, and any new information presented during the appeal process.
- d) Based on their evaluation, the appeals panel may uphold the original decision, modify it, or overturn it, depending on the circumstances.





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8) **Implementation and Follow-Up:**

- a) Once the disciplinary action is finalized, the Discipline Committee ensures that the appropriate measures are implemented.
- b) They monitor the progress and compliance of the accused party regarding the assigned disciplinary action.
- c) If necessary, the committee may conduct periodic reviews or follow-ups to ensure that the disciplinary action has been effective.





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**STANDARD OPERATING PROCEDURE**

**LIBRARY DEPARTMENT**

**Objectives of the library:**

1. To provide materials to support the curriculum, student interest.
2. To foster a learning environment that encourages investigation, allows independent thinking and develops effective study habits among the students and teachers.
3. To enhance the understanding of different subjects or disciplines among the students.
4. To prepare the students as an intelligent aware, informative and enlightened to play the role of responsible citizen.
5. To provide the teachers with latest updates in their respective subject area.
6. To help in all educational and instructional programs of the college.
7. To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format
8. To develop the habit of self-learning and lifelong learning

**Roles and Responsibilities of the Librarian:**

1. It is mandatory to maintain silence in the library.
2. Faculty and students should not be allowed to take their personal belongings into the library.
3. To promote the e-resources of the library to the target audience.
4. To assist the staff and students in proper usage of the resources.
5. To maintain a register for outgoing books.
6. To collect the issued books in time.
7. To collect fine from the students if they are not returning after the due date.





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8. To see to that the issued books will be returned in proper condition otherwise action will be taken.

**Purchase of New Books:**

- Departmental heads collect book requirements from department.
- Librarian compiles and forwards the requirements to the head for approval.
- Quotations from different vendors are compared for the best price.
- Purchase request is prepared and sent for approval.
- Once approved, the list is submitted to the accounts department to check the library budget for the year.
- Books are procured and entered in the accession register and LMS.

**Technical Process:**

1. Technical processing of the books including classification and cataloguing is done.
2. Processing of the books includes pasting of the property slips and the issuing slips, placing the barcoded tags and stamping the books.
3. The books are then display in the new arrival shelf kept outside the library and later placed in the shelves according to their classification number by the library staff.
4. Once available in the shelf, the students can access the books.

**Procedure for borrowing of Books:**

- One book can be issued to a student for a period of Seven days.
- Library cards must be produced and scanned by LMS software for issuing or returning books.
- Maximum 5 books can be issued to the teaching staff for a period of Thirty days.





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- All entry of the books and the students name is done through the Computerized and manually in the library.

### **Dealing with Misplaced or Lost Books**

- If the book is lost by a member, they have to replace the book or pay the price for a new copy. Once the replacement or new book arrives, the details of the lost book are assigned to the new one and kept on the shelf. The library takes responsibility for ensuring that all books are accounted for and replaced if necessary.

### **Annual Stock Verification**

- Annual Stock Verification will be initiated by the Principal in the beginning of every academic year.
- 100% physical checking of books will be done by the Librarian and the Library Assistant
- The report of stock verification will be generated and forwarded to principal
- The activities during Stock verification will be:
  - ❖ Stock Verification of Books
  - ❖ Books purchased during the academic year
  - ❖ E-resources procured during the year
  - ❖ Periodicals prescribed during the year
  - ❖ Details of fine collected and deposited during the academic year







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**STANDARD OPERATING PROCEDURE**

**DLLE Unit (Department of Lifelong Learning and Extension)**

- 1) **Introduction:**
  - a. Provide a brief introduction about the DLLE unit, its objectives, and its importance in promoting social welfare and community development.
  - b. Highlight the unit's affiliation with the Department of Lifelong Learning and Extension and its commitment to the principles and guidelines set by the organization.
  
- 2) **Organizational Structure:**
  - a. Define the organizational structure of the DLLE unit, including the faculty advisor, unit coordinator, and student volunteers.
  - b. Specify the roles and responsibilities of each position within the unit.
  - c. Outline the communication channels and reporting hierarchy within the unit.
  
- 3) **Enrollment and Selection:**
  - a. Describe the process for student enrollment and selection into the DLLE unit.
  - b. Explain the criteria for selecting volunteers, such as their interest in community service, academic performance, and disciplinary record.
  - c. Outline the procedure for conducting orientation sessions for new volunteers to familiarize them with the DLLE objectives and activities.
  
- 4) **Planning and Implementation:**
  - a. Define the procedure for developing an annual action plan, including identifying focus areas, target beneficiaries, and desired outcomes.





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- b. Explain how the action plan will be implemented and monitored throughout the year.
  - c. Highlight the importance of regular meetings to discuss progress, assign tasks, and address challenges.
  
- 5) **Activities:**
  - a. List the various activities that the DLLE unit will undertake, such as community service projects, awareness campaigns, health camps, cleanliness drives, etc.
  - b. Describe the procedure for identifying and selecting specific projects and events.
  - c. Emphasize the need for collaboration with local organizations, government agencies, and NGOs to maximize the impact of the activities.
  
- 6) **Volunteer Training and Development:**
  - a. Explain the process for organizing training sessions and workshops to enhance the skills and knowledge of DLLE volunteers.
  - b. Include topics such as leadership development, communication skills, teamwork, first aid, disaster management, and social issues.
  - c. Highlight the importance of continuous learning and personal growth for the volunteers.
  
- 7) **Documentation and Reporting:**
  - a. Specify the requirements for maintaining accurate records of DLLE activities, including attendance registers, project reports, and financial statements.
  - b. Describe the procedure for documenting individual volunteer contributions and achievements.
  - c. Explain the process for submitting regular reports to the DLLE headquarters, as per their guidelines and timelines.





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- 8) **Evaluation and Recognition:**
- Define the evaluation criteria for assessing the impact and effectiveness of the DLLE unit's activities.
  - Explain the procedure for recognizing and rewarding outstanding volunteers and their contributions.
  - Discuss the importance of feedback from beneficiaries and stakeholders in improving future initiatives.
- 9) **Collaboration and Networking:**
- Encourage the DLLE unit to collaborate with other DLLE units, colleges, and universities to share best practices and resources.
  - Emphasize the need for establishing partnerships with local organizations and government agencies for sustainable community development.
  - Highlight the importance of participating in DLLE events, camps, and workshops at regional, state, and national levels.
- 10) **Conclusion:**
- Summarize the key points of the SOP and reiterate the commitment of the DLLE unit to the principles and objectives of the Department of Lifelong Learning and Extension . Encourage continuous improvement, innovation, and active participation of all volunteers in creating a positive impact on society.





