



TEERTHANKER MAHAVEER UNIVERSITY
(Established under Govt. of U. P. Act No. 30, 2008)
Delhi Road, Moradabad (U.P)

Phone No.:	9837933666	Email :	registrar@tmu.ac.in
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Standard Operating Procedure
"Annual Targets at College /Faculty Level"

This Standard Operating Procedure has been developed as part of Teerthanker Mahaveer University for setting Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) targets for the Academic Year. These targets are aligned with the University's Strategic Plan and Vision.

The objectives for setting annual targets are to elevate academic standards, improve teaching methodologies, and foster research and innovation. These goals are to improve student learning outcomes, encourage faculty growth, ensure continuous professional growth for delivering high-quality education and make the best use of available resources. By setting Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) targets, the College and the Faculty members strive to ensure continuous improvement, drive student success, and build a reputation as a leading University committed to providing quality education and fostering a culture of excellence.

With the aim to streamline the entire process, a Core Committee (Dean/Principal/Vice Principal as Chairperson, two senior faculties shall be nominated by Dean/Principal) at College level should be framed. This committee will have to develop strategic plans and actions to timely meet the targets mentioned under Clause A and B. The Committee has to prepare and maintain the evidence-based document/report for audit/review.

The Task and their Annual Targets mentioned under Clause A and B shall be reviewed/audited by the competent authorities during the Academic Year.

The annual targets are framed at two levels:-

A- Target at College level

B- Target at the Faculty level

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A- Target at the College level:

S. No.	Category	Activity Name	Annual Target/Frequency	Process Flow
1	Academic Responsibility	Academic Review Committee (ARC)	06 (at least 3 in a Semester)	<p>i) ARC shall prepare MoM and the suggestions related to curriculum shall be produced in the BoS for assessing their feasibility for implementation.</p> <p>ii) Other Academic Administration related suggestions of ARC shall be forwarded to the Registrar for necessary action and approval from Hon'ble Vice Chancellor. The same shall be produced in the Executive Council by Registrar.</p> <p>iii) All records shall be maintained by College NAAC Criteria-1 Coordinator.</p>
		Board of Studies (BoS)	02 (at starting of the Semester)	<p>i) BoS Chairperson in the presence of External Experts shall vet the suggestions of ARC and submit MoM to Registrar for further suggestions and approval from Hon'ble Vice Chancellor.</p> <p>ii) All approvals shall be presented in BoF by the BoS Chairperson.</p> <p>iii) All records shall be maintained by College NAAC Criteria-1 Coordinator.</p>
		Board of Faculty (BoF)	02 (at starting of the Semester)	<p>i) Duly approved Report from BoS and BoF to be submitted to the Registrar by the concerned Chairperson for further</p>



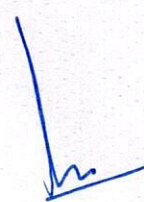
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				consideration in Academic Council Meeting. ii) All records shall be maintained by College NAAC Criteria-1 Coordinator.
		College Research Committee (CRC)	02 (In January & July)	i) With the consent of Associate Dean (Ph.D cell), Concerned CRC Chairperson shall convene the CRC in presence of URCC members and External experts. ii) CRC coordinator shall prepare the MoM for every Ph.D research scholar and get it signed from CRC Chairperson and/or External Expert, wherever applicable for further submission to Associate Dean (Ph.D cell). iii) Associate Dean (Ph.D cell) will vet the MoM and get it approved from Hon'ble Vice Chancellor and submit the report to IQAC Director. iv) CRC Coordinator after getting approved MoM from Associate Dean (Ph.D cell) will convey the suggestions/remarks to every Ph.D Scholar via email. v) All necessary annexures for CRC are available in TMU Ph.D Ordinance
2	Collaboration	National/International MoUs (Govt. Institutions/ Bodies/ Research Institutions/ Research Labs/ Corporate)	National: 02 International: 01	i) Dean/Principal/Vice Principal shall coordinate with Associate Dean Academics for preparing the necessary documents for collaboration and for further processing.

