



# **INSTITUTE OF AERONAUTICAL ENGINEERING**

(Autonomous)

Dundigal-500043, Hyderabad

## **STANDARD OPERATING PROCEDURE**

Standard Operating Procedure (SOP) is a document describes the regularly recurring operations to ensure that are carried out correctly (quality) and always in the same manner (consistency).

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# IARE

INSTITUTE OF  
AERONAUTICAL ENGINEERING

## STANDARD OPERATING PROCEDURE FOR ADMISSION PROCESS

# 1 STANDARD OPERATING PROCEDURE FOR ADMISSION PROCESS

**Objective:** To elaborate the procedure for student admission

**Responsibility:**

- All the Head of the departments
- Admissions section

**Procedure:**

S. No	Activities	Responsibility
1.	Selection of faculty members to be put in charge of the admission process	Principal, HoDs
2.	Facilitating Admission	Admissions section
3.	Scrutiny of documents for admission and registration process as per the eligibility criteria.	Admissions section
4.	Admission through counselling and Collection of copies of relevant certificate and payment of fees.	Admissions section and department wise faculty coordinator
5.	Collection of data from enrolled students for printing student Identity card.	Admissions section, System Administrator and ICT incharge
6.	Intimation of orientation program for students.	Head of the department

Documents to be checked at the time of Admission-by-Admission section:

1. Admission Form (Online)
2. Bank Challan
3. EAMCET seat allotment order issued by Convener
4. Joining Report issued by Convener
5. EAMCET Rank Card
6. EAMCET Hall Ticket
7. SSC or equivalent
8. Inter or Equivalent Certificates
9. Study Certificates (VI to XII)
10. Transfer Certificate
11. Conduct Certificate
12. Caste Certificate
13. Income Certificate (in case of fee exempted students)
14. Proof of residential address
  - (a) Aadhar Card/ Pan Card
  - (b) Gas Connection Bill

- (c) Telephone Bill
- (d) Voter ID
- 15. Extra-Curricular Activities Certificate(s) if any
- 16. Medical Fitness Certificate along with Blood group
- 17. Migration Certificate for students from other States (Mandatory)
- 18. Latest Color passport size photo
- 19. Undertaking forms for
  - (a) Anti-Ragging
  - (b) Academic Regulations UG20
  - (c) Address for correspondence slip



# IARE

INSTITUTE OF  
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## STANDARD OPERATING PROCEDURE FOR ACADEMIC AND ADMINISTRATIVE BODIES



## 2 STANDARD OPERATING PROCEDURE FOR ACADEMIC & ADMINISTRATIVE BODIES

The organization has a well-structured administrative setup with Governing Body as the highest decision-making along with other functional bodies and committees.

### 2.1 Governing Body

A group of intellectuals from industry and academia constitute the Governing Body. The body meets twice in a year to discuss various issues and aspects related to the development of the college. Major decisions which include considering and approving the institution strategic plans to achieve the goals of the institute, are taken by these members.

#### **Functions and Responsibilities:**

Governing Council shall have powers to function subject to the existing provision in the bye-laws of Maruthi Educational Society and rules lay down by the state government / affiliated university.

#### **The following are the functions of Governing Council:**

- Evolves the Vision, Mission and Objectives of the institute and ensures that they are achieved
- Ensures total Academic and Administrative Autonomies for achieving Short Term and Long term objectives of the Institute.
- Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation Policy and Patent Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Council.
- Approves new programs of study leading to degree.
- Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management
- All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.
- It administers the physical resources of the Institute.
- Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations.
- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HOD and other Officers of the Institute in all matters of fundamental concern.
- Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC
- Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and ABET etc.)
- Monitors on the effective functioning of different institute – level non statutory committees of the institute
- Encourages and gives directions to apply for funds from different funding agencies

### 2.2 Academic Council

Academic Council has been constituted with the Principal as the Chairman, three members from the University, four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. nominated by Governing Body, all Heads of Departments, Four Senior Faculty of the College and a Member Secretary.

Academic Council is the principal academic body of this Autonomous Institute. It is responsible for

laying down, regulating, and maintaining the standards of instruction, education and examination within the Institute. It has the right to advise the Governing Body on all academic matters.

#### **Functions and Responsibilities:**

- To promote the overall academic affairs of the institute.
- To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards
- To consider matters of academic interest either on its own initiatives or at the insistence of the governing council and take proper action there on.
- To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus and evaluation methods.
- To introduce value added courses/ certificate courses which are required to meet industry needs
- To prescribe courses of study leading to undergraduate and post graduate degree of the institute
- To develop the regulations for student's admission based on government policies.
- To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university
- To maintain proper standards of the examination
- To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels
- To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
- To prescribe measures for departmental coordination
- Ratifies and resolves the minutes of Board of Studies

To make recommendations to the governing council for the following:

- Inception of new courses
- Initiate measures for improvements of standards of teaching, training and research
- Institution of fellowships, travelling fellowships, scholarships, medals, prizes etc.
- Establishment or discontinuation of courses / centers and formulate by laws guiding the academic functioning of the institute admissions and examinations.

### **2.3 Board of Studies**

Each Department has its own Board of Studies which consists of:

- Head of the department concerned (Chairman)
- The entire faculty of each specialization
- Two experts in the subject from outside the college to be nominated by the Academic Council
- One expert to be nominated by the vice-chancellor of affiliating university
- One representative from industry/corporate sector/allied area relating to placement
- One postgraduate meritorious alumnus

#### **Functions and Responsibilities:**

- To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department
- Design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department
- Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional / global developmental needs.
- Approve the curriculum and its structure for all the programs of the department.
- Advises innovative pedagogical methods teaching and evaluation methods
- Suggest panel of names to the academic council for appointment of examiners
- Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute.

To make recommendations to the Academic Council for the following:

- Starting of new courses
- Initiate measures for improvements of standards of teaching, Training and research

## 2.4 Finance Committee

The committee focuses on examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made. The committee also examines the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to Governing Body and Governing Council for further action.

### **Functions and Responsibilities:**

The following are the functions and Responsibilities of Finance Committee:

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.
- Estimates the income from fees and other sources.
- Estimates the fund received from DST/UGC/AICTE/any other funding agency.
- Prepares plan of expenditure for running of the institution on day-to-day basis.
- Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.
- Proposes the budget for the financial year for the departments and the institute.
- To consider audited accounts of the Institute and submits the audited accounts to GC.

To make recommendations to the Governing Council for the following to:

- Advise the Governing Council on all financial matters.
- To scrutinize the budget submitted by the different departments and monitor the utilization of department budget.
- Propose the budget for the financial year for the departments and institute.
- Consider and submit the audited accounts.

## 2.5 Research Advisory Board

### **Functions and Responsibilities:**

- Identifying the funding agencies
- Finalize thrust areas for institutional R&D projects
- Identifying the research projects
- Review the progress of the research projects
- Review of new / existing Center for Excellence in the Institute
- Efforts looking for additional resources for research infrastructure
- Contributing towards the development of curriculum.
- Recognizing recent trends in science and technology
- Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.

## 2.6 Internal Quality Assurance Center (IQAC)

### Functions and Responsibilities:

- Dissemination of information on various quality parameters of higher education.
- Facilitating the creation of a learner-centric environment.
- Development and application of quality benchmarks / parameters for all the academic and administrative activities of the institution.
- Acting as a nodal agency of the Institution for coordinating quality- related activities
- Development of quality concerned culture in the institute.

## 2.7 Staff Selection Committee

### Functions and Responsibilities:

- Properly scrutinize and short list the applications as per the requirements
- Conduct the interviews and rank the applicants as per the interview scores
- Make final list of selected candidates and recommend for the approval.
- Select qualified, meritorious, talented and efficient faculty.
- Responsible for appointment of technical, administrative and other staff.

## 2.8 Examination Committee

### Functions and Responsibilities:

- Preparing academic calendar which includes all the academic related activities.
- Conducting the Continuous Internal Examinations (CIE) and Semester End Examinations (SEE).
- Processing and publishing results in time.
- Issuing certificates such as Grade Sheet, Consolidated Statements of Grade, Provisional Certificate and Transcripts.
- Sending a list of successful candidates with their Cumulative Grade Point Average (CGPA) to the Jawaharlal Nehru Technological University Hyderabad, Hyderabad for issuing Original Degree Certificate.

## 2.9 Departmental Advisory members (DAB)

### Functions and Responsibilities:

The Departmental Advisory Board (DAB) has been framed with the objective of remaining up to date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible. The DAB is composed of members from eminent institutions as well as members from industry, alumni and members of faculty of the department.

### Roles and Responsibilities

- The Committee interacts and maintains liaison with key stakeholders.
- Monitor the report of the DAB and progress of the program.
- Develop and recommend new or revised goals and objectives of the program.
- Review and analyses on the gap between curriculum and Industry requirement and gives necessary feedback or advice actions.
- Monitoring of Course plan and delivery.
- Verification of Faculty Dairy including Attendance Entry, Internal and AAT Marks, Syllabus Coverage, Identification of Slow Learners and above average performers and necessary actions.
- Submission of report to the IQAC in the prescribed format

## 2.10 Department Development Committee

The departmental academic committee is responsible for smooth functioning and monitoring of all academic activities.

### Composition

- Head of the department - Convenor
- Three to Five senior faculty members in the department nominated by HOD – Members

Members to the DAC (UG and PG) will be opted covering each specialization of the department. In very small departments one or more faculty members of other departments may be opted by the HOD with approval of Dean of Academic. One or more external members may be opted by the Convenor, DAC on specific occasions such as making the syllabus for new courses, updating / modifying of present syllabus etc. The tenure of the departmental academic committee shall be two years. The composition of the DAC shall need approval of the Principal.

### Functionalities of DAC

- Decide the course structure, detailed syllabus, value added course, professional and open electives, mandatory courses and MOOC courses offered by the department.
- Assign teaching duties to the faculty and to make the facilities available for quality of teaching.
- Allocation of faculty mentors to the new batch of students admitted.
- Review the cases of slow / weak students and decide appropriate action in advance in coordination with faculty mentors.
- Monitoring continuously by the student's performance and take necessary actions.
- Guide faculty members towards ensuing continuous evaluation.
- Ensuring discipline among students.
- Facilitating and supervising the co-curricular and extracurricular activities of the students.
- Decide award of medals and prizes wherever available based on departmental merit or activities.

The DAC will meet as often as necessary. Faculty mentors and other members of the faculty may be invited to meetings when necessary. The DAC will seek and review the reports of all course handling faculty and faculty mentors and submit its reports to HOD for remedial action if so needed. The DAC's recommendations may, if situation so demands to be discussed and amended by a meeting of the total faculty in a department.

## 2.11 Research Incentives and Review Committee

### Functions and Responsibilities:

- Reviews the faculty publications
- Recommends the incentives for all those papers published in the peer reviewed journals
- Suggests the faculty for further work

## 2.12 Library and Information Resource Centre Committee

### Functions and Responsibilities:

- Collecting the requirements of the text books, reference books,
- journals and ensuring adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration.
- Conducting annual stock verification

## 2.13 Grievance Redressal Committee(Staff and Student) and Faculty / Staff

### Functions and Responsibilities:

- Grievance Redress and Monitoring System (GRAMS) is an online platform available to the stakeholders to lodge their grievances to Grievance Officer on any subject related to service delivery.
- The status of the grievance filed in GRAMS can be tracked with the unique registration ID provided at the time of registration of the complainant. GRAMS also provides appeal facility, if they are not satisfied with the resolution by the Grievance Officer. After closure of grievance if the complainant is not satisfied with the resolution, he/she can provide feedback to the PrinScipal. If you have not got a satisfactory redress of your grievance within a reasonable period of time, you may seek help of Principal.
- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Ensures that the grievances are resolved on time impartially and confidentially.
- The committee focuses on the holistic staff development, executes and monitors all the activities in regard to the staff development. It conducts training, seminars/workshop & supports activities related to continuing education.

## 2.14 Anti-Ragging Committee

- Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgment wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database.
- An Institute Anti-Ragging Committee has been constituted on 11 November 2014.
- Complying with the directives of the Hon'ble Supreme Court of India (vide its order dated 16 May 2007) and AICTE Notification dated 25 March 2009 (issued vide F. No. 37-3/Legal/AICTE/2009), an Anti-Ragging Committee is formed for overseeing the implementation of the provisions of the Anti-Ragging verdict.
- It shall be the responsibility of the Anti Ragging Committee to ensure compliance with the provisions of UGC Regulations on Curbing of Menace of Ragging in Higher Educational Institutions 2009, as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti- Ragging Squads detailed for prevention of ragging in the Institutions.
- The Committee will monitor the measures taken by the Institute for prevention of ragging and suggest appropriate actions/punishments against individuals indulged in ragging.

### Functions:

- To secure almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.
- To take precautions to avoid ragging activities at other locations like bus stops and give instructions to appoint student volunteers & secret informers at various boarding points.
- To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- To associate with Grievances & Redressal committee and help in anti-ragging activities.
- To conduct awareness programs on Anti - Ragging in the form of meetings and PPTs to the senior students, faculty & non-college personnel.
- To conduct meeting whenever required and discuss relevant issues, intimating the Director.
- Complaints can be sent to [antiragging@iare.ac.in](mailto:antiragging@iare.ac.in)

## 2.15 Women Cell

### Functions and Responsibilities:

- Eve teasing incidents in the campus and the institute buses.
- Inappropriate behavior towards women staff.
- Improper treatment of girl students
- Passing of unaesthetic and provocative comments and messages.
- Equips the female students, faculty and staff members with the knowledge of their legal rights.
- Safeguards the rights of female students, faculty and staff members.
- Provides a platform for listening to complaints and redressal of grievances

## 2.16 Disciplinary Committee

Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises.