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**STANDARD OPERATING PROCEDURE**

**EXAMINATION DEPARTMENT**

Examination department is a crucial department of any education system which measures the students' performance, provides scores and grades which enables student to determine opportunities for higher studies and job prospects.

**Objectives:**

1. The main objective of the Examination Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations.
2. To Act as a feedback mechanism helping students to identify their strength and areas of improvement.

**Role and Responsibility**

- i. Preparation for smooth conduct of Examinations, Collection of Question Papers, Proof reading , Answer keys, preparation of time table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ii. To ensure timely communication with the university related to examination work and issues (raising of tickets).
- iii. To communicate instructions effectively to the students through various channels. Such as Emails, notice boards and Institutes Learning Management system
- iv. To conduct Internal Examination, External Examination & Practical Examination (Regular + ATKT) as per academic calendar and carrying out Moderation, Revaluation Process & maintaining record of the same.
- v. Conduction of Third Year University Examination.





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- vi. Uploading of Lower examination marks & Upper Examination marks in Software & Mumbai university Portal.
- vii. Printing and Distribution of marks lists to the students after the declaration of results of various examinations (College & University Level). within 45 days from the completion of examination.
- viii. Preparing Examination Budget & also ensuring adequate stationery is made available and store material securely in a designated area to maintain confidentiality with the support of administration department
- ix. The Exam Committee shall hold a pre-exam meeting to brief the members and faculties with regard to the examination procedures and their role and responsibilities. Maintaining record of the same.
- x. Preparation of Remuneration bills for College and University Examination.
- xi. Under the guidance of the Chief Conductor, the Exam Cell shall analyse the exam results and the same shall be verified by the respective members of examination cell. After due verification, copies of the result analysis shall be sent to the Authority.
- xii. Timely follow up of Reserve for Lower Examination (RLE) & Reserve provisionally categories of students, Unfair means cases of University Examination and other important matter.
- xiii. Issuance of Transcript, No Backlog Certificates, Conversion Certificates, Medium of Instruction certificates etc, filing of documents etc.
- xiv. Circulars, Guidelines, Office Order, Notification received by the university of Mumbai are processed in the Examination Cell, after Chief Conductor's signature dispatched or circulated to the concerned Departments / Students.





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### **Standard Operating Procedure for College Level Examination**

Examination Committee prepares the Examination Schedule for every Academic Year. Dates for Internal, External/Semester End and ATKT examinations are finalized by the Principal and committee after discussion with the Programme Coordinators. The First Year and Second Year Examinations are conducted as per the norms of university of Mumbai.

The following is the Standard Operating Procedure for College Level Examination framed and followed by the College.

**1. Timetable:** The timetable is being prepared by considering the following points

1. Avoiding academic loss
  2. Maintaining proper time gap between papers
  3. Internal Exams are conducted after completion of 75 % of the portion and External/Semester End Examination are Conducted after Completion of 90 days from the starting of the term.
- The Examination Department display the Internal /Semester/Additional /ATKT examination time table on the college notice boards.
  - The examination schedule is circulated to all Programme Coordinators, Principal office, admin office and Security Office.

### **2. Eligible candidates & Issuance of Hall tickets programme wise registered students' data**

- Student should have registered for that course His/her registration should be valid
- Have at least 75% attendance in contact sessions for each course.
- Before one/two days the hall tickets are generated
- department wise print outs are taken.





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- Verify Hall tickets based on the student's registration data.
- Stamping is done and are signed by the Principal
- Handling over the Hall tickets to Programme Coordinators for distribution.

### 3. Dept. Wise Request for Invigilators

- Sending a request for Invigilators to the coordinators
- No of invigilators = total strength of the students/ 45 per examination

### 4. Rooms identification and intimation to All HoDs & In-charges

- Identify the examination halls and intimate same to concern HoDs.
- Intimate same to non-teaching staffs for necessary arrangements.
- Required Resources are provided by the college.

### 5. Seating Arrangement

- Preparation of consolidated seating plan. Each classroom will have 40-45 students allotted for conducting exam.
- Two or three different departments are allotted in one classroom.
- The seating arrangement is displayed on the day of exam, half an hour before the commencement of exam on the notice boards and outside the examination hall and at the entry gate
- Attendance sheets are prepared Block wise .

### 6. Bell timings

- Warning bell 10mins before commencement of examination.
- Bell to start examination at the time of scheduled time of examination.





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- Mid time bell after completion of half examination period.
- Final bell for examination completion.

**7. Class room boards cleaning**

- Assign the class room boards cleaning duty to one examination cell representative.

**8. Instructions to the Invigilators:**

Invigilators are trained by the examination members. Guidelines are explained in details in the orientation meeting. Any queries are resolved before the commencement of the examination.

**9. Invigilators Reporting for Examination:**

The guidelines are given by the examination Committee at the time of every examination.

**10. Collection of answer scripts from invigilators after examination.**

- Programme wise answer scripts collection from invigilators.
- Mark absentees on the supervision report.
- Verification of Answer scripts Block wise to be done by the examination Members..
- Bundling of the Answer scripts Semester wise and Programme wise.

**11. Issuance of Answer scripts for Correction**

- Answer scripts are given for Correction to the Subject Teachers
- Subject Teachers must sign the Assessment Register, must mention the number of papers collected and time of collection and return time in the register.
- Every subject faculty is responsible for completion of Assessment within the stipulated







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**12. Collection of corrected answer scripts from subject teacher**

- Collect the marks award statement.
- Verify all the scripts
- Absentees should be marked with separate ink.
- Enter the same data in Excel sheet provided by Exam department.
- teacher has to verify the entered marks of other teachers thus to maintain quality and validity of Assessment process.
- Faculty must enter details and other information on the verified sheet and sign it
- If the strength of the students is 100 or more in any department then moderation process is carried on as per the norms of University of Mumbai.

