

Standard Operating Procedure (SOP)

Department of B.Sc. Computer Science
(IIMT College of Science and Technology, Greater Noida)

1. Introduction

The Department of Computer Science at IIMT College of Science and Technology offers a comprehensive three-year undergraduate programme in Computer Science under the semester system, affiliated with Chaudhary Charan Singh University (CCSU), Meerut. This SOP document defines the academic, administrative, and operational guidelines essential to maintaining consistency, quality, and accountability in departmental functioning. It is intended to streamline activities, enhance student experience, promote innovation, and ensure systematic delivery of curriculum aligned with institutional and regulatory standards.

2. Objective

To establish a standardized, efficient, and quality-driven academic environment that: - Ensures smooth execution of the semester-based curriculum. Integrates technology, enhanced teaching methodologies. Strengthens student mentoring and support systems. Promotes professional development and research culture among faculty. Enhances institutional efficiency through well-defined procedures.

3. Desired Outcomes

- Timely implementation of academic and R&D calendars in line with CCSU norms.
- Holistic student development through technical training and co-curricular engagements.
- Effective student monitoring, counselling, and career guidance.
- Improved teaching-learning quality through ERP-based feedback and audits.
- Enhanced faculty performance and research contributions.
- Institutional compliance with UGC and university standards.

4. Academic Procedures

- Semester-wise academic calendar prepared in alignment with CCSU schedule.
- Activity and R&D calendar planned at the start of each academic session.
- Faculty develop lesson plans, course files, and adopt ICT-based teaching strategies.
- Daily attendance marked through ERP; students with <75% are counselled.
- Bridge courses offered to freshers; remedial sessions arranged for slow learners.

5. Internal Assessment & Examinations

- Two assessments per semester: 1 Sessional Exam and 1 Pre-University Test (PUT).
- Continuous internal evaluation via written tests, assignments, and lab files.
- Internal marks uploading on CCSU student exam portal.
- Practical exams conducted as per CCSU schedule with internal/external examiners.
- Examination forms submitted via CCSU portal under office guidance.
- Secure maintenance of exam records, marksheets, and evaluation sheets by COE & University data by the registrar.

6. Co-curricular & Extracurricular Activities

- Department organizes technical quizzes, coding contests, and industrial visits.
- Active participation in institutional clubs: Startup, Innovation, Literary, etc.
- Detailed documentation of event reports and student feedback.

7. Student Support, Mentoring & Counselling

- 1:20 faculty-student mentorship ratio.
- Weekly mentor meetings and bi-monthly counselling for academic and personal growth.
- Career support provided through training sessions and expert lectures.
- Resume-building and PDP (Personality Development Programme) sessions regularly conducted.
- Value Addition Courses (VAC) and QA classes included in the timetable.

8. Feedback Mechanism

- ERP-based feedback collected every semester for faculty, HoD, and Director review.
- Feedback outcomes used to improve teaching-learning standards and mentor effectiveness.

9. Administrative Practices

- CCSU-guided admission process with transparent documentation.
- Timetables and faculty workload finalized before the session begins.
- Monthly departmental meetings with recorded minutes and action points.
- Faculty maintain course files, attendance records, and internal assessment data.
- Syllabus coverage report is monthly submitted to the HoD by the faculty members.

10. Faculty Development

- Faculty orientation conducted for new recruits.
- Participation encouraged in FDPs, MOOCs, and professional workshops.
- Minimum one research publication per faculty per year is mandated.
- IQAC-led training sessions on pedagogy and digital tools.
- Self-appraisal and student feedback integral to performance review.

11. Grievance Redressal & Compliance

- Active grievance, anti-ragging, and women's cells ensure inclusive student support.
- Issues addressed within 7 working days.
- All practices aligned with UGC, CCSU, and institutional policies.
- Periodic awareness drives on ethics, equality, and student safety.

12. Internal Quality Assurance

- Daily Action Taken Reports (ATRs) prepared based on AMC checks.
- Weekly/monthly audits by IQAC committee.
- Continuous quality monitoring of teaching and administration.

13. Conclusion

This SOP document provides a structured and practical approach to managing academic and institutional activities within the Department of Computer Science. All faculty, staff, and stakeholders are expected to adhere to these procedures to maintain excellence, accountability, and compliance. Revisions to the SOP will be made periodically to adapt to academic advancements and institutional goals.