### Functions and Responsibilities:

- To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Every day's cumulative attendance of the student should be sent to the parent's mobile as SMS.
- To attend all counseling sessions convened by the mentors and should feel free to explain their academic/ personal/ career difficulties and seek solutions
- To note that any violence in the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period.
- To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
- To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
- To conduct meeting whenever required and discuss relevant issues.

## 2.17 Extra Curricular & Co-Curricular Committee

### Functions and Responsibilities:

The committee promotes and arranges extracurricular activities to bring out the talents of students in performing arts. It is responsible for all intra and inter collegiate cultural events in the institute as per the tentative dates included in the academic calendar. The Convener of the committee shall conduct meeting to discuss and delegate tasks.

The committee shall plan for creating the infrastructural facilities

- Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities
- The committee is responsible for:
  - o Event planning
  - o Scheduling the events
  - o Budget planning
  - o Ensuring maximum possible participation
  - o coordinating the student activities

## 2.18 Sports Committee

### Functions and Responsibilities:

- To plan, conduct all sports in the institute including competitions
- Train the students for inter college and inter university, state and national level competitions



- Monitor and maintain the discipline in student players
- Up keep of all play grounds, sports equipment,
- Scheduling all the related activities without effecting the class/Lab work, examination schedules
- Give System of development of sports and extra-curricular activities
- Plan for all the infrastructural facilities required as per norms through Professor In charge resources
- Plan and monitor the maintenance of all the infrastructural facilities related to sports and games
- Organize Inter collegiate tournaments and also organize annual sports fest.

## 2.19 Placement and Training Committee

Institute has a dedicated placement and training officer who actively encourage students to gain relevant work experience through a summer or full semester internship or semester – Long Placement. It also provides guidance to help, prepare you for the rigorous recruitment and selection procedures used by employers. Students with relevant training provided by Careers and Employability Center (CEC) tend to fare much better in the campus recruitment process as they can demonstrate greater skills, competencies, strengths and experiences.

PAT believes in combining the three facets that together spell success - Ability, Motivation and Attitude.

### Responsibilities:

- To facilitate, co-ordinate and administer training programs.
- To prepare annual calendar for training, up gradation of skills.
- Enhancing placement segment by arranging FDPs, Seminars, workshops and Internship programmes.
- Creating a stand-alone facility for placements, specialized in making MOU with industries.
- Creating SOP and policies for placement and training.
- Networking with major employees in companies and relationship building.
- Creating database for companies and students.
- To coordinate with other engineering colleges and educational institutions for resource sharing in the field of training needs.
- Assist, guide and support HR Practices and participate in CII, NHRD and HMA Conferences / Seminars to promote HR Practices.
- To be a wonderful counsellor and coordinator.

## 2.20 Alumni Coordination Committee

IARE has produced engineers working for government organizations besides producing efficient software engineers, hardware engineers, entrepreneurs, artists, writers, managers who have a wealth of knowledge and experience. The Alumni Meet brings all these outstanding people together on a single platform. The institute intends to stay in touch with its alumni continuously, to help them in their various endeavors, and to enable them to connect to and stay in touch with their batch mates, their seniors, their juniors, and current students. The former students of IARE have been placed in various reputed companies and they set a good example for the students who take admission here.

### Functions and Responsibilities:

- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
- Establishes the network of the alumni.
- Responsible for establishing alumni chapters and conducting their annual meets frequently.
- Host the alumni details on the Institute website interacting with individual HOD's update the same regularly.



- Circulates the details of alumni to the present students for their benefit.
- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.
- Host a Website for online registration of Alumni.
- Forwards information through E-News Letter and update the early calendar of events.
- Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation,
- Collects funds to develop Library / Equipment / Computer centers, Buildings etc.

### **2.21 Industry Institute Interaction Committee**

The Industry-Institute Partnership Centre (IIPC) of the institute is a dedicated to promote the close interaction of industry and various departments of the institute. The IIPC facilitates consultancy, sponsored R & D projects and industrial and academic trainings those are not prescribed in the syllabus in addition to conducting industrial exhibitions and interaction meets. IIPC prepares engineering students for jobs in multinational companies, by exposing them to newer technologies and engineering methodologies. This bridges the gap between industry and the academic institute.

#### **To promote Industry - Institute Interaction following schemes are being undertaken:**

- Organizing workshops, conferences and symposia with joint participation of the faculty and the industries.
- Encouraging engineers from industry to visit Institution to deliver lectures.
- Participation of experts from industry in curriculum development.
- Arranging visits of staff members to various industry
- Professional consultancy by the faculty to industries.
- Industrial testing by faculty & technicians at site or in laboratory.
- Joint research programmes and field studies by faculty and people from industries.
- Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
- Visits of industry executives and practicing engineers to the Institute for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
- Memoranda of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
- Human resource development programmes by the faculty for practicing engineers.
- B.Tech and M.Tech projects / dissertation work in industries under joint guidance of the faculty and experts from industry.
- Short-term assignment to faculty members in industries.
- Visiting faculty/professors from industries.
- Professorial Chairs sponsored by industries at the Institute.
- R & D Laboratories sponsored by industries at the Institute.
- Scholarships/fellowships instituted by industries at the Institute for students.
- Practical training of students in industries.

### **2.22 Canteen Committee**

#### **Functions and Responsibilities:**

- Supervise, take steps for the maintenance of canteen facilities with hygiene
- Maintain and control the quality of food supplied in the canteen To modernize the canteen equipment and cooking procedures
- Control and make suggestions to the canteen management
- Plan for all the infrastructure facilities required as per norms through Professor In charge resources
- Plan and monitor the maintenance of all the infrastructure facilities related to Canteen
- Maintain the canteen premises clean and Hygiene.

### **2.23 Minority Cell**

Minority cell of the institute was established with the purpose of empowering the minority communities in the institute.

Institute has been very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and nationality. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development.

## **2.24 Sexual Harassment Committee**

### **Functions and Responsibilities:**

- Prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
- Provide the healthy and safe environment in the Institute for the female students/employees.
- Provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.
- Resolve issues pertaining to girls or women sexual harassment.

## **2.25 SC / ST/ OBC Cell**

### **Functions and Responsibilities:**

- Resolves the Grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.
- Looks after the work related to SC/STs matters and no other work is assigned to the Cell.
- Ensures the effective implementation of the guidelines / policies and program of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.
- Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non- teaching positions in the institute and informs the same to the deserve people.
- Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships.
- Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC.
- Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing.
- To help them apply for post within the University a stipulated date and take follow up action where required. Collects statistics on OBC students and employees.
- Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees

## **2.26 Internal Compliance Committee**

The main objective of ICC is to develop a healthy atmosphere in the institute which ensure zero tolerance to sexual harassment and gender discrimination. This committee provide a platform to express their grievances freely without any fear of being victimized. The women employees / students can raise their grievances through SMS / Call / Email / Letter / Website.

The committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute.

### **Functions and Responsibilities:**

- Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.
- Promotes effective communication and collaboration among those responsible for compliance.
- Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.
- Encourages an open-dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance related processes.



# IARE

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## STANDARD OPERATING PROCEDURE FOR ASSIGNMENT OF RESPONSIBILITIES

### 3 STANDARD OPERATING PROCEDURE FOR ASSIGNMENT OF RESPONSIBILITIES

**Objective:** To elaborate the procedure for assigning roles and responsibilities to staff member

**Responsibility:**

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Principal

**Procedure:**

S. No	Activities	Responsibility
1	List the roles that are needed for each task in the procedure	Principal and HODs
2	Include the responsibilities for each role	Principal and HODs
3	Roles to be assigned to the individuals, and a list for assignment of different roles to be prepared.	HODs
4	Assign role to different members based on their knowledge and experience.	HODs
5	Review the roles of staff member periodically and rotate.	Principal and HoDs



# IARE

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## STANDARD OPERATING PROCEDURE FOR BRANDING OF AN INSTITUTION

## 4 STANDARD OPERATING PROCEDURE FOR BRANDING OF AN INSTITUTION

**Objective:** To elaborate the procedure for the responsibility to be carried out to brand the Institute.

**Resource:**

- Updated curriculum
- Performance of the students (Co-curricular & Extracurricular)
- Conduction of events
- Performance of the faculty
- Research proposal / funding
- Magazine/newsletter
- Focusing on public relation (Industry and foreign professor connect)
- Resources and new facilities

**Procedure:**

### A) Updated Curriculum

- Assigning BOS members (should be from both academics and industries)
- Sending mails regarding to Board of Studies meeting
- Conduction of Board of Studies meeting
- Revise the syllabus
- Implementation
- Budget

### B) Conducting events in department level

- Proposal about the event which is to be conducted
- Approval from Principal and Head of the Department
- Formation of committees
- Assigning of coordinators
- Meeting with coordinators
- Budget allocation and resource person
- Sponsorship
- Preparation of agenda

### Research proposal/ funding

Research and teaching go hand in all academic institutes of excellence. It helps the quality and standards of imparting engineering education in the country, through various research activities, an institute can be branded positively.

**The following are to be carried out in research activities:**

- Publications of research papers in conferences
- Publications of research papers in reputed journals
- Research proposals and funding

### Standard Operating Procedure:

- There should be a target for publishing a research paper by the faculty members.
- Faculty must be provided with benefits.
- A faculty or the team of faculty members can submit their proposal based on their research interest.
- Research proposal will help to get funds from funding agencies.
- Apply for project / workshop / seminar / FDP proposal as per the instruction given by the funding agencies
- Get approval from HOD and Principal
- Budget allocation

- Details of resource persons must be submitted

### **Magazine/Newsletter**

A magazine and Newsletter is a publication, usually a periodical publication, which is printed or electronically published (sometimes referred to as an online magazine). Magazines are generally published on a regular schedule and contain a wide variety of content. They have variety of information about the institute. Through the magazines the qualities such as teaching learning process, laboratory facilities, co-curricular and extra-curricular activities carried out, student participation in various events, prize winners and etc.

Faculty can be allotted for this

- All the faculty must furnish the details to him/her periodically
- All the details must be verified by the head
- Newsletter can be published once in a semester and magazine can be published once in a year.
- A copy of periodicals must be kept in all the departments.

### **C) Focusing on public relation (Industry and foreign professor connect)**

The objective of focusing on public relation is to make the students industry ready, and get placed in a core companies. Each department in the institute involves in the industry connect based on their discipline.

- Identification of core industries
- Make a contact over phone or email and ask for industrial visit, in-plant training, internship and guest lectures.
- It will help the students to project them and it will help for better placement. Performance of the faculty

Faculty members play an extraordinary role in the lives of students. They involve themselves in molding their students into responsible citizens of their country. Faculty should involve in wide variety of activities so that they can contribute to the development of institution.

Performance of the students

Performance of the student in co-curricular and extra-curricular activities to be highlighted



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## STANDARD OPERATING PROCEDURE FOR COMPETENCIE



## 5 STANDARD OPERATING PROCEDURE FOR COMPETEN- CIE

### Objective:

To elaborate the procedure for improving competencies of individual staff member.

### Responsibility:

- All the teaching staff members
- Heads of the respective Departments

S. No	Activities	Responsibility	Target Dates
1	Identify the recent trends and area to improve themselves	Faculty Member	As and when required
2	Periodic Checking of conferences, seminar, FDP, workshop, Hands – on Training etc., on the corresponding field / area		
3	If identified, get the approval from respective HODs and Principal		
4	Attend the respective program		
5	Prepare a Write-up and delivery a seminar regarding the program attended.		
6	Share the knowledge with the students.		
7	Listed are the ways with which a faculty can improve the competency level: <ul style="list-style-type: none"> <li>• Faculty Development Programs</li> <li>• Seminars</li> <li>• Workshops</li> <li>• Conferences</li> <li>• Guest lectures</li> <li>• Online Courses</li> <li>• Certification Courses</li> <li>• Publications</li> <li>• Research Work</li> <li>• Proposals to Funding Agencies</li> <li>• Industrial Training</li> <li>• Short – Term Courses etc.</li> </ul>		



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## STANDARD OPERATING PROCEDURE FOR CONDUCTION OF MEETING

## 6 STANDARD OPERATING PROCEDURE FOR CONDUCTION OF MEETING

### Objective:

- i) To detail the agenda and the purpose of the meeting
- ii) To collaborate with staff on developing norms for expected behavior

### Responsibility:

- All the teaching / non-teaching staff members
- Deans
- Heads of the Departments

S. No	Activities	Responsibility	Target Dates
1	Preparation of Agenda for the meeting	Dean & HOD	Before 2 days
2	Posting the Agenda to all the teaching /non-teaching faculty members	HOD	Before 2 days
3	Preparation of materials that is required for the discussion in the meeting	HOD &Members	Before the meeting
4	Making arrangement such that they are unoccupied at the time of meeting	HOD & Members	A day before
5	Availability of the fixed venue & arrangement of chairs should be made	Attenders	Whenever a meeting is call forward
6	A reminder for the meeting	HOD	The Day morning
7	Arrival of members and HOD to the venue	HOD & Members	Before 10 minutes
8	Commencement of the discussion based on the agenda with general greeting.	HOD & Faculty Members	On time
9	Taking minutes	Assigned person	During the meeting
10	Work allotments that are made in the discussion should be noted	Concerned members	During the meeting
11	General discussions and suggestions	Dean, HOD & Members	Last session of the meeting
12	Refreshments can be provided to attendees	Attenders	Last session of the meeting
13	Ending of the meeting	HOD	On time
14	Making of minutes in both soft and hard copy	Assigned person	Next day of the meeting
15	Distributing / emailing the minutes to all the present and absentee members along with a copy to Principal office	Assigned person	Next day of the meeting
16	Minutes been acknowledged by HOD, faculty and staff members	Dean, HOD and Members	Next day of the meeting
17	File the minutes	Assigned person	Next day of the meeting



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## STANDARD OPERATING PROCEDURE FOR ENVIRONMENT MANAGEMENT SYSTEM

## 7 STANDARD OPERATING PROCEDURE FOR ENVIRONMENT MANAGEMENT SYSTEM

### **Purpose:**

To improve environmental performance of the Institution.