**13. Consolidated Programme wise marks sheet.**

- Examination department will prepare consolidated marks statements and sent to every coordinators to verify it after verification the marks are entered in the software by the exam clerk and gazette copy is prepared. After Verification of Gazette Copies the final marksheets are prepared.
- The Result is declared within 45days of the completion of the examination on the website of the college.
- The notice for Revaluation is circulated and students are informed if they are not satisfied with the marks awarded to them can apply for revaluation / photo copy within seven days from the date of the notice.

**14. Show cause notice for all invigilators those who are violated the rules :** At the end of every internal and external examinations release the show cause notice to those who violated the examination rules.





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### **Standard Operating Procedure for University Examination**

The College is affiliated to University of Mumbai, the Under graduates (Final Year Examination) and Post graduation Examinations are conducted at University Level. The college is the centre for University Examinations. The college follows the guidelines provided by the university to conduct the examination.

#### **1. Examination Notification from University.**

- The university releases the exam schedule, which includes dates, times, and venues for various exams.
- One-month prior university releases the notification of Examination Centre for University Exams.
- The Exam Committee bring it to the notice of the principal and take the signature on it.
- Circulate it to all the departments and put it notice boards and Rahul education APP (ERP System)

#### **2. Rooms identification and intimation to All HODs & Incharges**

- Identify the examination halls on the number of students allotted to the college and intimate same to concern Coordinators.
- Intimate same to College Staff for necessary arrangements.
- Preparing and sending Supervision duty charts, Seating Arrangements to all the faculties.

#### **3. Xerox machines**

One week before the examinations, Xerox machines should be examined by the technician.

Keeping the stock of Printing papers.

Training the peons for the question paper printing.

#### **4. Room wise seating plan & arrangements**

Exam hall wise seating plan should be displayed beside the examination hall, examination cell notices boards and at security office near entrance.





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**Exam Invigilation:**

- Assign invigilators to each exam session to monitor and maintain exam integrity.
- Provide invigilators with clear instructions regarding their roles and responsibilities including verifying student identities, and enforcing exam rules.
- Conduct invigilator training sessions to ensure they are familiar with the exam procedures and understand their responsibilities.

**5. Exam Security:**

- Implement appropriate security measures to ensure the confidentiality and integrity of exam materials.
- Use sealed envelopes or secure online platforms for distributing and collecting exam papers.
- Maintain strict control over the storage, handling, and transportation of exam materials.
- Establish procedures for monitoring and preventing unauthorized access to exam materials and exam rooms.
- Implement measures to prevent cheating, such as prohibiting electronic devices, implementing plagiarism detection tools etc.

**6. Exam Conduction:**

- Ensure proper arrangements of invigilators and necessary staff.
- Set up exam rooms with required stationery, seating arrangements, and other logistics.
- Strictly adhere to the exam start and end times as per the schedule.
- Monitor exam proceedings, addressing any issues that may arise during the exam.

**7. Decrypt the question paper from MU Portal server:**

**Question paper is downloaded 30 minutes before the examination.**

- Creating the folders department wise
- Start the decryption process
- Enter the college password and university passwords
- After decryption take the required number of copies.





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Take the Chief Conductors Signature /Senior Supervisor's Signature on documents.  
File one set of question papers.

**8. Printing of Question papers & Arrangement of question papers Blockwise**

1. Question papers are to be printed in required numbers under the supervision of the examination in-charge.
2. Printed papers are to be sealed and kept in a safe locked almirah /cupboard/ room, accessible to only the principal.
3. Exam members will be given the responsibility of arranging Question Papers block wise in the Envelope.

**9. Bell timings**

- a. Warning bell 10 mins before commencement of examination.
- b. Bell to start examination at the time of scheduled time of examination.
- c. Mid time bell after completion of half examination period.
- d. Final bell for examination completion

**10. Distribution of question paper to all examination halls**

Examination representative has to collect all the examination halls question papers and hand over to the respective exam hall invigilators.

**11. Collection of answer scripts from invigilators :**

Department wise answer scripts collection from invigilators after the examination.

**12. Verification of Answer script by Examination Staff:**

The Examination Staff verifies the answer scripts, Supervision Reports, attendance sheets and take the signatures of the invigilator on required documents.

**13. Bundling & Sealing of Bundles:**





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Prepare the examination Answer script bundles as per regulations of University of Mumbai. On the top of every bundle write bundle no, Name, date and year of examination, college code in a bigger font and other required details. Take the signature of the Chief Conductor and Senior Supervisor on the space provided.

**14. Exam bundles Collection by University Personnel:**

After completion of every examination, packed bundles are collected by university dispatch department.

**15. Show cause notice for all invigilators those who are violated the rules**

Release show cause notice to all the invigilators those who are deviated the rules.

**16. Malpractice cases handling and preparation of reports by Unfair Means Committee (As per University of Mumbai Norms)**

During the examination if any malpractice cases are registered, strictly follow the unfair means guidelines of University of Mumbai (0.5050)

Unfair means Committee of the College get the unfair means form filled by the students in prescribed format.

Collect letter from the invigilator.

Prepare a report as per prescribed format and take the signatures and send it by post to the University after completion of all the examinations. Complete documentation must be done and records to be kept at secured place.

**SOP FOR PRACTICAL EXAMINATION**

1. Student batch allocation should be communicated through notice two weeks (15 days) priory.





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2. The Practical exam Time table (Batch-wise) must be shared 7 days before the conduction of exam.
3. Create batches of 25 students each in every subject.
4. The coordinators of department shall act as Centre Superintendents for the practical examinations to be conducted.
5. Notification of university examination with detailed time schedule will be issued from Exam Department in advance with request to appoint Observers, Invigilators, scrutineer, support staff (non-teaching) according to number of examinees.
6. To ensure availability of PCs and related paraphernalia
  - One PC, with CCTV for the confidential purpose of downloading question papers.
  - Printer.
  - PCs must be provided with secured internet.
7. Lab assistant should record and issue answer books, Attendance Sheets of the students appearing in practical examination and other exam related stationary.
8. Phone, smart watches, and other electronic devices are not allowed at the exam table or on the candidate. If the candidate does come to the exam with a phone, watch or other electronic devices, they must put it/them in their bag or alternatively, the proctor will keep it until the end of the exam.
9. **The Principal /Head** of the institute may take decision in respect of following cases, as deemed fit and appropriate, depending on severity/gravity of the case:
  - (i) Giving or receiving assistance in answering the question papers to or from any other candidate(s)/person(s) in the examination hall or outside during examination hours.
  - (ii) Possessing any paper, book, note or any other like material which has relevance to the syllabus of the examination paper concerned.
  - (iii) Possessing mobile/smart phone or any electronic gadget other than permissible calculator, even in a switch off mode, which can potentially be used for communication or copying.
10. The In charge of examination shall be personally responsible for the safe custody of Question papers, Answer books sent to him and shall render to the university's Examination office a complete account of used / unused items.