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				<p>ii) Dean/Principal/Vice Principal make efforts to make every MoU live, plan various activities throughout the year and the report of the same shall be submitted to the Associate Dean Academics and copy to Registrar.</p> <p>iii) Dean/Principal/Vice Principal shall coordinate with Associate Dean Academics for renewal of existing MoUs.</p> <p>iv) All records shall be maintained by College NAAC Criteria-3 Coordinator.</p>
3	Academic Activities	a) Conferences (National/International)	01	<p>i) Consider SOP1.1 ii) All records shall be maintained by respective College NAAC Criteria-6 Coordinator.</p>
		b) Seminars	02 (at least One/Sem)	
		c) Workshops	04 (at least Two/Sem)	
		d) Guest Lectures	08 (at least Four/Sem)	
		e) FDPs (1 week)	02 (at least One/Sem)	
		f) Short-Term Courses (1 week)	02 (at least One/Sem)	
		g) Value-added Courses (1 week) (for students only)	02 (at least One/Sem)	
4	Student Developmental Activities	a) Educational Visits/Tours/Exhibition	02 (at least One/Sem)	<p>i) Consider SOP4.0 and additional guidelines mentioned in "Guidelines for Educational Tour/Industrial Visit/Excursion/Sports Meet</p> <p>ii) All records shall be maintained by College NAAC Criteria Coordinator (for activity a- NAAC</p>
		b) Celebration of Commemoration Days	06 (at least Three/Sem)	
		c) Extracurricular Activities <ul style="list-style-type: none"> Sports Cultural NSS 	<ul style="list-style-type: none"> As per the academic calendar 02 (at least One/Sem) 	



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			<ul style="list-style-type: none"> As per the NSS office 	Criteria-1 Coordinator; for activity b-e - NAAC Criteria-7 Coordinator)
		d) Tech Fests	01	
		e) Intra and Intercommunity Events	02 (at least One/Sem)	
5	Capability Enhancement Activities	a) Competitive classes	At least 02 lectures per week, will be mentioned in Time Table	i) Dean/Principal/Vice Principal shall instruct Time Table Committee to prepare Time Table in order to accommodate such classes and get it approved from Registrar/Dean Academics. All records for activities a&b shall be maintained by College NAAC Criteria-5 Coordinator. ii) Identification of slow & Fast learners shall be done by the concerned Faculty and the necessary actions for improvement will be taken for slow learners after due approval from Dean/Principal/Vice Principal and the ATR shall be submit to the College NAAC Criteria-2 Coordinator
		b) Classes for Bridge Courses	Classes will be scheduled as the curriculum, which will be mentioned in Time Table	
		c) Classes for Slow & Fast learners	Find the slow & fast learners after the CTs & plan the classes accordingly	
6	Administrative Responsibilities	a) College Ranking	College will apply for at least 02 per semester in Private/Govt national & international ranking (as per the frequency of the Ranking framework)	i) Dean/Principal/Vice Principal shall prepare a proposal for activities (a-d) as mentioned under Administrative Responsibility at the starting of Academic Year. ii) All proposals shall align with the Vision and Mission of the University and the College. iii) All proposals for activities (a-d) shall be submitted to
		b) In-house Journal Publication	01 (Half yearly)	