Environmental Management System (EMS) refers to the management of an organization's environmental programs in a comprehensive, systematic, planned and documented manner. It includes planning, resource development, implementing and maintaining policy for environmental protection.

### **Scope:**

This SOP lays down guidelines to be followed for handling the generated waste such as planning, sensitization of all stakeholders for active participation, segregation of waste as per the norms and treatment in accordance with the principle of 'Refuse, Reuse, Recycle, Recover and Regenerate'(RRRRR) to achieve the goal of Eco-friendly and Eco-Sensitive campus.

1. **Green Campus:** The purpose of green campus is to reduce and control the carbon emission through proper management of spaces by developing and maintaining gardens/trees and their refuse. (Annexure A)
2. **Collection and Segregation and of Generated Waste:** Three type of waste are mainly generated in the institutes viz. electronic waste (e-waste), chemical waste and biomedical waste, along with paper and plant waste. (Annexure B)
3. **Handling Dry Waste:** Dry waste collected from each source will be taken to the processing yard and further segregated as metals, bottles, plastic, etc. The segregated dry waste will be sent to recycling units or sold to agencies handling such materials. After resource recovery level segregation, the residue from the dry waste will be sent for incineration in an eco-friendly incinerator, depending on quantum of waste, can be leveraged for generation of electrical energy by use of some simple technologies.
4. **Handling Wet Waste:** Wet waste aggregated from various sources shall be sent for processing to produce bio-gas through aerobic or anaerobic processes as designated in the plan. It may also be sent for composting via appropriate composting techniques. The success of the campaign is determined by effective segregation of wet waste at source, proper collection/aggregation without mixing and effective treatment. (Annexure C)
5. **Handling of Electronic waste (e-waste):** Electronic waste is generated almost by every department. There should be a provision of collection of e- waste at a designated place in the institute. All the e-waste collected should be audited prior to disposal. (Annexure E)
6. **E-governance:** Staff and students should be educated to minimize the use of paper for all types of communications unless very important. The institutes should instead use e-communication systems such as email and other electronic media for communication.
7. **Bicycle and Pedestrian Master Plan:** Should be drawn by the campus authorities to create a pedestrian-friendly campus that encourages walking and biking.
8. **Energy and Water Efficiency:** Proper operation and maintenance of buildings and grounds improves energy and water efficiency. Proper use of material resources ensures occupant health and well-being at workspaces and residences. Such practices will eventually help attain energy and water efficiency and sustainability. (Annexure F)
9. **Dining Facilities:**
  - Create and implement new products and programs that decrease the waste stream;
  - Minimize food waste at the food preparation and consumption stages;
  - Provide composting and recycling bins in kitchen and seating areas;

- Encourage use of reusable items such as shopping bags, take-out containers, cups and utensils;
  - Design and implement programs to channelize food waste during both, food preparation and dining events.
10. **Awareness Generation and Stakeholder Involvement:** Enabling an eco-friendly campus requires effective participation from all the stakeholders. Possible stakeholders are all residents, officials working, visitors, students, maintenance staff and other personnel offering various services on the campus. (Annexure G)
11. **Giving back to Society:** All stakeholders should interact with the society in the surrounding areas. Institute should implement certain socially beneficial ecofriendly activities such as cleanliness drives, tree plantation events, creating water resources, providing alternative sources of energy, adopting a village etc. at least once a year and maintain proper records for the same.

## 7.1 ANNEXURE

### **ANNEXURE A: GREEN CAMPUS**

**Purpose** Green campus management is an operational practice developed to control pollutant discharges by using routine maintenance procedures for mowing and debris control.

**Maintenance of Garden/Green Area** *STEP 1: Plants / Tree Care*

- Regular watering of plants and lawns.
- Pruning of trees and plants / shrubs as and when required. Regular mowing and sweeping of lawn.
- Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees.

*STEP 2: Lawn Care and Signage in Garden* Proper maintenance of garden benches, if any. Educate students to respect the utility of the lawns. Classify trees and plants by proper signage.

### **ANNEXURE B:**

#### **COLLECTION AND SEGREGATION AND OF GENERATED WASTE**

- Say NO to Plastics: The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles.
- Say Yes to Plastic Alternatives: Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.
- Process for Replacing Plastic Bottles and Bags:
- Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the institutions.
- Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags on the campus.
- Arrange collection points at all convenient locations to collect discarded bottles and bags.
- Arrange cloth and paper bag counters across the institution for anyone to purchase if required.
- The Principles of 'Refuse' and 'Reuse' will be promoted for eliminating usage of plastic in the Institutions.
- All the bags will be checked at the entrances of the Institution for any possible plastic bags or bottles being brought in and have them replaced with paper, cloth or jute bags. Reject any plastic bags being provided and use your own non-plastic bags instead. A handmade paper unit may be setup in the campus for selling paper bags.
- Segregation of Generated Waste: Segregation of the waste at source i.e. primary segregation will be executed at the laboratory, household, hostel kitchen, hostel dining halls, and canteen levels.

- Appropriate bins should be placed at every feasible location in Institutions i.e. wet waste in green bin, recyclable waste in blue bin, and hazardous waste in the red bin. Have a hazardous materials logo on the red bin to prevent its use for disposing e- waste.

## **ANNEXURE C:**

### **HANDLING WET WASTE:**

- Waste, particularly from kitchen, such as vegetable refuses, food scraps, etc. is wet waste. Wet waste is to be sent for composting using aerobic or anaerobic methods.
- Aerobic Method: Windrow composting, vermi-composting, and are some of the popular methods.

## **ANNEXURE E**

### **HANDLING OF ELECTRONIC WASTE (E-WASTE):**

1. **Prepare Material Recovery Facility (MRF)** Each Institution to have one Material Recovery Facility (MRF) where non compostable waste can be temporarily stored in order to facilitate segregation. Sorting and recovery of recyclables from various components of waste by authorized informal sector of waste pickers, recyclers or any other work force should be engaged by the Institution for the purpose before the waste is delivered or taken up for its processing or disposal.  
OR
2. **Extended Producer Responsibility (EPR)** One way is as mooted by the E-Waste Management Rules – 2016 i.e. Extended Producer Responsibility (EPR). Under EPR, manufacturers of computers and other electronic items should take back end of life products. If some producers / manufacturers want to appoint a ‘Producer Responsibility Organization’ which on behalf of manufacturers, collect, dismantle and recycle end-of-life products that can be opted. Institution shall use such facility for the disposal of e-waste.  
OR
3. The e-waste generated should be collected periodically by the institute and should assign the disposal of this waste to a vendor who has specialization in proper disposal of hazardous waste materials.

## **ANNEXURE F**

### **ENERGY AND WATER EFFICIENCY**

#### **A) Building Occupant Behavior**

- Turn off laboratory equipment, lights, window air conditioners and/or any other energy consuming equipment when not in use;
- Shut fume hood sashes to appropriate safety levels when not in use;
- Turn off lights and equipment in common areas at the end of the workday and over the weekend;
- Turn off personal computers and equipment at the end of the workday and over the weekend;
- Utilize devices that power down automatically when not in use;
- Close windows and doors of conditioned spaces when the building is heating or cooling;
- Use task lighting and day lighting for rather than overhead lighting whenever possible; and
- The use of personal electric heaters in buildings is prohibited unless authorized by Facilities Operations.

#### **B) Lighting**

- Minimize interior and exterior decorative lighting;
- Utilize in-board and out-board switching for lighting fixtures;
- Project design must maximize use of day lighting and day lighting controls; and
- Disconnect all beverage vending machine lamps and specify use of energy saving vending miser devices.

#### **C) Water Efficiency**

- Utilize water capturing and/or reuse systems, such as storm water collection and condensate recovery, for non-potable uses;
- Use low water use flush valves and flow restrictors on faucets and showers in shower facilities, labs, and restrooms;
- Do not use single-pass cooling water for mechanical equipment in new construction or remodels;
- Eliminate existing equipment that uses single-pass cooling water systems;
- Renewable Energy
- Should support the development and installation of renewable energy sources on campus.

#### **D) Housekeeping Practices**

- Use eco-friendly chemical products that meet or exceed standards set forth by statutory bodies;
- Use cleaning equipment that reduces noise levels, improves overall indoor air quality, and improves worker safety;
- Supplies will be selected to minimize waste at the source, promote use of recycled material, and to allow the materials to be recycled following use;
- Supplies will be selected to reduce the use of potable water;
- Provide on-the-job training for housekeeping to ensure continuous delivery of a clean and healthy environment for building occupants.

### **ANNEXURE G**

#### **AWARENESS GENERATION AND STAKEHOLDER INVOLVEMENT**

Depending on the type of stakeholders, appropriate strategy and awareness shall be implemented. The broad steps will be as follows:

- Preparation and display of awareness material, and continuous awareness generation activities for each stakeholder group;
- Launching awareness activities including road shows, skits, posters, pamphlets, group meetings, and assembly announcements, etc.;
- Display adequate sign boards at appropriate locations across the Institution to prompt action and thereby lead to continuous involvement of all the stakeholders for the plan to be successful;
- Continuing activities at regular intervals to drive the focus and keep up the momentum;





# IARE

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## STANDARD OPERATING PROCEDURE FOR FEES COLLECTION

## 8 STANDARD OPERATING PROCEDURE FOR FEES COLLECTION

**Objective:** To elaborate the procedure for fees collection.

**Responsibility:**

- Accounts Office
- HOD
- Principal

**Procedure:**

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of fees structure for the academic year for the respective years of course of study	Principal, Admission section	Every year 30th of April for the academic year
2	Intimating fees details through Notice / Telegram from the Office of Principal	Principal	Every year 01st May, for the academic year
3	Preparing the details of the fees paid in the current academic year by accounts officer and sharing for follow up.	Accounts officer	On 1st week of June
4	Follow up for the fees payment	HOD and Mentor	On 2nd week of July
5	Submission of fees collection report to the principal	Accounts officer	At the end of the month (i.e 30th July)
6	Follow up with the students to pay fees with late fine	HOD and Mentor	Up to end of the May Month
7	Submission of fees collection report to the Principal	Accounts officer	30th May of every year



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## STANDARD OPERATING PROCEDURE FOR INTERNAL ACADEMIC AUDIT

## 9 STANDARD OPERATING PROCEDURE FOR INTERNAL ACADEMIC AUDITS

### Objective:

The process of Academic auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers / researchers passing out from Engineering Institutions.

### Responsibility:

- All the teaching and non-teaching staff members.
- Heads of the respective Departments
- Deans

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Depute faculty members to maintain and consolidate the required files	All HODs	1st week of June
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs	1st week of June
3	Prepare the list as per norms of NBA of files to be maintained	Dean & All HODs	2nd week of June
4	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	All HODs and all faculty members	2nd week of June
5	Mock preparation by department	All the teaching and non-teaching staff members of the department	3rd week of June
6	Conduct internal audit department wise	Deputed internal auditor, Dean and HODs	4th week of June
7	Approval of audited reports.	Deputed internal auditor	1st week of July
8	Grievances can be rectified and updated.	HODs and all faculty members	2nd week of July



# IARE

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## STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF

## 10 STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF

**Objective:** STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF To elaborate the procedure for preparing the Guidelines of NBA, NAAC, NIRF related work.

**Responsibility:**

- Principal
- Heads of the respective Departments
- Deans
- All the teaching and non-teaching staff members.