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11. The In charge of examination shall supervise work of the Invigilators working under him & conduct examination strictly according to instructions issued by university.
12. The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously, starting from the dates of conduct of exams/assessments.
13. If required, any change in the period during which the Practical Examinations/ Project/Internal Assessments shall be conducted during a particular session, has to be communicated to the concerned.
14. The Dept. shall maintain all records like dates of conduct of Examination/assessment, date wise no. of students in each batch and group, names of external examiners and other staff deployed for duty, examiner no./teacher-id and Bank account details of all examiners/staff etc.
15. After conduct of Practical/Project/Internal Assessment the answer books of the students are to be sent to the Regional Office. (If required)
16. In case the student is absent in the Practical Examination/Project/Internal Assessment etc. for the current session, the student is to be marked "Absent".

**SOP FOR THE SUPERVISOR**

1. Assignment of duties and alternate arrangements.
2. Appointing of standby and reserve supervisor to cater for emergency.
3. Receiving question paper and distributing it as per schedule of the exam.
4. Collecting answer scripts.
5. It is to be ensured that examiner completes all entries in practical answer books carefully and correctly.
6. Packing of return answer sheet dispatch and maintenance of necessary records including documents pertaining to the cap centre.
7. Initiate action on unfair means.
8. Check whether the PCS are formatted or not before conduction of any practical exam.
9. Attendance Sheets of the students appearing in practical examination must be carefully





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filled in the Performa.

10. To ensure that the whole process of practical examination is completed within the stipulated time.

**SOP FOR PAPER SETTER**

- As per the prescribed format assigned by University of Mumbai.

**SOP for External Examiner (University/ Collegiate Level)**

1. Concerned Staff on duty should report in the lab 45 minutes prior to the scheduled commencement of the examination.
2. You are neither allowed to prepone nor postpone the examination timings on any given day without prior permission of Controller of Examinations. (Esp. SEM V & VI)
3. The centre should download Blank Mark sheets from the University Portal and hand them over to the External Examiners for filling up of marks.
4. The external examiners shall assign the marks for practical course for which they are appointed. Different files (one for each examiner) with a rough mark-list bearing day-wise, session-wise and group-wise list of students must be kept ready.
5. Attendance sheets should be made day-wise and session-wise in the ascending order of the University Examination Seat numbers. The original attendance sheet should be sent to the university along with the answer books, and its photocopy should be preserved by the centre.
6. External Examiner must allow only those candidates whose journals are certified.
7. Candidates will take printout of their work done after completing the practical or after two hours of the commencement of the practical session, whichever is earlier.
8. The centre should ensure that the lab is completely formatted and fresh installation of all the software should be done.







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9. The project demonstration machines should be kept in the same lab where the practicals are being conducted but separate from the regular practical machines so that the project viva does not disturb other candidates.
10. Each of the project viva evaluations will be conducted for one candidate at a time and it would last for 10-15 minutes each.
11. Kindly make provision to send the used answer books and unused question slips to the Examination House of Mumbai University.
12. Letters pertaining to the Examination duty assigned (by University) to the respective External Examiners, must be issued to them for the days they have conducted examination.
13. The mark sheets have to be sealed and carried by the examiners along with them.
14. The examiners have to submit the Mark sheet and Attendance Report to the Chairman which will be forwarded to the University.

#### **Guidelines for Junior Supervisor**

1. Junior Supervisor must reach the Examination Department fifteen minutes before the Examination.
2. Junior Supervisor must sign the Supervision Duty Register, collect the Answer sheets, attendance sheets and other required material from the Examination Department.
3. Mobile Phones should not be used in the Examination Hall, Except for Examination Work.
4. Junior Supervisor must distribute the Answer sheets and instruct the students to fill their details correctly.
5. Junior Supervisor must survey the area to perceive abnormal activity.
6. Junior Supervisor must provide students with additional answer sheets upon request.
7. Exchange of pens, pencils, calculators, study material, etc. is not permitted.
8. If the Junior Supervisor reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the Junior Supervisor's declaration form.





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9. Any unfair means adopted by the students should be immediately inform to the Unfair Means Committee & Examination Committee.
10. Instructing the students to be ready with their answer sheets five Minutes before the completion of Examination.
11. Filling Supervisory Report (per course two) without any mistakes.
12. Filling Details of Present and Absent Students in Block Register Provided by the Peon.
13. Collecting the answer sheets and arranging them in chronological order before submission to Examination Committee.
14. Submission of Written as well as Blank Answer sheets along with other reports to the Examination Department for Verification before leaving.
15. Junior Supervisor must sign the supervisory report and other documents before leaving the Examination Department.

**Guidelines for College Level Assessment of Answer scripts and submission of marks**

1. Examination department will distribute the answer scripts for correction within one working days from after completion of examination.
2. Time period for completion of Assessment – 10 Calendar days for 90 answer scripts, 15 working days for 90 to 180, 20 calendar days for more than 180 answer scripts from the day of completion of the concerned examination
3. Evaluators must complete the assessment within the stipulated time allotted to them by examination department.
4. Evaluators must duly sign the register twice, once while collecting the papers and secondly at the time of submission.
5. Evaluators are not allowed to take any of the answer scripts out of the CAP Room or carry the scripts to their home.





