Gujarat Arts & Commerce College (Evening)
(Higher Education Department, Government of Gujarat)
Standard Operating Procedures (SOPs)

1. Admissions Procedure

- **Admission Notification**: Gujarat University releases centralized admission schedule on its portal.
- **Online Registration**: Students apply online, upload documents, and fill college/course choices.
- **Merit List & Allotment**: University prepares merit list and allots colleges based on preferences and merit.
- **Reporting to College**: Students report to the allotted college with original documents and allotment letter.
- **Document Verification**: College verifies documents and confirms admission online.
- **Fee Payment**: Students pay admission fees at the college.
- **Admission Confirmation**: College updates confirmation on university portal and submits reports.
- **Induction Program**: College conducts orientation for newly admitted students.

2. Examination and Evaluation

- Coordinate with university for examination schedules.
- Notify students and faculty about exam dates and rules.
- Conduct internal assessments (tests, assignments) as per CBCS/semester guidelines.
- Prepare and submit internal marks to university within deadlines.
- Arrange for examination center setup, invigilation, and examination personnel.
- Coordinate with university theory/practical exams and answer script collection.
- Publish results and handle revaluation/rechecking requests as per rules.

3. Recruitment and Appointment

- The institution identifies vacant posts (teaching/non-teaching) as per sanctioned strength.

- Proposals for recruitment are forwarded to the Higher Education Department, Government of Gujarat.
- The Higher Education Department sends requisition to GPSC (For Academic Staff) and other recruitment agencies (For administrative staff) for recruitment to the vacant posts.
- The requisition includes number of vacancies, post details, qualifications, and reservation requirements.
- GPSC publishes the recruitment notification in newspapers and on the official website.
- Notification contains eligibility criteria, syllabus, exam pattern, application procedure, deadlines, and reservation policies.
- Interested candidates apply online on the GPSC portal within the specified timeframe.
- GPSC verifies applications for eligibility and shortlists candidates for examination.
- GPSC conducts written examinations (preliminary and main) and interviews/personality tests as per recruitment rules.
- The selection process strictly follows merit and reservation norms.
- GPSC prepares a merit list of selected candidates.
- GPSC forwards the final merit list to the Higher Education Department.
- The department reviews and issues appointment orders based on the merit list and vacancies.
- Appointment letters are issued to selected candidates by the Higher Education Department.
- Candidates report to the respective Government College for joining.
- The college administration completes joining formalities including document verification and induction.
- The appointed faculty/staff serve a probation period (typically 2 years).
- Performance is reviewed periodically as per government service rules.
- Upon satisfactory performance, confirmation orders are issued.
- The college maintains service records, appointment letters, and related documents.

4. Faculty Development and Performance Appraisal

- Organize/encourage participation in FDPs, workshops, seminars.
- Maintain records of faculty qualifications, trainings, and achievements.

- Conduct Annual Self-Appraisal Reports (APAR) and submit to administration.
- Arrange for periodic performance reviews and promotions.

5. Student Welfare and Grievance Redressal

- Establish mentoring and counselling systems.
- Maintain grievance boxes and online complaint portals.
- Convene meetings of Grievance Redressal Committee regularly.
- Address complaints promptly and maintain records of actions taken.
- Provide scholarship and fee concession support as per government schemes.

6. Financial Management

- Annual budget is prepared by the college in consultation with the Principal and Heads of Departments.
- Proposals for recurring (salary, maintenance) and non-recurring (equipment, infrastructure) expenses are submitted to Commissionerate of Higher Education (CHE) and KCG (for grants like RUSA, Finishing School, etc.)
- Government of Gujarat allocates funds through CHE for Salaries and allowances (monthly grants) and Operational and maintenance costs
- KCG releases project-based grants (e.g., RUSA, finishing school) after proposal approval.
- Funds are used as per sanctioned head and guidelines.
- Payments are made via government treasury systems or PFMS (for central grants).
- Purchases follow government e-procurement or GEM portal norms.
- All transactions are recorded in cashbooks, ledgers, and utilization registers.
- Separate files are maintained for each scheme/project.
- UCs (Utilization Certificates) are submitted to CHE/KCG with supporting bills.
- Internal audit by college-appointed committee.
- Annual audit by the Accountant General (AG) or Higher Education Department.
- Compliance reports are submitted to concerned authorities

7. Library Management

- Maintain updated catalogue of books, journals, and e-resources.
- Register students and faculty as library members.
- Issue and receive books as per set rules.
- Organize orientation sessions on library use.
- Keep records of lost/damaged books and fine collection.

8. Maintenance and Infrastructure

- Conduct periodic inspections of classrooms, labs, and campus facilities.
- Schedule maintenance and repairs through authorized vendors.
- Maintain cleanliness and safety standards.
- Monitor electrical, plumbing, and IT infrastructure regularly.

9. E-Governance Operations

- Use approved software for admissions, exam management, and accounts.
- Assign user roles and access permissions.
- Provide regular training to staff and faculty.
- Backup data periodically and ensure data security.
- Monitor software updates and system performance.

10. Meetings and Documentation

- Schedule IQAC and committee meetings as per calendar.
- Prepare agenda and circulate in advance.
- Maintain minutes and action taken reports.
- Archive documents securely for future reference.

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