**Procedure:**

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of details required for Prequalifier application	Faculty incharge	15 days before the application Submission
2	Internal verification of Prequalifier application	Principal, Dean & HODs	10 days before the application submission
3	Preparation of final Copy application and Uploading in the e-NBA portal	Faculty In charge	10th Day
4	Criterion incharge meeting with Principal regarding the preparation of SAR and files	Faculty In charge of concerned department, HOD	11th to 15th day
5	Preparation of SAR and related files	Faculty Incharge and HODs	16th to 60th day
6	Verification by department HODs	Faculty Incharge and HODs	61st to 65th day
7	Improvisation of SAR and files from the feedback and comments of by experts	Faculty Incharge, HODs and Deans	66th to 70th day
8	Verification by Principal and other department HODs	Principal and other department HODs	71st to 75th day
9	Improvisation of SAR and Files from the feedback and comments of Principal	Faculty In charge and HODs	76th to 80th day
10	Finalization of SAR	Faculty Incharge and HODs	81st to 85th day
11	Submission of SAR	Faculty In charge and HODs	86th to 90th day
12	File updation	Faculty Incharge	91st to 120th day
13	Mock Accreditation	Faculty Incharge, HODs and Dean	121st to 125th day
14	Improvisation of SAR and Files from the feedback and comments of expert members	Faculty Incharge and HODs	126th to 150th day
15	Fine Tuning of Files and Documents	Faculty Incharge and HODs	Till Committee Visit

## 10.1 Procedure: NAAC

S. No	Activities	Responsibility	Target Dates/Days
1	Criterion Incharge meeting with Principal regarding the preparation of SSR and files	Dean of IQAC	1st to 5th day
2	Preparation of SSR and related supporting documents	Dean of IQAC, and Associate incharge IQAC	6th to 50th day
3	Preparation and verification of criteria	Criteria Incharge	51st to 55th day
4	Improvisation of SSR and Files from the feedback and comments of Principal	Dean of IQAC and Criterion In charge	56th to 70th day
5	Verification by Principal and Dean of IQAC	Dean of IQAC and Associate incharge IQAC	71st to 75th day
6	Improvisation of SAR and Files from the feedback and comments of Principal	Coordinator IQAC and Criterion In charge	76th to 80th day
7	Final SSR verification by Principal, and External expert	Director IQAC, Coordinator IQAC and criterion incharge	81st to 85th day
8	Submission of SSR	Dean of IQAC	86th to 90th day
9	File updation	Coordinator IQAC and Criterion Incharge	91st to 120th day
10	Conducting mock NAAC visit	Principal and Dean of IQAC	121st to 125th day
11	Improvisation of SSR and Files from the feedback and comments of Expert Members	Coordinator IQAC and Criterion Incharge	126th to 150th day
12	Fine Tuning of Files and Documents	Dean of IQAC, and Associate incharge IQAC and Criterion In charge	Till Committee Visit

## 10.2 Procedure: NIRF

<b>S. No</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Target Dates/Days</b>
1	Preparation of Application	NIRF coordinator	1st to 10th day
2	Verification of parameters	Principal and NIRF coordinator	11th to 15th day
3	Constructive suggestion from Principal	Principal	16th to 20th day
4	Final application preparation after making correction	Nodal Officer	20th to 25th day
5	Online Uploading of Application	Nodal Officer	Before last date





# IARE

INSTITUTE OF  
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## STANDARD OPERATING PROCEDURE FOR PREPARATION OF INSTITUTIONAL BUDGET

## 11 STANDARD OPERATING PROCEDURE FOR PREPARATION OF INSTITUTIONAL BUDGET

### Objective:

To elaborate the procedure for preparing department budget for the Academic Year.

### Responsibility:

- Finance Committee

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Establishment of a budget implementation team to start working on budget Planning and Preparation	Finance Committee	1st week of February
2	Start working on budget preparation, based on the requirement and new high priority spending initiatives.	Finance Committee	2nd week of February
3	Reviewing and prioritizing the on-going and new activities by finance committee and sending it to Principal	Finance Committee	3rd week of February
4	Preparation / Developing of budget plan	Finance Committee	4th week of February
5	Reviewing current program budget structure, developing program narratives and performance indicators based on actual resources.	Finance Committee	1st week of March
6	Study the requirements through sending an internal budget circular to all departments.	Finance Committee	1st week of March
7	Conducting a department brain storm session for budget preparation.	Finance Committee	2nd week of March
8	Prioritizing requirements and finalizing proposals for budget preparation for current academic year.	Finance Committee	3rd week of March
9	Preparing detailed proposal of internal department budget and submitting the proposals to Principal	Finance Committee	3rd week of March
10	Preparing final draft budget for current academic year	Finance Committee	4th week of March
11	Presenting the draft Budget to Principal	Finance Committee	4th week of March
12	Conducting the budget hearing meeting with the budget committee	Finance Committee	4th week of March
13	Budget revision based on budget hearing meeting decision.	Finance Committee	4th week of March
14	Conveying approved budget	Finance Committee	4th week of March
15	Releasing the budget fund to approved budget proposals	Management	4th week of March

### 11.1 Composition of Finance Committee:

<b>S. No</b>	<b>Head</b>	<b>Position in the Finance Committee</b>
1	Principal	Chairman
2	Finance Officer, IARE	Member
3	Assistant Finance Officer, IARE	Member



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## STANDARD OPERATING PROCEDURE FOR PURCHASE OF CONSUMABLES

## 12 STANDARD OPERATING PROCEDURE FOR PURCHASE OF CONSUMABLES

### Objective:

To elaborate the procedure for purchasing consumable.

### Responsibility:

- All the teaching/non-teaching staff members
- Lab in-charges
- Purchase Committee in charge
- Heads of the Departments

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	List of consumables required for individual labs as per revised curriculum is to be submitted by the Lab in-charges.	Lab in charges	1st week of April
2	The purchase committee in-charge will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Purchase Committee in- charge and Lab in-charges	2nd week of April
3	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the purchase committee in-charge	Purchase Committee in-charge and Lab in- charges	3rd week of April
4	With the approval of the purchase committee in-charge regarding the suppliers, quotations have to be collected from those companies.	Purchase Committee in- charge and Lab in-charges	3rd week of April
5	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. The approval of the purchase for the actual amount has to be received from the Management.	Purchase Committee in- charge, HOD and Principal	4th week of April
6	Once after getting the approval from the Management, proforma invoice from the best supplier is to be collected and a request has to be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Purchase Committee in- charge and HOD	2nd week of May
7	Once after receiving the cheque from the Management, the concerned laboratory in-charges have to purchase the consumables with the supplier.	Lab in-charges, non-teaching staff	4th week of May
8	The purchased consumables should be entered in the respective stock register	Non-teaching staff, Lab in- charges, Purchase Committee in- charge.	4th week of May
9	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in- charge	1st week of June



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## STANDARD OPERATING PROCEDURE FOR PURCHASE OF EQUIPMENTS

## 13 STANDARD OPERATING PROCEDURE FOR PURCHASE OF EQUIPMENTS

**Objective:**

To elaborate the procedure for purchasing equipment

**Responsibility:**

- All the teaching/non-teaching staff members
- Lab in-charges
- Expert team
- Purchase Committee in-charge
- Head's of the Departments

**Procedure:**

S. No	Activities	Responsibility	Target Dates/Days
1	List of equipment required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1st week of February
2	An expertise team (set of Faculty members) within the department will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Expert team and Lab in-charges	4th week of February
3	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the expertise team.	Expert team and Lab in-charges	1st week of March
4	With the approval of the expertise team regarding the suppliers, quotations have to be collected from those companies.	Expert team and Lab in-charges	2nd week of March
5	Based on the quoted price, the approximate cost for the entire requirements should be calculated and the approval of the purchase for the approximate amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4th week of March
6	A demo should be made available to the set of Faculty members about those equipment's functions and specifications from all companies.	Non-teaching staff, Faculty members	1st week of April
7	The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on.	Faculty members	2nd week of April
8	A meeting should be organized with Purchase committee in charge and the expertise to discuss about the outcome of the demonstrations made by the companies.	Purchase committee in-charge and Faculty members	3rd week of April
9	Recommendations are collected by the purchase committee in charge from the faculty members and the expertise team and the pros and cons are to be discussed.	Purchase committee in-charge and Faculty members	End of 3rd week of April

<b>S. No</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Target Dates/Days</b>
10	The Purchase committee in charge may request all the companies to give the best revised price again after the demonstrations.	Purchase committee in-charge	4th week of April
11	With the new revised cost, a comparative statement has to be prepared and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted.	Purchase committee in-charge and HOD	End of 4th week of April
12	The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by expertise team. Different products can be from different suppliers.	Purchase committee in-charge and HOD	1st week of May
13	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in-charge, HOD and Principal	2nd week of May
14	The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required.	Purchase committee in-charge and HOD	3rd week of May
15	Once after getting the final approval, the purchase order should be made ready and sent to the supplier and the terms and conditions should be followed strictly.	Purchase Committee in-charge and HOD	3rd week of May
16	The details of the order placed with the one supplier should not be known to the other supplier and there should not be any personal communication regarding the purchase, failing in which will leads to enquiry and memo.	Purchase Committee in-charge	3rd week of May
17	Follow up should be made regarding the delivery	Purchase Committee in-charge	3rd and 4th week of May
18	Once after the delivery, all the equipment should be thoroughly verified by the lab in charges in terms of quantity, functionalities, help manuals, warranty cards and bills	Lab in charges and Faculty members, Non-teaching staff	1st week of June
19	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	3rd week of June





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## STANDARD OPERATING PROCEDURE FOR STOCK VERIFICATION

## 14 STANDARD OPERATING PROCEDURE FOR STOCK VERIFICATION

### Objective:

Support the value of stock shown in the balance sheet through physical verification, verify the accuracy of stock records, disclose the possibility of fraud, theft or loss, or deterioration and to reveal the weakness of the system, if any (i.e., whether the stock is in safe custody).

### Responsibility:

- All Teaching faculties
- Non-teaching and lab technical support persons
- All the respective department HODs

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	End of year stock verification can be planned	HODs	1st week of May
2	Depute faculty for physical verification during end of academic year	HODs	2nd week of May
3	Stock verification at laboratories and library	HODs and all faculty members	2nd week of May
4	Registered stock, available stock, condemned and other discrepancies are reported.	HODs and all faculty members	1st week of June



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## STANDARD OPERATING PROCEDURE FOR WEBSITE UPDATION AND MAINTAINANCE

## 15 STANDARD OPERATING PROCEDURE FOR WEBSITE UP-DATION AND MAINTAINANCE

### Introduction

Institute website showcases and communicates our vision and mission to students, faculty and staff, and the stakeholders. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, it is integral that institute website projects an image that is consistent with the quality programs and events that make the institute dynamic.

### Objective:

The objective of institute website is to provide access to up-to-date and well-organized information to students and the stakeholders about programs, events and services. While the website serves as a tool for current students, it is also a vehicle to promote our programs and services to prospective students, their parents, and the society at large.

### Responsibilities:

- Website In-charge
- Head of the departments
- Principal

S. No	Activities	Responsibility	Target Dates/Days
1	Assign in charge for institute website.	Principal	-
2	Website in charge ought to exhibit all the information effectively.	Website in charge	Every working day
3	Website should be monitored	Website in charge, faculty in charges, HOD'S and Principal	Every working day
4	Depute one faculty from each department to coordinate with website updation	Faculty in charges from each department	-
5	Sharing of google sheet by website In-charge with the assigned faculty of each department for the collection of data.	Faculty in charges from each department	15th day of every month
6	The status of each department web page should be monitored.	Faculty in charges and HOD'S from each department	Every Wednesday
7	Academic schedule updation	Faculty in charges and HOD'S from each department	Before the commencement of each semester.
8	To post the events / workshop / conference / symposium / students contest /etc..	All the faculties and HOD's	one month before the commencement of the events
9	News and events photo gallery update	All the faculties and HOD's	One day after the events
10	Web page details, verification and approval	Principal	As an when required
11	Removal of old data from website	Website in charge	As an when required
12	Archiving of the file in cloud / drive.	Website in charge	Archiving the data just before the removal.



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## STANDARD OPERATING PROCEDURE FOR ACADEMIC PERFORMANCE INDEX

## 16 STANDARD OPERATING PROCEDURE FOR ACADEMIC PERFORMANCE INDEX

### Objective:

To elaborate the procedure for filling up self-appraisal forms to evaluate and document one's own performance to facilitate Career advancement of the faculties.

### Responsibility:

- All the Faculties of the respective Departments
- Heads of the respective Departments
- Principal of the institution

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Faculty appraisal form circulated / online by Dean of Policies and Internal Audit to all the faculties.	Dean of Policies and Internal Audit	1st week of April
2	Faculties to fill in the appraisal form as per the given guidelines	Individual faculty	2nd week of April
3	HODs to review the filled in appraisal form	Head of the departments	3rd week of April
4	HOD's shall submit the appraisal forms to the Principal	HoDs	4th week of April
5	Policies and Internal Audit shall evaluate the forms and submit the same to the Principal.	Principal	1st week of May



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## STANDARD OPERATING PROCEDURE FOR ACADEMIC REVIEW MEETING

## 17 STANDARD OPERATING PROCEDURE FOR ACADEMIC REVIEW MEETING

### Objective:

To elaborate the procedure to conduct academic review meeting.

### Responsibility:

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Principal of the institution

S. No	Activities	Responsibility	Target Dates/Days
1	Planning of academic review meeting	Deans and HODs	After the end of Internal test I & II (Twice in a semester)
2	Intimation through circular from the head of the institution with regards to conduct of academic review meeting	Principal	Last day of Internal test I & II
3	Mentors have to intimate the parents in regards to meeting through phone / telegram	Mentors	Seven days prior to the meeting
4	Mentors have to prepare the consolidated marks (Internal test & end semester exam), individual academic performance and attendance percentage of students	Mentors and HOD	Three days after the completion of Internal test I and II
5	Discuss about the performance of the students	Parents, Mentor and Faculty members handling the classes and HOD	Day of Academic review meeting
6	Getting feedback from parents	Mentors	Day of Academic meeting
7	Venue Preparation	Admin (AO)	The day before the meeting
8	Arrangement of refreshments and food	Admin (AO)	Day of Academic meeting





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## STANDARD OPERATING PROCEDURE FOR ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS

## 18 STANDARD OPERATING PROCEDURE FOR ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS

### Objective:

To elaborate the procedure for attending FDP, seminar, workshop etc in other institutions.