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6. If the assessment is not completed on time delaying the results, then strict action will be taken against such faculties.
7. On completion of assessment evaluators must feed the marks in Marksheet template (soft copy) and hard copy and submit it to examination department, where moderation is required, moderators are invited and any changes after moderation will be considered final, notice for revaluation is circulated and students can apply for revaluation within seven days from the declaration of notice.
8. On finalisation of marks, the consolidated marksheet is prepared and verified by the coordinators and subject teachers. After these marks are feed in the exam software (VIVA) and final result is prepared.
9. Evaluators must not declare the marks obtained by the students before the official declaration of Result by the exam department.
10. Evaluators are responsible to fulfil their duties and follow the above guidelines to assist in the smooth functioning of the examination department.

#### **Guidelines for Students for Examination**

1. Students should Check their **Rahul Education App** for Examination Timetable.
2. All students must **reach Examination Block fifteen minutes before the start of the Examination.**
3. **Seating Arrangement** has been uploaded on **Rahul Education App** and also displayed on the college notice boards.
4. No students will be allowed after fifteen minutes (**15 Minutes**) of the commencement of the Examination.
5. Students must **maintain discipline** in the Examination Hall.
6. It is compulsory for all students to **carry their Hall Tickets /College Identity Cards.**
7. Students must keep their Hand bags outside the examination hall and the College takes no responsibility for the loss or damage of such belongings.
8. Students must carry their own water Bottles.
9. Students must carry their own stationery.





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10. No Washroom breaks will be given during the examination.
11. College has authority to take action **against the students found indulge in any unfair Practices during Examination as per the Mumbai university norms.**
12. Check Block Number carefully.
13. No Cell Phones are allowed in Examination Hall.
14. **Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted** into the examination hall unless specified in advance by the examiner.
15. **Smart Watches are strictly prohibited.**
16. **The students are not allowed to. bring any eatable item inside the examination hall.**
17. The Junior Supervisor distributes question paper & answer sheets among students. No other paper than that shall be used. **An examination written on other paper will be considered invalid.**
18. During ongoing examination students **are not allowed to take the examination paper outside the examination hall.** After the examination, the student should personally submit his/her examination answer sheet to the invigilator. - Even a blanked answer sheet shall be handed-in to the invigilator. - Each answer sheet should contain details of the student's Class and Roll Number.
19. The students must ensure before **they leave the examination hall that they have signed the attendance sheet.**
20. **The students (PWD/ other medical problems) will be given benefits as per university of Mumbai Norms only subject to prior permission from the Concerned Authority.**





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**STANDARD OPERATING PROCEDURE**

**TRAINING AND PLACEMENT CELL**

<b>Training and Placement Cell</b>	
<b>Sr. No.</b>	<b>CONTENT</b>
1	SOP of T&P Cell
2	SOP of T&P Committee
3	Role / Duties of President / VP
4	SOP of T&P Advisory Board
5	SOP of Campus Placement Procedure for students
6	SOP of Campus Placement Procedure for Industries





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**1. SOP of T&P Cell**

The Training and Placement (T&P) Cell's Standard Operating Procedure (SOP) details the steps that student and the T&P cell staff must take in order to conduct campus recruitments.

- At the beginning of the final year, students from each institute should sign up for placement through their respective departmental coordinators. Within a month, the department coordinator will send the data collection to the T&P officer.
- The **T&P Cell** coordinator will arrange department-specific training based on the results of skill assessments given to all enrolled students. The following instruction is required:
  - Group discussion (GD) and mock interviews; • Technical skills; and • Communication and soft skills.
- Following training, students will undergo another assessment to see where their aptitude needs to be strengthened.
- To offer information to recruitment businesses, T&P officer and department coordinator shall develop the placement brochure, advertising materials, and placement activities information.
- **T&P Cell** coordinator will contact different businesses, invite them to campus recruitment events, and plan placement drives.
- A student database in the proper format must be shared with companies who are interested.
- Dates for campus recruitment will be announced on days that work best for both parties.
- **T&P Cell** and Department coordinators will alert students three days in ahead of a company's recruitment visit.
- The relevant institute must make all essential preparations one day prior to the scheduled campus recruiting.
- Students will be informed of the results after the company's hiring procedure is complete.
- The **T&P Cell** will need to receive a hard copy of the company offer letter from the students.
- The **T&P Cell** will receive the internship offer letter from the employer and the internship request form from the students who were chosen for internships.





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**2.SOP of T&P Committee**

Standard Operating Procedure (SOP) of College Training and Placement Committee

Introduction: The Training and Placement Committee (TPC) plays a crucial role in facilitating the career development and employment opportunities for students in the college. The SOP outlines the guidelines and procedures to be followed by the TPC to ensure effective functioning and successful placement of students.

• **Committee Formation:**

- a. The TPC is formed with representatives from faculty members, placement officers, and student coordinators.
- b. The committee is headed by a designated faculty member who acts as the TPC coordinator.

- **Objective:** The primary objective of the TPC is to provide career guidance, training, and placement assistance to students, enabling them to secure suitable employment opportunities.

• **Activities:**

**a. Preparing Placement Calendar:**

- i. The TPC creates a placement calendar that includes timelines for various activities such as training sessions, resume building workshops, mock interviews, and placement drives.
- ii. The calendar is shared with students, faculty members, and recruiters to ensure everyone is aware of the upcoming events.

**b. Industry Interaction:**

- i. The TPC establishes and maintains strong relationships with various industries, corporate entities, and alumni networks to facilitate placements.





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ii. Regular interaction with industry professionals, guest lectures, and industry visits are organized to bridge the gap between academia and industry requirements.

**c. Career Counselling:**

i. The TPC conducts career counselling sessions to assist students in identifying their career goals, understanding industry trends, and choosing suitable career paths.

ii. Individual counselling is provided to address specific concerns and queries of students regarding placements and career choices.

**d. Training Programs:**

i. The TPC organizes various training programs to enhance the employability skills of students, including workshops on resume writing, interview skills, group discussions, and aptitude tests.

ii. Collaborations with professional trainers, external agencies, and alumni are sought to provide comprehensive and diverse training opportunities.

**e. Placement Drives:**

i. The TPC coordinates with recruiters to schedule and organize on-campus and off-campus placement drives.

ii. Job announcements, eligibility criteria, and registration processes are communicated to students well in advance.

iii. The TPC assists in the logistics, venue arrangement, and infrastructure required for conducting placement drives.