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7	Research, Innovation & Consultancy	c) Quarterly Newsletter Publication	A Quarterly Newsletter should be published with all the relevant details during the period	Registrar for further action and approval from Hon'ble Vice Chancellor. iv) Proposal for Activities under Student Club shall be submitted to Dean Students' Welfare for action and approval from Hon'ble Vice Chancellor. v) Dean/Principal/Vice Principal shall form various committees to execute these activities. vi) All records shall be maintained by respective College NAAC Criteria Coordinator (for activity a- NAAC Criteria-6 Coordinator; for activities b&c- NAAC Criteria-3 Coordinator; for activities d&e- NAAC Criteria-5 Coordinator)
		d) Faculty Club	06 activities (at least 03/Sem)	
		e) Student Club	Student clubs should actively organise all the Co-curricular & Extra Curricular activities. One student club should be registered in each department/College.	
		a) Funded Research Project by Govt/Non-Govt agencies	At least 04 projects should be applied in Govt/Non-Govt agencies	i) Dean/Principal/Vice Principal shall motivate Faculty members to promote Research, Innovation and Consultancy activities. ii) All guidance related to preparation and submission of documents for Funded Research Project shall be provided by the Dean (R&D). iii) Dean/Principal/Vice Principal/Faculty members shall coordinate with Associate Dean (R&D) for proposal preparation, approval from Hon'ble Vice Chancellor and timely submission to the respective agencies. iv) All records shall be maintained by College NAAC Criteria-3 Coordinator.
		b) Research paper publication	Publication cadre wise	
		c) Patents/Copyrights	12 (at least 06/Sem)	
		d) Technology Transfer/Product Development	Ecosystem to be developed	
		e) Incubation & Start-up activities	Ecosystem to be developed	
		f) Consultancy with Industry & Govt.	04 (at least 02/Sem)	

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8	Feedback Mechanism	Feedback on curriculum from Students, Alumni, Faculty, Recruiters/Industry Experts, Parents	NAAC Criteria -1 Coordinator of respective college will be responsible for the various feedback along with ATR	<p>i) NAAC Criteria -1 Coordinator Shall coordinate with Joint Registrar for timely execution of feedback from various stakeholders.</p> <p>ii) Feedback suggestions shall be incorporated in the ARC by the NAAC Criteria-1 Coordinator for taking further necessary actions in BoS.</p> <p>iii) NAAC Criteria -1 Coordinator shall prepare the ATR and get it signed by the Dean/Principal/Vice Principal.</p> <p>iv) All records shall be maintained by respective College NAAC Criteria-1 Coordinator.</p>
9	Institute-Industry Interface	a) Projects	As per the curriculum	<p>i) Program Coordinator shall be responsible for allocating students for Projects and Internship. All records should be prepared by Program Coordinator and submitted to College NAAC Criteria-1 Coordinator for record keeping.</p> <p>ii) For activities a&b, supervisor should be allotted to every student by the Program Coordinator in presence of Dean/Principal/Vice Principal.</p>
		b) Internship	As per the curriculum	
		c) Industrial Visits	04 (at least 02/Sem)	

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		d) Expert Talk Series	04 (at least 02/Sem)	<p>iii) Program Coordinator shall conduct review meeting for assessing the performance of student in the presence of supervisor and/or External Expert, wherever applicable.</p> <p>iv) For activities c&d, consider SOP4.0 and 1.1, respectively.</p>
10	Establishment of Centres of Excellence		At least 01	<p>i) Dean/Principal/Vice Principal should identify potential Faculty members of high expertise as well as resources that provides leadership, best practices, training to students/trainers.</p> <p>ii) Group of such faculty members shall plan activities like workshop, training programmes, consultancy, seminar, etc and shall submit the proposal to Dean/Principal/Vice Principal for further action and approvals.</p> <p>iii) All records shall be maintained by College NAAC Criteria-1 Coordinator.</p>
11	Community Engagement Programmes apart from NSS activities		At least 02 per semester	<p>i) Outreach and extension activities as per the purview of College shall be planned by appointing the faculty coordinators.</p>

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				ii) Faculty Coordinator will plan activities and submit the proposal to the Dean Students' Welfare for vetting and subsequent approval from Hon'ble Vice Chancellor. iii) All records shall be maintained by College NAAC Criteria-7 Coordinator.
12	Implementation of Quality Circle	As per the 16 th IQAC meeting vide agenda no 16.4 dated 09/02/2023		All records shall be maintained by College NAAC Criteria-1 Coordinator.