### Responsibility:

- All the Faculty members
- Heads of the respective departments

S. No	Activities	Responsibility	Target Dates/Days
1	Visit websites frequently to identify the interesting and useful programs to participate	Faculty member	Not Applicable
2	Gather information about the identified programs such as number of days, dates, topics, conducting institution, registration fees and	Faculty member	Not applicable
3	Discuss with HOD about the program and getting approval by HOD and Principal	Faculty member	Before the registration closing date
4	Register for the program with all necessary documents mentioned by the organizing institution	Faculty member	Before the registration closing date
5	Make necessary alterations for the academic works with other faculty members and get approved by the HOD and Principal	Faculty member	One week before the program
6	Submit write up about the program and submit it to the HOD	Faculty member	Within three days after the program
7	Get Claim Form from office to get the registration fees	Faculty member	Within 10 days after the program



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## STANDARD OPERATING PROCEDURE FOR PREPARATION OF CLASS AND INDIVIDUAL TIME TABLE

## 19 STANDARD OPERATING PROCEDURE FOR PREPARATION OF CLASS AND INDIVIDUAL TIME TABLE

### Objective:

To elaborate the procedure for preparing Master, Class and individual teaching time table.

### Responsibility:

- Department time table coordinators
- Dean of academics
- Heads of the respective departments

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of academic calendar for the year.	Dean of Academic	Beginning of the academic year
2	Uploading the academic calendar into the website	Dean of academics	Beginning of the academic year
3	Registering students responses on elective courses for the coming semester	HoDs	Before commencement of Odd / Even semester
4	Conducting department meeting on course allocation based on responses & competency	Academic committee, HoDs and faculty members	Before commencement of Odd / Even semester
5	Course allocation meeting details to be used for class time table preparation	Department time table coordinator	Before commencement of Odd / Even semester
6	Common meeting of all department time table coordinators	Dean of academics and department time table coordinator	Before commencement of semester
7	Detailed Time table preparation both class-wise, individual and room occupancy and circulation through telegram messenger after duly verified	Department time table coordinator	Before commencement of every semester
8	Approval by Principal for Class, Individual time table, room occupancy	Principal	Before commencement of every semester



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## STANDARD OPERATING PROCEDURE FOR CLASSROOM ALLOTMENT

## 20 STANDARD OPERATING PROCEDURE FOR CLASSROOM ALLOTMENT

### Objective:

To elaborate the procedure for classroom allotment to support the instructional program of the institution.

### Responsibility:

- Department coordinator
- Heads of the departments
- Admin (AO)

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	<b>Classify the lecture halls</b> Based on the floor space, lecture halls can be categorized as <ul style="list-style-type: none"> <li>• Large Lecture Halls: Seating capacity of 70 or higher</li> <li>• Medium lecture Halls: Seating capacity of 55-69</li> <li>• Small lecture Halls: Seating capacity less than 55</li> </ul>	Admin (AO)	Before commencement of academic year
2	<b>Lecture Hall Statistics</b> List the total no of lecture halls available along with their seating capacity	Academic (AO)	Before commencement of semester
3	<b>Department owned lecture halls</b> List the total no of lecture halls exclusive to each department with their seating capacity	Respective HODs	Before commencement of semester
4	<b>Student Statistics</b> No of students admitted to each engineering branch has to be obtained year wise (First year to Final year)	Admission Section	Before commencement of semester
5	A common meeting shall be convened among the department coordinators, HODs and Admin (AO) to share the statistical data collected.	HoDs and department coordinators	Before commencement of odd / even semester
6	Based on the student strength and lecture hall size, each department can segregate their students into sections.	HoDs and department coordinators	Before commencement of odd / even semester
7	<b>Classroom allocation</b> Each floor of the block can be allotted to a particular department. If sufficient no of lecture halls is not available allotment can be done in the next floor.	HoDs, department coordinators and Academic (AO)	Before commencement of odd / even semester
8	A common meeting of all department coordinators and Academic (AO) can be convened to prepare the final classroom allocation chart and Department coordinators	Academic (AO)	Before commencement of academic year



# IARE

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## STANDARD OPERATING PROCEDURE FOR SLOW AND ADVANCED LEARNERS

## 21 STANDARD OPERATING PROCEDURE FOR SLOW AND ADVANCED LEARNERS

### **Objective:**

Identify the slow learners and advanced learners and to help them out for improvement in the academics.

### **Responsibility:**

- Principal
- Examination Control Office
- Heads of the respective departments
- All the teaching staff members
- Mentors

### **Procedure:**

IARE provides equal learning opportunities for every student at all levels of learning. The flexibility in course credit registration enables students (from the third semester onwards) to cope with course work while taking into account their academic strength and capability. Within the classrooms faculty have to deal with different types of students; some are very intelligent who learn very fast and some are quite weak who learn very slowly. Therefore it is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need a hard work and regular attention.

The Institute provides learning opportunities at various levels based on students' performance in continuous internal assessments. After identifying the gaps, a few bridge courses are held for the benefit of slow learners. Generally, on the basis of their learning speed students can be classified in two groups; Slow / Advanced learners. Each type of students has different learning attitudes and learning habits. A faculty has to adapt a teaching methodology such that he / she may not lose the attention of the slow learners and bore the advanced learners.

As part of the regular teaching learning process, remedial classes for slow learners are held. Advanced learners are given tasks to help them improve their critical thinking skills. Throughout the academic year, slow learners are given special classes to help them to improve their grades based on continuous internal evaluation. E-learning Readiness videos containing (ELRV) video lectures and lecture notes are provided for the benefit of slow learners, allowing them to learn at their own pace. Advanced learners are encouraged to practice on various coding platforms, MOOCs, and are also permitted to participate in a full semester internship.

### **21.1 Process of identification of slow and advanced learners**

The institution follows a meticulous procedure to identify the slow and advanced learners.

#### **21.1.1 Identification criteria of slow learners / activities conducted**

1. Students securing 50% of marks in  $\geq 50\%$  of courses are considered as slow learners.
2. Corrective measures to improve the performance of slow learners.
3. After completion of each examination, students who cannot cope up with the pace of learning are advised and counselled by the mentors.
4. Necessary tools such as models, pictures, animated videos and Elearning readiness videos (ELRV) are employed to enhance the learning process of slow learners.
5. Special remedial classes (both offline and online) after college hours and exam oriented coaching classes with simplified study materials, solved tutorial question banks, ppts and hand-outs for each course are arranged for slow learners.
6. Student's performances are communicated to the parents through telegram and send progress reports after the continuous internal assessments and parent's meetings are arranged for taking corrective measures to improve their performance.



## 21.2 Initiatives for the support of slow learners

1. **Skill Bridge Program:** A specially designed courses for job guarantee are conducted.
2. **Mentoring:** From the first to the final year, each student receives personal and professional support through counselling. Mentors continuously monitor the performance of slow learners and mentor them to improve their performance.
3. Activity tracking and monitoring through **Learning Management Portal** (Aakanksha) on number of hours of watch on the e-learning materials.
4. **Remedial classes:** After completion of CIA - I, students with less than 50% marks in more than 50% of courses are identified in each section and considered as slow learners. As a part of remedial class, a daily exercise will be given on the topics thought in regular class as homework and ask those students to show in the next class.

### Initiatives and Implementation details of assisting slow learners

S. No	Identification Criteria	Actions Taken
1	Students securing 50% of marks in $\geq 50\%$ of courses are considered as slow learners.	<ul style="list-style-type: none"> <li>• Special remedial classes will be conducted for slow learners after college hours.</li> <li>• Student counselor follows their progress regularly and supports them to overcome difficulties in study.</li> <li>• Attendance of the students will be taken and report to be submitted to respective department.</li> <li>• Performance of students are informed regularly to parents.</li> <li>• Providing simplified material, solved question banks which helps them to improve their performance in the examinations.</li> <li>• Initiate collaborative learning among other students by forming teams to discuss and clarify their doubts.</li> <li>• Initiate collaborative learning among other students by forming teams to discuss and clarify their doubts.</li> </ul>
2	For the lateral entry students	Additional bridge courses are conducted after the college hours for one month after the commencement of class work. Course material is provided and tutorial question bank for the respective course is discussed after the end of the class.
3	Students who fail in the semester exams	Conducting special classes to failed students before there are appearing in the supplementary examination.

#### Expected Outcomes:

1. Improved performance in the internal assessment examinations and semester end examinations.
2. The number of students clearing the previous arrear courses has to increase substantially.
3. Counseling by faculty and Parents must create a positive mindset and help to overcome the difficulties faced by the slow learners.
4. Improvement in understanding the courses by the students.

### **21.3 Initiatives to encourage advanced learners:**

Students clearing all the courses in first attempt in semester end examinations (SEE) are considered as **advanced learners**.

One or more of the following options shall be used:

- Skill-Up Program: A specially designed employability courses to achieve high impact jobs.
- Accelerator Courses: Students with CGPA of 7.5 or higher are encouraged to take up any one additional course of the next higher semester as decided by the Program head.
- A full semester internship leading to research publication.
- GRE / GATE / Competitive exams: Special counselling will be given, and classes will be held separately. Completion of MOOCs through NPTEL-Swayam.
- Encouraged to participate in co-curricular activities like symposia, workshop, and conferences, participate in activities of IARE's clubs and facilitated to organize technical events.
- Motivated to participate in national and international competitions like Codevita, HackwithInfy, SAE Supra, SAE Aero Design.
- Opportunities for availing international fellowship positions.
- Students has an flexibility to undergo Full Semester Internship (FSI) program either in VII or VIII semester

#### **Expected Outcomes**

1. Excel both in academics and co-curricular activities.
2. Placement record should be appreciable.
3. Student's participation in various technical events / competitions should increase and the number of students excelling should increase year by year.



# IARE

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## STANDARD OPERATING PROCEDURE FOR CONDUCTING REMEDIAL CLASS

## 22 STANDARD OPERATING PROCEDURE FOR CONDUCTING REMEDIAL CLASS

### Objective:

To elaborate the procedure for conducting remedial classes. **Responsibility:**

- All the teaching staff members
- Mentors
- Department remedial class coordinator
- Heads of the respective departments

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	After the first mid-term examinations identify the slow learners	Class incharge / course handling faculty	At the end of the first mid term examination of each semester
2	Prepare students name list both class wise and course wise	Remedial class coordinator	At the end of the first mid term examination
3	Call for common meeting of all department remedial class coordinators for sharing the information	Respective HoDs	At the end of the first mid term examination
4	Prepare schedule and get approval from HoD.	Coordinator	Immediate after collecting the information of the slow learners
5	Circulation of the schedule to the respective course handling teacher along with course wise student name list.	Remedial class coordinator	Immediate after collecting the information of the slow learners
6	Circulate the remedial class schedule and class wise name list to students through Mentors	Mentors	Before start of remedial classes
7	Remedial class attendance must be monitored in daily basis and absentees details may be intimated to respective Mentors.	Course handling faculty	Daily basis
8	In case of absentees mentors must take corrective action.	Mentors	Daily basis
9	At the end of each semester the course handling faculty are asked to submit the attendance and evaluation sheet to the coordinator for maintaining record.	Course handling faculty and department remedial l class Coordinator	After last working day of each semester.



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## STANDARD OPERATING PROCEDURE FOR COURSE CONTENT DEVELOPMENT

## 23 STANDARD OPERATING PROCEDURE FOR COURSE CONTENT DEVELOPMENT

**Objective:**

To elaborate the procedure for course content development

**Responsibility:**

- Course coordinator
- Head of the department

**Time and Duration:** Course content to be prepared before the commencement of new semester.

S. No	Activities	Responsibility
1	Concerned course coordinator prepare the course contents as per the prescribed syllabus.	Course Coordinator
2	Course content to be developed in LaTeX format only	Course Coordinator
3	Each module should conclude with Questionnaire for easy revision	Course Coordinator
4	Any video/Web reference can also be added to the course contents	Faculty Members
5	Head of the department needs to verify the course contents developed by course coordinator	HoDs
6	Quality of course content will be reviewed before the commencement of each semester	Dean of Quality Content Delivery Standards (QCDS)



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## STANDARD OPERATING PROCEDURE FOR CURRICULUM DEVELOPMENT

## 24 STANDARD OPERATING PROCEDURE FOR CURRICULUM DEVELOPMENT

### Objective:

To elaborate the procedure for preparing Curriculum for respective program.