**f. Resume Shortlisting:**

i. The TPC receives and scrutinizes student resumes to shortlist candidates for further evaluation by recruiters.

ii. Resumes are evaluated based on academic performance, skills, internships, and other relevant factors.







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**g. Mock Interviews:**

- i. The TPC conducts mock interview sessions to familiarize students with the interview process and provide feedback on their performance.
- ii. Experienced professionals, faculty members, and alumni are invited to conduct mock interviews and share their insights.

**h. Placement Results and Feedback:**

- i. The TPC maintains records of placement results, including the number of students placed, companies visited, and salary packages offered.
- ii. Feedback is collected from both students and recruiters to assess the effectiveness of the placement process and identify areas for improvement.

**Documentation and Record Keeping:** The TPC maintains proper documentation and records related to placements, including student profiles, resumes, placement statistics, and feedback received from recruiters and students.

**Review and Continuous Improvement:** The TPC periodically reviews its processes, activities, and outcomes to identify areas for improvement and implement necessary changes. Feedback from stakeholders is actively sought and incorporated to enhance the effectiveness of the placement process.

**Ethical Practices:** The TPC adheres to ethical practices and ensures fairness, transparency, and equal opportunities for all students during the placement process.

**Communication and Collaboration:** The TPC maintains open lines of communication with students, faculty members, recruiters, and alumni through various channels such as emails,





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**3.Role/Duties of President**

Standard Operating Procedure (SOP) for Training and Placement Cell President:

**Orientation:**

- a) Familiarize yourself with the role and responsibilities of the Training and Placement Cell President.
- b) Understand the goals, objectives, and policies of the institution regarding training and placement activities.

**Team Building:**

- a) Identify the members of your team, including coordinators and volunteers, and their respective roles.
- b) Conduct a meeting with the team to discuss their responsibilities, expectations, and establish effective communication channels.
- c) Encourage teamwork, collaboration, and a positive work environment.

**Planning and Execution:**

- a) Develop a strategic plan for the training and placement activities throughout the academic year.
- b) Collaborate with faculty members, industry professionals, and alumni to understand industry trends and requirements.
- c) Organize workshops, seminars, and training sessions to enhance the skills of the students.
- d) Coordinate with companies and invite them for campus placements.
- e) Ensure proper scheduling and coordination of recruitment drives, interviews, and pre-placement talks.
- f) Maintain a database of participating companies, their requirements, and student profiles.





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**Student Development:**

- a) Implement programs to enhance the employability skills of students, such as resume writing workshops, mock interviews, and personality development sessions.
- b) Facilitate internships, industrial visits, and industry-academia interactions to provide practical exposure to students.
- c) Organize career counselling sessions to guide students in choosing the right career path.

**Alumni Engagement:**

- a) Maintain a strong network of alumni and leverage their expertise and connections for internships, placements, and mentorship programs.
- b) Organize alumni meets, guest lectures, and panel discussions to provide students with insights into industry trends and career opportunities.

**Documentation and Reporting:**

- a) Maintain records of student placements, including job offers, salary packages, and company feedback.
- b) Prepare reports and presentations on the training and placement activities, including achievements, challenges, and future plans, to be shared with the institution's management and stakeholders.

**Evaluation and Continuous Improvement:**

- a) Monitor the effectiveness of training and placement programs through feedback from students, recruiters, and faculty members.
- b) Conduct regular meetings with the team to review progress, identify areas for improvement, and implement necessary changes.
- c) Stay updated with the latest industry trends, emerging technologies, and changes in recruitment processes to align the training and placement activities accordingly.





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**4.SOP of T&P Advisory Board**

Standard Operating Procedure (SOP) of Training and Placement Cell Advisory Board

**Purpose:**

The purpose of the Training and Placement Cell Advisory Board is to provide guidance, support, and expertise to the Training and Placement Cell of an educational institution. The Advisory Board ensures the effective functioning of the Training and Placement Cell and assists in enhancing the placement opportunities for students.

**Composition:** The Training and Placement Cell Advisory Board consists of members from various backgrounds, including industry professionals, alumni, faculty members, and senior administrators. The composition may vary depending on the institution's requirements, but it typically includes the following:

- a) A senior administrator from the institution.
- b) Industry Experts: Professionals from different industries relevant to the institution's academic programs.
- c) Alumni Representatives: Graduates of the institution who have achieved success in their respective fields.
- d) Faculty Members: Experienced faculty members from relevant departments.
- e) Student Representatives: Students nominated by the institution to provide a student perspective.

**Roles and Responsibilities:**

The Advisory Board's primary roles and responsibilities include:

- a. Guidance and Strategic Planning: Provide guidance and strategic direction to the Training and Placement Cell in aligning its activities with industry trends, market demands, and students' aspirations.





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- b. Industry Linkages: Assist in establishing and strengthening relationships with industries and organizations to enhance placement opportunities for students.
- c. Curriculum Alignment: Advise on aligning the curriculum with industry requirements and recommend changes or additions to ensure students' employability.
- d. Skill Development Initiatives: Suggest and support skill development programs, workshops, seminars, and other activities to enhance students' employability skills.
- e. Internship and Training Programs: Provide inputs on designing and implementing internship and training programs to bridge the gap between academia and industry.
- f. Alumni Engagement: Facilitate alumni interactions and collaborations for mentoring, internships, and placements.
- g. Placement Policies and Procedures: Review and provide feedback on placement policies, procedures, and best practices.
- h. Monitoring and Evaluation: Monitor the effectiveness of the Training and Placement Cell's activities, assess outcomes, and recommend improvements.

**Meetings and Reporting:**

The Advisory Board meets at regular intervals, determined by the institution, to discuss pertinent matters and make recommendations. The meetings may be held quarterly, biannually, or annually, depending on the requirements. The Chairperson of the Advisory Board presides over the meetings and ensures effective communication among the members.

After each meeting, the Advisory Board prepares minutes, documenting the key discussions, decisions, and action points. These minutes are shared with the Training and Placement Cell and relevant stakeholders for implementation. Additionally, the Advisory Board prepares an annual report summarizing its activities, recommendations, and outcomes achieved during the year.





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**Review and Renewal:**

The Training and Placement Cell Advisory Board's composition, roles, and responsibilities are periodically reviewed to ensure its effectiveness. If required, changes are made to the composition of the board members to accommodate evolving needs. The SOP itself is reviewed and updated as necessary to reflect any modifications in the board's functioning.

