



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE CALENDAR & HANDBOOK COMMITTEE

CALENDAR & HANDBOOK COMMITTEE

The calendar & handbook Committee is composed of faculty, staff, and administrative representatives from various college areas. The committee coordinates the development of the College's calendar as inputs are received authentically from the principal and various committees. The committee prepares the draft, which finally serves as an operational document to the college. The calendar identifies holidays and other college closings that impact the entire College community, as well as instructional and non-instructional days for faculty. The committee will meet twice in a semester.

Roles & Responsibilities of the Committee

- Gather inputs from all HOD's on new university regulations relevant to their department, their activity, events plan for the year.
- Update the staff list and the qualifications of each department.
- Procure details from different cells and clubs about events.
- Add relevant updates regarding rules, regulations, student code of conduct, uniform changes, changes in various committees, bodies etc;
- Incorporate the government holidays as published by the government.
- Receive quotations for printing of the handbook from various vendors as per the guidelines of the purchase committee.
- Communicate the approval to the printing press to initiate the work.
- Communicate with the printing press about content and layout details.
- Make corrections in the contents and finalise the wrapper design of the calendar and handbook.
- Receive the soft copy of the calendar and handbook from the printing press.
- Upload the soft copy of the calendar and handbook to the college website.
- Receive the hard copy of the college calendar and handbook from the printing press.
- Issue calendar and handbook to students and staff members.

STANDARD OPERATING PROCEDURE (SOP) FOR CALENDAR & HANDBOOK COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Calendar & Handbook Committee at Kottakkal Farook Arts and Science College. The committee is responsible for coordinating the development of the college's calendar and handbook, ensuring they serve as operational documents for the college community.

2. Scope

- This SOP applies to all members of the Calendar & Handbook Committee and covers the following areas:
- Gathering inputs for the calendar and handbook
- Drafting and finalising the calendar and handbook
- Printing and distribution

- Uploading digital copies to the college website

3. Definitions

Calendar: A document that outlines the academic and event schedule for the college year, including holidays, instructional and non-instructional days.

Handbook: A document that includes important information about college policies, staff lists, student conduct rules, and other relevant updates.

4. Responsibilities

Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Committee Members: Participate in meetings, gather and provide input, assist in drafting, and finalise the calendar and handbook

Administrative Staff: Support the implementation and distribution of the calendar and handbook.

5. Procedures

5.1 Formation of the Calendar & Handbook Committee

The Principal appoints the Calendar & Handbook Committee members at the beginning of each academic year.

The committee should include representatives from faculty, staff, and administrative areas.

5.2 Meetings

The committee will meet twice per semester to discuss and review calendar and handbook-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Gathering Inputs

Gather inputs from all Heads of Departments (HODs) on new university regulations, department activities, and event plans for the year.

Update the staff list and their qualifications from each department. Procure details from different cells and clubs about their events.

Add relevant updates regarding rules, regulations, student code of conduct, uniform changes, and changes in various committees and bodies. Incorporate government holidays as published by the authorities.

5.4 Drafting and Finalizing

- Prepare the initial draft of the calendar and handbook based on the gathered inputs.
- Review the draft with the committee members and make necessary corrections.
- Finalize the content and layout of the calendar and handbook.
- Ensure the accuracy and completeness of the information.

5.5 Printing and Distribution

- Receive quotations for printing the handbook from various vendors as per the guidelines of the purchase committee.

- Communicate approval to the selected printing press to initiate the work.
- Coordinate with the printing press about content, layout details, and wrapper design.
- Receive the soft copy of the calendar and handbook from the printing press.
- Upload the soft copy to the college website
- Receive the hard copies from the printing press and distribute them to students and staff members.

6. Documentation and Reporting

Maintain records of all committee meetings, decisions, and actions. Document all inputs gathered from departments, cells, and clubs.

Keep records of communications with the printing press and final quotations.

Archive the final versions of the calendar and handbook, both digital and hard copies.

7. Review and Revision

This SOP will be reviewed annually by the Calendar & Handbook Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date]. Principal's

Signature:

Date:

9. Distribution

This SOP will be distributed to all Calendar & Handbook Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.