### Responsibility:

- Departmental Advisory Board (DAB)
- Course experts of respective departments
- Heads of the departments
- Dean of Academics
- Principal

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Analyzing the need for curriculum revision	HODs in consultation with stakeholders	1st week of November
2	Constitution of Curriculum Development / Revision Committee	Principal and Dean Academic	2nd week of November
3	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, Dean Academic and DAB members	2nd week of November
4	Call for meeting 2: Submitting new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	HoD and DAB members	3rd week of November
5	Submission and appraisal of the preliminary draft to management, core companies and educationalists	HoD and DAB members	1st week of December
6	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum and syllabi	HoD and DAB members	3rd week of December
7	Making modifications against suggestions from core companies and educationalists	HoD and DAB members	4th week of December
8	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses and credit hours.	HoD and DAB members	4th week of December
9	Submitting the revised / designed curriculum to BOS chairman for suggestions, corrections and updating	Department CDC in charge	1st week of January
10	BOS chairman to submit the corrected final curriculum to standing committee	BOS Chairman	2nd week of January
11	Call for meeting: to inspect the final developed curriculum	Standing committee Chairman	2nd week of January
12	Prepare proceedings of curriculum accompanying the suggestions from standing committee	BOS Chairman	3rd week of January



<b>S. No</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Target Dates/Days</b>
13	Forward the proceedings to Academic council for final validation and approval	Standing Committee Chairman	3rd week of January
14	Call for meeting: to validate the proceedings of the curriculum	Dean of Academic	4th week of January
15	Compile the proceedings with all amendments from academic council	BOS Chairman	4th week of January
16	Submission of all department's curriculum for appreciation and approval	HoD and DAB members	1st week of February
17	Getting approval from management	Principal / BOS Chairman	2nd week of February
18	Distribution of authenticated curriculum to concerned departments and Controller of Examination	BOS Chairman	2nd week of February
19	Implementation and Monitoring	Principal, Dean Academic and BOS Chairman	June onwards



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## STANDARD OPERATING PROCEDURE FOR PREPARATION OF LAB MANUAL

## 25 STANDARD OPERATING PROCEDURE FOR PREPARATION OF LAB MANUAL

### Objective:

To elaborate the procedure for preparing Lab Manual for the benefit of students.

### Responsibility:

- All the teaching staff members
- Course Coordinators of the respective departments
- Heads of the respective Departments

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of rough draft of the lab manual containing course overview, course objectives and outcomes of the lab course and course contents (list of experiments) for that corresponding lab.	Lab In-charges / Lab Course coordinator	One month before the commencement (Odd) and (Even)
2	Submission of Hardware / Software requirements for the corresponding lab.	Lab In-charges, HoDs	
3	Approval of rough draft of Lab Manual	Lab In-charges, Course coordinator	
4	Preparation of fair draft of Lab Manual which includes the following: <ul style="list-style-type: none"> <li>• List of Experiments.</li> <li>• List of additional Experiments.</li> <li>• Aim, Objectives, Procedures / Algorithm, Background theory, Sample output / readings if any</li> <li>• Conclusion / Inference</li> </ul>	Lab In-charges / Course coordinator	
5	Approval of Fair draft of Lab Manual	Lab In-charges, HoDs and Course coordinator	
6	Preparation of Pre-Lab, Post-Lab questions for each week of lab session	Lab In-charges.	
7	Preparation of final binding of fair draft of lab manual, verification and final uploading in to the Portal	Lab In-charges, HoD Course coordinator.	



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## STANDARD OPERATING PROCEDURE FOR LIBRARY

## 26 STANDARD OPERATING PROCEDURE FOR LIBRARY

The library provides access to an extensive range of informative resources like books, e- books, journals, e-journals, newspapers and access to wide range of resources to enhance knowledge for research and development activities of the faculty and the students.

### **Objective:**

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

### **Procedure:**

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of Principal. Once the Principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

### **26.1 Roles and Responsibilities of the Librarian**

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

### **26.2 Maintenance and Utilization of Laboratories:**

- The maintenance of laboratory is in regular basis by the respective department attender and cleaning staff.
- Working condition of all the laboratory equipment thoroughly inspected.
- Each and every laboratory equipment details are included in stock register.
- Every item in the laboratory is earmarked by pasting the sticker, which contains full description of item.
- It is the responsibility of the lab technician(s), HOD Providing a list of the required laboratory tools that will be used in the next academic year, in order to get them before the due date.
- It is the responsibility of the lab coordinator(s), HOD to check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,
- Any issue is resolved by the respective technician.
- The cleanliness is supervised by supervisor of the institution.
- Appropriate measures are to be taken to correct the problem.
- To see to that the issued books will be returned in proper condition otherwise action will be taken

### **26.3 Processing of the Books / CDs / DVDs**

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the user.



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## STANDARD OPERATING PROCEDURE FOR ALLOCATION OF PROJECT GUIDES

## 27 STANDARD OPERATING PROCEDURE FOR ALLOCATION OF PROJECT GUIDES

### **Objective:**

To elaborate the procedure for guiding and conducting the final year student projects

### **Responsibility:**

- All the project guides.
- Project work Coordinators.
- Final year B.Tech students
- Heads of the respective Departments

### **Procedure:**

Project work is an important component and provides the students with the opportunity to design undertake or conduct an independent research or study related to their degree course.

Upon completion of Final year project, student should be able to Identify and describe the problem and scope of project clearly, collect, analyze and present data into meaningful information using relevant tools, select, plan and execute a proper methodology in problem solving, work independently and ethically, present the results in written and oral format effectively and identify basic entrepreneurship skills in project management.

As part of curriculum, a student is normally required to undertake a project work or full semester internship (FSI) leading to research-oriented project work. in their final year of study.

The project work activity is spread over in VII semester and in VIII semesters. A student shall carry out the project work under the supervision of a faculty member or in collaboration with an Industry, R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work. Project work (phase-I) starts in VII semester as it takes a vital role in campus hiring process.

Full Semester Internship (FSI) leading to research-oriented project work shall be opted in VII semester or in VIII semester. During the FSI, student has to spend one full semester in an identified industry / firm / R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work.

### **27.1 Types of Projects**

Projects may be either one or a combination of the following categories of projects Experimental Research, Case study, Industrial applications, Analytical and Simulation.

### **27.2 Identification and allotment of projects and supervisors**

1. The Dean of PMCS will communicate through a circular for the faculty requesting them to upload in Samvidha Portal the list of possible projects. Each faculty interested to act as project work supervisors have to upload:
  - Two research project work titles, abstracts and related publications.
  - Two industry related / innovation related project works.
2. Professors and Associate Professors can now supervise / guide upto 4 projects and Assistant Professors upto 2 projects. Although there May be an upper limit to the number of students allotted to each faculty, they are encouraged to list as many projects as they wish to take up during the academic period. The deadline for this will be 11:59PM on 15 April each academic year.
3. The students interested in opting FSI in their VII / VIII semester should inform head of the department by 15 April . They have to submit the form for opting FSI (which can be downloaded from college website - Downloads and Forms) to the Dean of PMCS duly forwarded by the head of the department by 18 April . By 5 PM.

4. Head of the department will announce the team leaders by 15 April each academic year to the rest of students, eliminating the students opted FSI.
5. The Dean of PMCS will announce the list of projects on 20 April . Students are encouraged to meet (in person or online) faculty members who have announced projects in their stream. Faculty will be requested to conduct online sessions for briefing students on the projects they have offered. The links to these sessions will be shared by Telegram messenger / email or will be put up on the department notice board.
6. A team size for the project work should not be more than three.
7. The team leaders have a provision to select one member of their choice and the another member will be allotted by the head of the department who have opted the projects preferred list given by faculty. This gives an equal opportunity in selecting the choice of projects and specialization. Student will be allotted projects and supervisors / guides based on the preference lists given by the students (see the project allocation algorithm). Although maximum efforts would be made to satisfy the interests of faculty and students, the best possible match between students and projects May not be guaranteed for the third student allotted by the head of the department.
8. The final project work batches will be intimated by the head of the department on 25 April each year. Students should fill and submit the form for the allotted project (which can be downloaded from college website - Downloads and Forms) to the Dean of PMCS with the concurrence of supervisor / guide and forwarded by head of the department on 30 April by 5 PM.
9. FSI students will have supervisor from the place where they do FSI research project work and Co-supervisor from concerned department. Students opting FSI in VIII semester should attend the Review-1 announced by head of the department. They should elaborate their plans and progress in receiving official permission letter from organisation.
10. Students opted FSI and could not get permission letters from organisation, will have to carry VIII semester FSI individually at institute Research centres / Technology Innovation and Incubation Centre (TIIC) / Science and Technology Start-Up Park (STSP). Students opting FSI in VII semester should follow the evaluation schedule announcements.
11. A FSI student should publish / present the research findings of his/her Project work in the form of research paper to a national or international peer reviewed journal / international conference with due permission from the supervisor after getting plagiarism check.
12. Students opting Non-FSI project work, will not be considered for FSI project work in VIII semester.
13. If the faculty member does not send his/her list of preferred students, or the list is insufficient, then projects announced by him/her will become non-operational.
14. Interdisciplinary project works are encouraged, but requires co-Supervisor from the major branch / department of study.
15. The project team must report to their supervisor twice a week and show/update them with the progress of their work.
16. If a student wishes to change his supervisor or topic of the project, he can do so with the approval of the DRC. However, the DRC shall examine whether or not the change of topic / supervisor.
17. Leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.
18. The group must maintain a record of their meetings along with remarks of their discussion and signature of their supervisor.
19. The decision of the faculty meeting will be binding on all students and faculty participating in the procedure.





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## STANDARD OPERATING PROCEDURE FOR COURSE ALLOTMENT

## 28 STANDARD OPERATING PROCEDURE FOR COURSE ALLOTMENT

### Objective:

To elaborate the procedure for allocating Theory and Practical labs to staff members.

### Responsibility:

- All the teaching faculty
- Dean Academic
- Academic committee
- Heads of the respective departments

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of academic calendar / schedule for academic year	Dean Academics and HoDs	Before the start of Odd and Even semester
2	Releasing the academic schedule to all teaching / non-teaching staff members	Principal	Before the start of semester
3	Receiving students choices on elective courses	HoDs and Faculty	One week before start of semester
4	Receiving service courses from the relevant departments	HoDs	Two weeks before start of semester
5	Conducting department meeting on course allocation based on willingness and competency	Academic Committee / HoDs	Two weeks before start of semester
6	Sharing the course option sheet with all faculty members	HoDs	Two weeks before start of semester
7	Analyzing the competency of staffs in course chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	Academic Committee / HoDs	Two weeks before start of semester
8	Allocating the courses to the faculty based on the number of times the course handled, specialization result analysis and earlier student's feedback	Academic Committee / HoDs	Two weeks before start of semester
9	Assigning the practical laboratory courses corresponding to the theory allotted faculty.	HoDs	Two weeks before start of semester
10	Approval by Principal after course allotment	Principal	Before the start of semester



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## STANDARD OPERATING PROCEDURE FOR PREPARATION OF SYLLABUS

## 29 STANDARD OPERATING PROCEDURE FOR PREPARATION OF SYLLABUS

### Objective:

To elaborate the procedure for preparing the syllabus.

### Responsibility:

- All the teaching staff / staff members
- Departmental academic committee
- Heads of the respective Departments

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	After every semester collect the suggestion from concerned staff and student regarding syllabus	Departmental academic committee / HoDs by using feedback mechanism	At the end of each semester
2	Discuss the outcomes and objective for each course in the domain by brain storming.	HODs, faculty members	Before start academic year
3	Release the comments received from Industry experts and other stake holders like senior batch students, staff who have handled the course recently.	Respective HoDs	At the end of each semester
4	List out the most important concepts to be learned by an undergraduate student in that course	Staff members in each domain / specialization	Before start academic year
5	Frame a draft syllabus using some benchmark syllabus and feedback from stake holders.	Assigned faculty with subject expertise	Before start academic year
6	Discussion on prerequisite, reference books, other fine tuning	Staff members in each domain / specialization	Before start academic year
7	Preparing the second draft based on the discussion done	Courses assigned faculty in their domain / specialization	Before start academic year
8	Discussion regarding the assessment component suitable for each course from the list of assessment methods	Staff members in each domain / Departmental academic committee	Before start of semester
9	Preparing the final draft with all type of mapping done.	Assigned faculty	Before start of academic year
10	Evaluate the syllabus using a rubrics	Departmental academic committee / HoDs	Before start of academic year
11	Validation of syllabus using an External expert	Departmental academic committee / HoDs	Before start academic year

S. No	Activities	Responsibility	Target Dates/Days
12	After incorporating the changes make the final draft to be submitted for BOS meeting	Assigned faculty	Before start academic year



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## STANDARD OPERATING PROCEDURE FOR ORGANIZING AND CONDUCTING ORIENTATION PROGRAM

### 30 STANDARD OPERATING PROCEDURE FOR ORGANIZING AND CONDUCTING ORIENTATION PROGRAM

**Objective:**

To elaborate the procedure for organizing first year's orientation program

**Responsibility:**

- Principal of the institution.
- All the Heads of the Departments.
- Heads of the various organizing committees
- Mentor of First year classes.
- All the teaching/non-teaching staff members.

