

# STANDARD OPERATING PROCEDURE (SOP) OF ACADEMIC CELL



**MORIDHAL COLLEGE  
P.O. MORIDHAL, DHEMAJI**



MRIDHAL COLLEGE  
P.O. - MORIDHAL, DHEMAJI  
PIN- 787057



## STANDARD OPERATING PROCEDURE (SOP) OF ACADEMIC CELL

The Rules and Regulations of Academic Cell, Moridhal College, 2003-2004 amended on **08-06-2023** and entitled as Standard Operating Procedure (SOP) of Academic Cell, Moridhal College. This Standard Operating Procedure (SOP) will be in-force with due approval of Governing Body for planning and transaction of teaching, learning and evaluation process.

**Motto: *Tomorrow is yours, prepare it today***

### Formation of the Cell

The Academic Cell of the college is constituted by the Principal in consultation with IQAC subject to the approval of the Governing Body comprising of all the HoDs and other faculty members as required for a tenure of 3 (three) years with the following officials and members:

- President : Principal of the college
- Working President : Vice Principal
- Secretary : From a Senior Faculty member
- Asstt. Secretary : From a Senior Faculty member
- Members : All the HoDs and other faculty members

### Objective

- To ensure regularity and punctuality in various academic activities.
- To ensure smooth conduct of academic activities.
- To take steps for curriculum development.
- To create and maintain congenial and conducive academic ambience in the college.

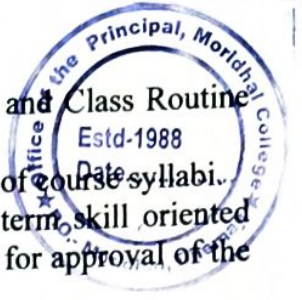
### Functions

The Cell will:

1. Prepare Prospectus, Academic Calendar and Master Class Routine prior to the beginning of the session.



2. Ensure the preparation of departmental Action Plan, Course Plan and Class Routine and collect copies of the same for record keeping.
3. Make mid-term review of course progression to ensure completion of course syllabi.
4. Take initiatives jointly with the IQAC for introduction of short term skill oriented certificate courses and/or Add on courses and take necessary steps for approval of the Governing Body and the affiliating university.
5. Take steps for conduct of awareness programmes on course outcome, programme specific outcome etc.
6. Monitor curriculum transaction and student attendance to ensure regularity, effectiveness and time bound performance.
7. Make a review of In-semester results of students to take stalk of their academic performance.
8. Have to hold its regular meeting and keep records of the proceedings and minutes.



*N.B.: The Cell may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.*

\*\*\*\*\*

Approved  
SAB  
TU/6/13  
Principal  
Moridhal College  
P.O.- Moridhal, Dhemajit