By following this SOP, the Training and Placement Cell Advisory Board can provide valuable guidance, expertise, and support to the Training and Placement Cell, ultimately enhancing the employability and placement prospects of the institution's students.





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**5.SOP of Campus Placement Procedure for Students**

**Objective:**

The objective of this SOP is to outline the step-by-step process for conducting training and placement campus recruitment activities for students. The aim is to facilitate successful placement of students in reputed organizations by ensuring a streamlined and efficient recruitment process.

**Preparing for Recruitment:**

- a. Formation of Placement Committee: Establish a dedicated placement committee comprising faculty members, placement officers, and student representatives. Assign specific roles and responsibilities to each member.
- b. Industry Interaction: Foster strong relationships with industries through guest lectures, industrial visits, and internships. Engage with potential recruiters to understand their requirements and expectations.
- c. Student Preparation: Conduct pre-placement training programs to enhance students' skills and employability. Offer training sessions on resume writing, interview skills, aptitude tests, group discussions, and technical knowledge.
- d. Documentation and Database: Maintain an updated database of eligible students, including their academic records, resumes, and other relevant information. Ensure confidentiality and data privacy.

**Pre-Recruitment Activities:**

- a. Campus Placement Calendar: Develop a placement calendar that includes recruitment drives, pre-placement talks, tests, interviews, and final offers. Share this calendar with students and recruiters well in advance.





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- b. **Company Invitations:** Invite prospective companies to participate in the recruitment process. Provide them with details about the institute, the student profile, and the facilities available for the recruitment drive.
- c. **Pre-Placement Talks (PPTs):** Arrange interactive sessions where company representatives can address students and provide insights about their organization, job roles, and career opportunities. Schedule these talks before the recruitment process begins.
- d. **Company Registration and Selection:** Once companies express their interest, request them to register for the recruitment process. Screen and shortlist companies based on student preferences, job profiles, and the reputation of the organization.

**Recruitment Process:**

- a. **Registration and Eligibility:** Establish an online registration portal for students to enroll in the recruitment process. Verify their eligibility criteria based on academic performance, required skill sets, and other specified requirements.
- b. **Admit Cards and Communication:** Generate and distribute admit cards to eligible students. Inform them about the recruitment process, interview dates, venues, and any additional instructions via email or other communication channels.
- c. **Written Tests:** Conduct written tests, including aptitude tests, technical tests, and other assessments as per the requirements of the participating companies. Ensure proper invigilation, fairness, and transparency in the evaluation process.
- d. **Group Discussions (GD):** Shortlisted candidates from the written tests should participate in group discussion rounds. Assign topics related to current affairs, industry trends, or general awareness. Evaluate students based on their communication skills, leadership qualities, and logical thinking.







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- e. **Personal Interviews:** Based on performance in the written test and group discussion, shortlist candidates for personal interviews. Conduct technical and HR interviews to assess candidates' technical knowledge, problem-solving skills, and suitability for the job role.
- f. **Final Selection and Offers:** Prepare the final list of selected candidates based on their overall performance. Communicate the results to both students and recruiters. Facilitate the process of offer acceptance and joining formalities.

**Post-Recruitment Activities:**

- a. **Feedback Collection:** Seek feedback from both students and recruiters to evaluate the effectiveness of the recruitment process. Analyze the feedback and make necessary improvements for future placements.
- b. **Placement Records and Reporting:** Maintain accurate records of placement statistics, including the number of students placed, companies visited, job profiles, and salary details. Share this information with relevant stakeholders, such as the institute management, students, and recruiters.
- c. **Alumni Engagement:** Stay connected with placed students and encourage them to participate in alumni interactions, mentoring programs, and industry interface activities. Leverage their experiences to enhance





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**6.SOP of Campus Placement Procedure for Industries**