B- Target at the Faculty level:

S. No.	Category	Task	Annual Target			Record Keeping
			Assistant Professor	Associate Professor	Professor & above	
1	Teaching-Learning	a) Teaching UG/PG/Ph.D students b) Setting the question papers and evaluating the answer copies c) Evaluating the assignments submitted by students d) Performing Examination duties e) Conducting Experiments and maintaining laboratories f) Mentoring the students g) Supporting the Dean/Principal/ Vice Principal in the academic administration h) Performing any other academic duties assigned by Dean/Principal/Vice Principal time-to-time	As per UGC /TMU Norms			Each Faculty member shall submit the duly signed records (signed by Dean/Principal/Vice Principal) to College NAAC Criteria-2 Coordinator.

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2	Research, Innovation & Faculty Development Activities	a) Research Publications (Journals indexed in Scopus/WoS/PubMed/ UGC-Care, SCI, ABCD and other reputed ones)	2	3	4	Each Faculty member shall submit the duly signed records (signed by Dean/Principal/Vice Principal) to College NAAC Criteria-3 Coordinator.
		b) Patents/Copyrights	1	1	1	
		c) Book Chapters (ISBN)	1	1	1	
		d) Govt. Funded Project	-	1	1	
		e) Membership (Institutional, Professional bodies etc)	1	1	1	
		f) Book Publications (ISBN) (if possible)	-	1	1	
		g) Reviewing of Articles	-	2	4	
		h) Ph.D Supervision	As per Ph.D. norms	As per Ph.D. norms	As per Ph.D. norms	
		Participation in:				Each Faculty member shall submit the duly signed records (signed by Dean/Principal/Vice Principal) to College NAAC Criteria-3,6 Coordinator.
		a) FDPs/Short Term Courses (Internal/External)	2	2	2	
		b) Paper presentation at Conferences (Internal/External)	2	2	2	
		c) Workshops/Industry Immersion Programs (Internal/External)	1	1	1	
		d) Seminars (Internal/External)	2	2	2	
		e) Online Courses (NPTEL/COURSERA/Edx)	1	1	1	
		f) <u>Participation as an Experts:</u> Conference/Seminar/Webinar/Guest Lectures	1	2	2	
		g) <u>Participation as an Experts:</u> Ph.D. Evaluation/External Examination/Conducting Viva-voce/Member of BoS, etc	2	2	2	

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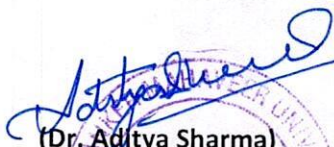
3	Academic Activities	a) i) Maintaining Teacher's Diary ii) Updating of student attendance on ERP	i) On daily basis ii) Attendance must be marked on daily basis on the ERP portal (consider SOP2.0)	Each Faculty member shall submit the duly signed records (signed by Dean/Principal/Vice Principal) to College NAAC Criteria-1 coordinator.
		b) e-Content development	i) e-contents of each course must be prepared (Plagiarism free) by respective faculty & will be reviewed by the Dean/Principal/Vice Principal. ii) Reviewed e-contents shall be submitted to Registrar for further approval from Hon'ble Vice Chancellor to get them uploaded on the University website, University Youtube page, UP Digital Library & faculty Google site, etc.	
		c) Assignments	Assignment & its evaluation must be proper and timely.	
		d) Course Handouts	Course handouts of each course must be available to students at the starting of the semester in the prescribed format.	
		e) Course Files	Course files must be prepared by each faculty including the academic calendar, individual Time Table, syllabus, handouts, CT papers, Award list of CTs, List of slow & fast learners along with class schedule & student attendance, Assignment record, Question bank, Model answer sheet, E-contents details, CO-PO Attainment.	
		f) CO-PO Attainment	Attainment must be available in the Course file.	
4	UG/PG Project	Supervision of UG/PG Projects	As per the curriculum	Records maintained by College NAAC



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			Criteria-1 Coordinator
5	Administrative responsibilities	Responsibilities related to administrative work assigned by University/College time to time	Records maintained by College NAAC Criteria-6 Coordinator


(Dr. Aditya Sharma)
Registrar