**Procedure:**

S. No	Activities	Responsibility	Target Dates/Days
1	Orientation program date to be finalized	Principal	1st week of October
2	Chief Guest to be finalized	Coordinator and Principal	2nd week of October
3	Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee	Principal	3rd week of October
4	Roadmap pamphlets (department wise)	Heads of respective department	3rd week of October
5	To inform newly admitted students and their parents about orientation Program	Communication Committee, Faculty in charges	3rd week of October
6	Invitation and Agenda Finalization & Principal	Organizing committee head.	15 days before orientation
7	Meeting of committee members with the Organizing Committee head to discuss about their roles and responsibilities.	Principal, Organizing Committee head and Committee Members	15 days before orientation
8	Meeting with the transport committee to finalize the bus routes and timings.	Committee Head and Transport Committee members	15 days before orientation
9	Meeting with the seating committee to finalize the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee members	15 days before orientation
10	Meeting with the Reception Committee	Committee Head and Reception Committee members	15 days before orientation
11	Meeting with the Food Committee to finalize <ul style="list-style-type: none"> <li>• The menu for lunch and the list of volunteers.</li> <li>• Number of participants</li> </ul>	Committee Head and Food Committee members	15 days before orientation

<b>S. No</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Target Dates/Days</b>
12	Meeting with the stage committee to finalize the flow of events on stage Stage decoration, Arrangement of design of stage backdrop and the introduction videos.	Committee Head and Stage Committee members	15 days before orientation
13	Finalization of academic schedule for academic year	Principal & HoDs	1 week before orientation
14	To check the readiness of all committee works with committee Heads and Members	Principal and Organizing Committee Head	4 days before orientation
15	Sending Time table, Academic schedule, syllabus and course information to students through telegram messenger	Principal and HoDs	2 days before orientation
16	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoDs	1 days before orientation





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## STANDARD OPERATING PROCEDURE FOR ORGANIZING FDP, SEMINAR AND WORKSHOP

### 31 STANDARD OPERATING PROCEDURE FOR ORGANIZING FDP, SEMINAR AND WORKSHOP

**Objective:**

To elaborate the procedure for organizing FDP, Seminar, Workshop etc.

**Responsibility:**

- All the Faculty members of respective departments
- Event Coordinator
- Heads of the respective Departments
- Deans

S. No	Activities	Responsibility	Target Dates/Days
1	Identify the Program dates based on the department event calendar	Event coordinator	Not applicable
2	Conduct department meeting to identify the area of training required	Faculties, HoDs	45 days before the event
3	Prepare the proposal document and getting confirmation and approval	Event Coordinator, HoDs, Dean	40 days before the event
4	Form the committee to coordinate the activities.	Event Coordinator, HoDs	40 days before the event
5	Identify, contact and invite the resource persons	Event Coordinator	35 days before
6	Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation.	Committee members, Event Coordinator, HoDs	30 days before the event
7	Set up the hardware and software needed for the event	Committee members	1 week before the event
8	Design the certificates for the participants	Committee members	1 week before the event
9	Make all the necessary arrangements such as accommodation, refreshments for the resource persons and participants	Committee members, Event Coordinator	3 days before the event, the days of event
10	Get feedback from the participants	Event Coordinator	On the day of event
11	Post Publication of the event on social media	Event Coordinator	One to Two days after the event.
12	Prepare final report about the event	Event Coordinator	Two days after the event
13	Submit all the expense details to the HoD and Accounts	Event Coordinator	Five days after the event



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## STANDARD OPERATING PROCEDURE FOR AWARDS AND APPRECIATION

## 32 STANDARD OPERATING PROCEDURE FOR AWARDS AND APPRECIATION

### Objective:

To recognize and felicitate the outstanding performers in different categories.

### Responsibility:

- Principal
- Award and Appreciation Committee
- Refreshment Committee

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Formation of Award and Appreciation Committee	Principal	30 days before formation
2	Identifying different category of awards	Award Appreciation Committee	Immediately after the formation
3	Evaluating the budget and submission with detailed proposal to Principal/ Registrar for approval	Award Appreciation Committee	25 days before
4	Selecting the Chief Guest	Principal	As Applicable
5	Preparing the list of award winner	Award Appreciation Committee	20 days before
6	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award Appreciation Committee	18 days before
7	Design / Prepare the Certificate for the awardee	Award Appreciation Committee	15 days before
8	Intimating awardees and sending invitation	Award Appreciation Committee	10 days before
9	Venue Preparation	Logistics Committee	7 days before
10	Arrangement of refreshment for the guest & participants	Refreshment Committee	7 days before
11	Publicity	Publicity Committee	Pre and Post event
12	Presenting the award to the winner by Chief Guest	Chief Guest / Principal	On the day
13	Sending congratulations note along with the photograph of the ceremony with the participants	Award and Appreciation Committee	One day after the program
14	Preparation of Report	Award and Appreciation Committee	Two days after the program
15	Submission of bill and statement of expense to accounts	Award and Appreciation Committee	Five days after the program



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## STANDARD OPERATING PROCEDURE FOR CONDUCTION OF TECHNICAL SYMPOSIUM / TECHNOFEST

## **33 STANDARD OPERATING PROCEDURE FOR CONDUCTION OF TECHNICAL SYMPOSIUM / TECHNOFEST**

### **Objective:**

To elaborate the procedure for conducting Technical Symposium.

### **Responsibility:**

- All the teaching/non-teaching staff members
- Event coordinators
- Institution (overall) coordinator
- Heads of the respective Departments
- Principal

### **Procedure:**

Preparation and submission of a Technical symposium / Technofest proposal to the Principal / Management.

### **33.1 Preparatory work**

**The following details has to be done as preparatory work:**

- Selection of name and theme for the symposium / technofest
- Selection of month and date to conduct the event
- Selection of organizing committee members from each department and event coordinators (staff and students)
- Discussion and finalization of events to be conducted by each department
- Selection of venue and timing schedule to conduct events
- Design of website, posters and invitation for the event

**The following details has to be prepared for conducting events**

- Preparing the call for project / papers and poster presentation with topics and themes
- Publicize the call for project / papers (via a website, email, regular mail) with deadline for proper submission
- Find reviewers and establish their area of expertise
- Accept project / paper submissions (via web site submission, email)
- Send out confirmations of receipt of project / paper submission
- Assign reviewers to each project / paper and circulate the papers to each reviewer
- Follow up with reviewers to ensure they are on track and collect reviewer comments
- Make the final project / paper selections.
- Notify participants for acceptance or rejection
- Prepare accepted list of project / papers for presentation on the day of the event

### **33.2 Registration Process**

- Determine early-bird and final registration dates
- Decide on a registration procedure
- Determine the price for the symposium
- Determine which payment options you will accept (e.g. cheque, visa, MasterCard)
- Decide on a cancellation policy
- Create the registration form, including additional items such as: Meals and dietary requirements, Accommodation, Transportation, Sessions and workshops
- Publish your registration form (online and/or on paper)
- Send confirmation of registration to participants upon receipt of payment Arranging student and staff coordinators for various committee
- Establishing various committee.

### **33.3 Guest of Honor and Judges for the events**

- Research and select judges for the events
- Arrange for speaker accommodation and transportation and confirm arrival times
- Arrange for speaker compensation

### **33.4 Budget Preparation for the event**

Prepare a detailed budget for the event with the following details

- Stationary for conducting events
- Certificates, poster and invitation
- Purchase of Registration kit (File, notepad and pen)
- Registration fee details (for each event or a common fee)
- Decide on registration fee amount for internal and external participants
- Tea and refreshments
- Lunch
- Gifts and honorarium for chief guest
- Prize amount for event winners

Submission of event proposal to Principal / Management along with the above details.



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## STANDARD OPERATING PROCEDURE FOR HOSTEL



## **34 STANDARD OPERATING PROCEDURE FOR HOSTEL**

### **34.1 Hostel Rules and Regulation**

- : • Student should read the rules before signing the application form.
- Rules to be displayed in the hostel also.
- No Boarder shall remain absent from the Hostel without permission from the Warden. They should simultaneously inform the Hostel Warden in writing the absence. Student shall not leave the station without prior permission of the Warden.
- Food cannot be served to boarders in their rooms except for valid reason of illness. Any such service shall require prior permission from the Warden.
- No extra person is permitted to stay in the room of any boarder whatsoever may be their relation.
- Any student, whose name is removed from the rolls of the Institution, shall by that very fact, cease to have any right to occupy a room in the hostel and must vacate it. Accordingly, he/she shall not be allowed to take food from hostel.
- Students are not allowed to put up any notice or convene any meeting of any sort within the hostel premises except the meetings of Hostel Management Committee without the permission of the College Authority.
- The room of any boarder can be inspected any time by warden/assistant warden or by any member of the College staff authorized by the Principal. /Registrar.
- Cleanliness: Students shall keep their room, Corridor and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No students shall store any cooked food in the room.
- Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9&00 am to 11&00 am and 6&00 pm to 8&00 pm on working days and between 11&00 am to 5&00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. The parents should give an undertaking to cooperate with the authority and should be available on call.
- Students are advised not to waste food. Outsiders are not allowed in the canteen area. Hostel warden will be present at Canteen area during Breakfast/Lunch/Dinner time. Timings for Canteen.  
Breakfast - 7&30 am to 9&00 am  
Lunch - 12&30 am to 1&30 pm  
Dinner - 7&30 pm to 10.00 pm  
These timings shall be strictly followed by the hostellers.

### **34.2 Admission Procedure of Hostel**

- Student should apply at least 7 days before for accommodation.
- Application form with attached one passport size photograph will be submitted to the Hostel Warden for hostel accommodation.
- Admission form for hostel accommodation has to be endorsed by the Administrative Officer.
- Admission in the hostel will be provisional subject to Allowed to Keep Term Rule.
- Room Inventory form will be filled during check-in and check-out by the students in the hostel.

### **34.3 Issued Related to Parents / Relatives / Visitors**

- Parents / Guardians should give an undertaking to co-operate with the Hostel Wardens and should be available on call as and when required and disclose all contact details.
- Parents / Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

### **34.4 Use of Electronic / Electric Item**

- Each student shall use only electric connection already fitted to their rooms. Uses of all unauthorized electric appliances such as heaters re **STRICTLY PROHIBITED**.
- Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be penalized financially for any item found missing from their room. Students shall also be penalized if they will fully damage or have been damaged on account of misuse or unfair wear and tear.
- Students shall not interchange any furniture / fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- Theft / damages to hostel assets in common areas / corridors shall be recovered from all students of the flank / wing involved. In case of theft / damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the students involved.

### **34.5 Celebration of Birthdays**

- It shall be with prior written permission of the Hostel Authorities.
- It shall be held in a common place for one to two hours between 8&00 pm to 10.00 pm. There shall not be any kind of physical discomfort.
- No outside guest will be allowed.
- Violation of the rule shall be penalized.

### **34.6 Attendance of Students in Hostel**

- Undertaking form will be taken from students for attendance.
- No student will be allowed after 8&00 pm in the Hostel premises without prior permission of the Hostel Authorities.
- Attendance of the students in the hostel will be taken strictly between 10.00 pm to 10.30 pm.
- Students are not allowed to remain absent from their hostel during the night hours without permission of the Warden.
- Any late comer will have to sign in a separate register.
- Strict disciplinary action will be taken to the late comers which may lead up to suspension from the Hostel.

### 34.7 Rules for Hostel Leave

No student will be allowed to leave the hostel in the mid of the semester, In that case student must have to submit Hostel leaving application to the Warden one month before. Before leaving the hostel, they must have to clear all dues of the hostel and they have to take clearance certificate issued by A/C section, failing which their due will be continued. Disciplinary action as per Institute Code of Conduct shall be taken against students violating Hostel Rules.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and / or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
3. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded.
4. Every student shall stay in the accommodation allowed to him/her by the authority. Any change accommodation without the permission will not be allowed and may invite disciplinary action.
5. The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Hostel warden.
6. Strict silence shall be observed in hostel from 12&00 am to 6&00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
7. No gambling of any kind shall be allowed on the premises of the hostel. 8. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
8. Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Hostel. 10. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
9. Hostel authorities will not be responsible for any loss of money, jewellery or personal belongings of any student. Students are advised not to keep any cash / jewellery or any costly items in the room.
10. Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar

disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to the Warden/College Authority.

### UNDERTAKING BY THE STUDENT

I.....D/O, S/O, Mr. / Mrs..... staying in Room No..... in Hostel has read the above Rules and Regulations and I undertake that I will sign on the attendance register before 10.30 pm (unless exempted) failing which shall be liable for censure/fine/disciplinary action.

Name of the Student: .....

Program: ..... Year: .....

Signature of the Student ..... Date.....

### UNDERTAKING BY THE PARENT

I.....F/O,/M/O,Ms./Mr.....Who is studying in..... Hostel in Room No..... has read and understood the above Rules and Regulations and I undertake that I will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required.

My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Institute of Aeronautical Engineering code of conduct while he/she is inside or outside the hostel.

Name of the Parent:

Signature Date:



# IARE

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## STANDARD OPERATING PROCEDURE FOR CANTEEN

## 35 STANDARD OPERATING PROCEDURE FOR CANTEEN

### 35.1 Canteen Quality and Hygiene Control

**Objective:** To maintain standard and quality of food served and to regulate cleanliness and hygiene within the canteen premises.