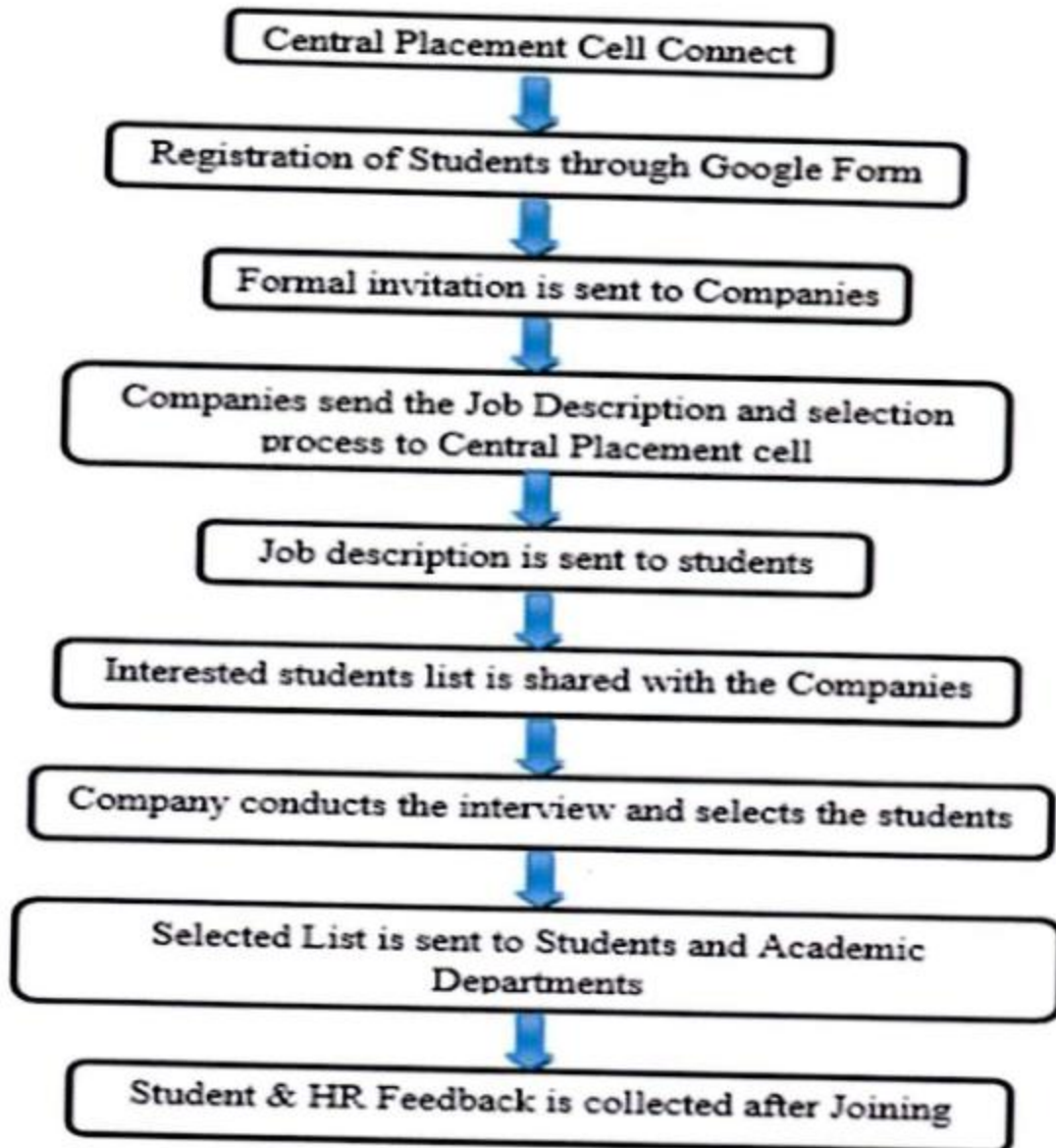
1. The Central Placement Cell invites potential businesses/industries to engage in campus recruitment at the University throughout each academic year and provides them with all necessary information.
2. Information about the specific final-year students who choose placement will be forwarded to the firm or organisation in question, in accordance with their requirements, together with a preliminary date for the campus interviews that is convenient for all parties.
3. The business/organization may confirm the date or work with the Coordinator-Central Placement Cell to find a time that works for both parties. The organisations will have the opportunity to use campus recruitment to fill positions at the university's constituent colleges, institutions, schools, and departments.
4. On the day of campus recruitment, a pre-placement discussion (PPT) will be scheduled upon confirmation from the organisations. The business will interview candidates before testing them or having group discussions. If necessary, telephone or video conference interviews can be scheduled.
5. After interviewing the students who made the final cut, the organisation will disclose the findings as soon as possible—preferably the same day—after the selection process is complete. The University and the students will favour companies with prompt results announcements for early campus interview dates throughout the upcoming academic year.





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**Standard Operating Procedure for Computer / Computer Labs**

Computers are the books and work-books of the present digital generation. However, since they are also machines, they are to be treated with care. In the first place, basic knowledge of operating on a computer is necessary. It is necessary to maintain the computers in good condition and protecting them from dust and undue clutter is one way of ensuring their longevity.

The prime **objectives** of having computers in the institution are:

1. To provide technical aid to teaching-learning process
2. To bring about faster dissemination of knowledge
3. To ease communication
4. To bring about better and more efficient processes of writing in the forms of notes, answers, reports, minutes, etc.

**Systems and Procedures:**

1. The students are to access the computers only for academic purposes.
2. However, they may be accessed for any work related to college programmes or any other work related to student programmes, with the permission of the Principal.
3. The students shall not use the computer-rooms for any purpose other than those stated above.
4. Silence is to be maintained in the computer-rooms.
5. Students shall not litter the computer rooms.
6. If any student causes damage to any property or to any part of any machine in the computer room, the student will have to make good the damage and restore it to its former condition.
7. Compute-rooms shall be accessible to students only during those classes that require the use of computers. However, the computers in the library shall remain open during library hours.





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## PROCEDURES FOR MAINTAINING AND UTILIZING COMPUTER LABS

### 1. Lab Incharges

- Each lab will have one lab assistant.
- Lab hardware and software functions are strictly inspected by lab assistants before the commencement of practical classes and examinations.
- Lab incharges are responsible for assisting students with gaining access to software, exiting, printing and saving.
- Log books, maintenance of hardware and software registers are maintained by the lab assistants.

### 2. Admission into Computer Labs

- Currently-enrolled students in academic programs are allowed to use the computer labs. Students who have class-related assignments will be given first priority to use the computers in the labs. Unique Mail-ID /login ID with the institution domain name will be given to the students on their admission.
- All others desiring the use of Computer Labs should direct requests to the appropriate Lab Assistants.
- Faculty/staff will be provided access to the Computer Labs.
- Individual system number will be allocated to the students in their respective class schedule.

### 3. Operating Hours

- Computer Labs will be open on all working days from 7.00am to 5pm.





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- Early closings during exams or any other maintenance work will be posted in advance in the individual labs..
- Log book is maintained in each lab to record the student / faculty entry & exit time in the lab.

#### **4. Lab Reservations**

Computer Labs can be reserved for the orientations, workshops, and demonstrations one week in advance by the respective department based on the availability in the regular lab schedule.

Reservation requests by persons outside the college will be considered at the discretion of the principal.

#### **5. Reporting Problems**

Minor problems with hardware or software may reported to the Lab Assistant immediately so that they can be immediately rectified.

Complaints Register is maintained in each lab. The students and faculty can register system problems in the complaint register.

Any repair beyond the scope of the lab assistants, external agencies are called through the IT Department of the Trust. For any software/ hardware up gradation, the request will be sent to the IT department forwarded by the Principal.

Computers labs are equipped and Air Conditioners that are also subject to regular maintenance and sometimes further servicing and repairing.





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### 6. Do's & Don'ts

Cell phones and other electronic devices should be turned on silent or off mode before entering a Computer Lab.

Students may not unplug or disconnect any equipment to provide laptops with power, network connectivity, or other such resources.

Students are not allowed to download any software. Downloading or displaying obscene material, copyright infringements, and the transmittal of viruses will be subjected to disciplinary action.

Printing is limited to college-related works.

### 7. Policy Abuse

Lab In charges have the authority to restrict lab access from any patron who abuses the Computer Lab procedures.

**Mr. Pradeep Nautiyal** - System Manager

**Mr. Yogendra Singh** - Hardware Technician  
Computer Department

Shree L.R. Tiwari College of Law.