**Responsibility:**

- Canteen Manager
- Canteen Supervisor
- All Canteen Staff

S. No	Activities	Responsibility
1	<p><b>Dressing Standards:</b></p> <ul style="list-style-type: none"> <li>• All Canteen workers must wear clean clothes preferably uniform.</li> <li>• Canteen workers must wear gloves, apron and hair net or cap either disposable or to be washed daily.</li> </ul>	Canteen Supervisor and All Canteen Staff
2	<p><b>Maintenance of Hygiene:</b></p> <ul style="list-style-type: none"> <li>• Placing of hand wash in kitchen and dining area.</li> <li>• Cleaning of hands before preparing food.</li> <li>• Mopping and dusting is done in morning and afternoon. The frequency may increase based on the requirement.</li> <li>• Maintenance of covered dustbin inside the kitchen and outside the dining area.</li> <li>• Insect Repellant to be placed in canteen premises.</li> <li>• Eating/Drinking is not allowed in the cooking area.</li> <li>• Chewing tobacco and Smoking is strictly prohibited inside the canteen premises.</li> </ul>	Canteen Supervisor and All Canteen Staff
3	<p><b>Maintaining Quality:</b></p> <ul style="list-style-type: none"> <li>• Certified food commodities (Agmark / FSSAI) are allowed for cooking. No loose items like oil, spices, etc. must be allowed.</li> <li>• Food grade disposable is preferred.</li> <li>• Regular inspection to be carried out.</li> <li>• A suggestion / complaint box must be installed in the canteen which should be checked regular basis and action should be taken.</li> <li>• Prices of all available food item for sale to be displayed (including packaged food).</li> </ul>	Canteen Manager Canteen Supervisor

### 35.2 Canteen Committee

**Purpose:**

The purpose of this Standard Operating Procedure (SOP) is to ensure proper functioning of the Institute Canteen in serving the Students, Staff and Guests of the Institute and to give guidelines to the Canteen Committee for smooth running of the Canteen.

**Scope:**

Applicable for all the events in the institute

**Responsibility:**

**The canteen committee members Structure:**

The Canteen Committee is headed by a Professor of the Institute and Comprises members from the faculty, administrative officer and students of the Institute. The Committee shall monitor the affairs of the Institute Canteen under the directions of the Management / Principal.

**Details of Activities:**

- The Committee shall meet at least once in a month to review the functioning of the canteen.
- The suggestions given by the members and the resolutions made in the meetings must be recorded in the minutes of the meeting.
- The menu for breakfast, meals and snacks are fixed by the Committee and a sub- committee will look into monitoring of the implementation of the menu suggested.

**The following sub-committees are formed:**

- For fixing and monitoring the menu.
- For verifying the quality of provisions and vegetables etc. and also for verifying the quantity and quality of various food items.
- For checking and ensuring cleanliness.
- For checking discipline in the canteen.

**Passing on Advance Information to Canteen:**

- Sufficient advance information is to be given to the Canteen regarding expected congregation of students or staff or public or etc., so that arrangements can be made for tiffin or lunch or snacks.
- The information regarding closure of the Institute for a holiday or cancellation of class work should be passed on to the canteen to minimize loss to the Canteen.

**Records to be maintained:**

- Minutes of the Committee meeting
- Complaint file
- Action file
- Circular file



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## STANDARD OPERATING PROCEDURE FOR CAMPUS CLEANLINESS



## 36 STANDARD OPERATING PROCEDURE FOR CAMPUS CLEANLINESS

### Objective:

To keep the campus clean and maintain the hygiene.

### Responsibilities:

- Supervisor
- Administrative Officer
- Housekeeping Staff

### 36.1 Class Room Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

### 36.2 Laboratory Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash / waste pot (Physical, chemical and biological trashes)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine / equipment	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Dust ceiling and light fixtures	Monthly

### 36.3 Corridor, Elevator and Staircase Cleaning

:

<b>Prior-ity</b>	<b>Task</b>	<b>Frequency</b>
1	Clean Staircase	Daily
2	Clean and disinfect drinking fountain(s)	Daily
3	Empty trash receptacle	Weekly
4	Spot mop floor	Weekly
5	Grills	Weekly
6	Spot clean doors, windows and walls	Weekly
7	Clean all horizontal surfaces, windows and door walls	Weekly
8	Clean mats and grids under mats (if any)	Quarterly

<b>Prior-ity</b>	<b>Task</b>	<b>Frequency</b>
9	Vacuum all supply and return air vents	Quarterly
10	Dust ceiling area and light fixtures	Quarterly

### 36.4 Office Cleaning

<b>Prior-ity</b>	<b>Task</b>	<b>Frequency</b>
1	Empty trash receptacle	Daily
2	Spot mop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly

### 36.5 Restroom/ Staffroom Cleaning

<b>Prior-ity</b>	<b>Task</b>	<b>Frequency</b>
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily
6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly



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## STANDARD OPERATING PROCEDURE FOR CLASS ROOM MAINTENANCE

### 37 STANDARD OPERATING PROCEDURE FOR CLASS ROOM MAINTENANCE

**Objective:** To elaborate the procedure for Maintaining the class room.

**Responsibility:**

- Supervisor
- System Admin
- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Dean of Academic

**Procedure:**

S. No	Activities	Responsibility	Target Dates/Days
1	Department wise allotment of classrooms department wise	Dean of Academic	Two weeks before commencement of Odd / Even semester
2	Allotment of individual classrooms for respective Class students	HoDs	One week before commencement of Odd / Even semester
3	Verification of working of ICT facilities in each and every class room	System Admin	One week before commencement of Odd / Even semester
4	Arrangement / Repair of student's Desks and teacher's desks / tables.	Supervisor	Two weeks before commencement of Odd / Even semester
5	Repair of existing electrical outlets – Tubes / fans / bulbs replacement	Electrician, Supervision	One month before commencement of Odd / Even semester
6	Ventilation / Window replacements work if any	Supervisor	One month before commencement of Odd / Even semester
7	Routine services or maintenance	House keepers	Every working day
8	Keeping the classroom clean and tidy	Students and teaching staff	Every working day
9	Classroom security with lock system.	Supervisor	Every working day



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## STANDARD OPERATING PROCEDURE FOR LABORATORY MAINTENANCE

## 38 STANDARD OPERATING PROCEDURE FOR LABORATORY MAINTENANCE

### Objective:

The procedure is to establish a controlled method for Inspection / calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.

### Responsibility:

- Head of Department
- Lab coordinator.
- Teaching Assistant(s).
- Lab technician(s).

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Teaching Assistant(s)	Two weeks before commencement of Odd / Even semester
2	Maintain the analytical equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Lab technician(s)	Two weeks before commencement of Odd / Even semester
3	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co-coordinators.	Two weeks before commencement of Odd / Even semester
4	The “Equipment Calibration / Maintenance log” has to be filled and signed and kept in file in HoD office	Lab coordinators and HoDs	One month before commencement of Odd / Even semester
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab	Lab-Coordinator, Teaching assistant(s)	Two weeks before commencement of Odd / Even semester
6	A sticker with “Calibrated on dd/mm/yy” shall be pasted on the equipment.	Lab technician(s)	Two weeks before commencement of Odd / Even semester
7	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,	Teaching assistant(s) Lab Coordinator and HoD	Two weeks before commencement of Odd / Even semester
8	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Teaching assistant(s) and / or lab technician(s), HOD	Two weeks before commencement of Odd / Even semester

<b>S. No</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Target Dates/Days</b>
9	Maintain the research equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	HOD	One month before commencement of Odd / Even semester
10	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use".	Lab technician(s)	One month before commencement of Odd / Even semester
11	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab technician(s) and Lab coordinator.	Every working day
12	Housekeeping register has to be maintained for laboratories.	Lab technician(s) and Lab Coordinator.	Every working day



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## STANDARD OPERATING PROCEDURE FOR MENTORSHIP



## 39 STANDARD OPERATING PROCEDURE FOR MENTORSHIP

### Objective:

To elaborate the procedure for Mentorship.

### Responsibility:

- All the Mentees
- Dean student services (DSS)
- Heads of the respective Departments.
- Mentors

### Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Allocation of mentees to the Mentors	Dean Student Services (DSS)	Before commencement of academic year
2	Categorizing the mentees based on the SWOT analysis and motivating them based on their levels.	Mentors	Before commencement of academic year
3	Monitoring the Mentees discipline.	Mentors	Daily Basis
4	Conducting Mentors ward meeting to counsel and to motivate the mentees.	Mentors	Twice in a month
5	Conducting the Mentors ward meeting to know the work progress and their involvement with their academics.	Mentors	Weekly Basis
6	Recording of the Minutes of Mentorship meeting in the Mentor Log book.	Mentors, HOD	Weekly Basis
7	Motivating the mentees to attend the online Coding Contest and other events to improve their programming skills.	Mentors	Weekly Basis
8	Motivating the mentees to do online courses and monitoring the status.	Mentors	Weekly Basis
9	Motivating the mentees to participate in co-curricular and extra-curricular activities conducted in other reputed colleges.	Mentors	Daily Basis
10	Maintaining the mentee record and mentee database.	Mentors	Daily Basis
11	Maintaining the master attendance and log book	Mentors	Daily Basis
12	Maintaining the daily and Monthly attendance of mentees and sending reports to parents. Making the mentees who are having attendance below 75% to meet HoD.	Mentors, HoDs	In first week of every month
13	Analyzing the mentee's interest in various domains, so that they can be allowed to participate in the events that contribute to their interest.	Mentors	Daily Basis
14	If the mentees have any grievances regarding their subjects, it shall be discussed with the respective faculties.	Mentors, HoD	Timely Basis

S. No	Activities	Responsibility	Target Dates/Days
15	Conducting Academic Review Meeting to inform about the progress of the mentees, placement related training, importance of mandatory courses, academic and co-curricular activity performance.	Mentors, HoD	Monthly Basis



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## AMENDMENT TO STANDARD OPERATING PROCEDURES

## 40 AMENDMENT TO STANDARD OPERATING PROCEDURES

These SOPs will be strictly followed by all concerned and any changes, modifications, and improvement herein will be recorded/updated in the revision history given below: -

<b>File. No</b>	Suggested Revision in brief	Revising Authority	Effective Date	Remarks (Attach the revision document)

Amendments Approved by:

Date:

**PRINCIPAL**

# ABOUT INSTITUTE OF AERONAUTICAL ENGINEERING

Institute of Aeronautical Engineering (IARE), Hyderabad was established in the year 2000 and is run by Maruthi Educational Society founded by a devoted group of eminent professional and industrialists having a long and outstanding experience in educational system with a mission 'Education for Liberation'. It is the first institute to start B.Tech program in Aeronautical Engineering in the state of Telangana and has gradually transformed itself into an integrated multi-disciplinary technological institute. It is the most preferred institute with 100% admissions in the state of Telangana.

IARE is a prestigious Autonomous engineering college offering eleven B.Tech programs Computer Science and Engineering, Computer Science and Engineering (Artificial Intelligence and Machine Learning), Computer Science and Engineering (Data Science), Computer Science and Engineering (Cyber Security), Computer Science and Information Technology, Information Technology, Electronics and Communication Engineering, Electrical and Electronics Engineering, Aeronautical Engineering, Mechanical Engineering, Civil Engineering and six M.Tech programs in engineering and MBA (Master of Business Administration) with 21 years of rich standing in the educational sphere. The institute is approved by AICTE, New Delhi; recognized by Govt. of Telangana; permanently affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH); and accredited by National Assessment and Accreditation Council (NAAC) with 'A' Grade. All the seven B.Tech programs are accredited thrice by National Board of Accreditation (NBA), New Delhi since 2008 & The institute also received UGC recognition under Sections 2(f) and 12(B) of the UGC Act.

The IARE also enjoys geographical advantage, as it is well connected by air, rail and road. The college campus is adjacent to Nehru Outer Ring Road close to Dundigal junction exit-5, making it accessible to several important centers in and around the city. The Campus is situated 20 Km away from Secunderabad railway station and 11 Km from JNTUH University, Kukatpally, in a lush green and pollution free environment.

With its belief in holistic approach to excellence, the institute offers distinct Teaching-Learning Process to push the boundaries of human knowledge. The Institute excels in supporting "Research initiatives among students and faculty members" and "Entrepreneurship drive among students" which makes IARE as one of the best institutions to enhance the performance of the students.

## **Vision, Mission, Quality Policy, Philosophy & Core Values**

### **Vision**

To bring forth professionally competent and socially progressive, capable of working across cultures meeting the global standards ethically.

### **Mission**

To provide students with an extensive and exceptional education that prepares them to excel in their profession, guided by dynamic intellectual community and be able to face the technically complex world with creative leadership qualities.

Further, be instrumental in emanating new knowledge through innovative research that emboldens entrepreneurship and economic development for the benefit of wide spread community.

### **Quality Policy**

Our policy is to nurture and build diligent and dedicated community of engineers providing a professional and unprejudiced environment, thus justifying the purpose of teaching and satisfying the stake holders. A team of well qualified and experienced professionals ensure quality education with its practical application in all areas of the Institute.

### **Philosophy**

The essence of learning lies in pursuing the truth that liberates one from the darkness of ignorance and Institute of Aeronautical Engineering firmly believes that education is for liberation. Contained therein is the notion that engineering education includes all fields of science that

plays a pivotal role in the development of world-wide community contributing to the progress of civilization. This institute, adhering to the above understanding, is committed to the development of science and technology in congruence with the natural environs. It lays great emphasis on intensive research and education that blends professional skills and high moral standards with a sense of individuality and humanity. We thus promote ties with local communities and encourage transnational interactions in order to be socially accountable. This accelerates the process of transfiguring the students into complete human beings making the learning process relevant to life, instilling in them a sense of courtesy and responsibility.

### **Core Values**

**Excellence:** All activities are conducted according to the highest international standards.

**Integrity:** Adheres to the principles of honesty, trustworthiness, reliability, transparency and accountability.

**Inclusiveness:** To show respect for ethics, cultural and religious diversity and freedom of thought.

**Social Responsibility:** Promotes community engagement, environmental sustainability, and global citizenship. It also promotes awareness of, and support for, the needs and challenges of the local and global communities.

**Innovation:** Supports creative activities that approach challenges and issues from multiple perspectives in order to find solutions and advance knowledge.