GF GHARDA FOUNDATION

GIT | GHARDA INSTITUTE OF TECHNOLOGY

GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi, DTE, Maharashtra State, Affiliated to Mumbai University & Accredited by NAAC)

A/P - Lavel, Tal - Khed, Dist - Ratnagiri, PIN - 415 708, M.S.   Tel : 02356-262798, Fax : 02356-262980
E-mail : principal@git-india.edu.in   Website : www.git-india.edu.in

CATALOGUE OF STANDARD OPERATING PROCEDURE

SOP Description	Reference No.	Link
Introduction		https://www.git-india.edu.in/pdf/SOP/intro.pdf
Administrative Procedure For Admission Of Students (First Year)	GIT/SOP/01	https://www.git-india.edu.in/pdf/SOP/1.pdf
Administrative Procedure For Admission Of Students (Lateral Entry)	GIT/SOP/02	https://www.git-india.edu.in/pdf/SOP/2.pdf
Administrative Procedure For Enrolment Process	GIT/SOP/03	https://www.git-india.edu.in/pdf/SOP/3.pdf
Administrative Procedure For Faculty Recruitment Process	GIT/SOP/04	https://www.git-india.edu.in/pdf/SOP/4.pdf
Administrative Procedure For Dealing With Statutory Bodies	GIT/SOP/05	https://www.git-india.edu.in/pdf/SOP/5.pdf
Administrative Procedure For Inward Correspondence	GIT/SOP/06	https://www.git-india.edu.in/pdf/SOP/6.pdf
Administrative Procedure For Maintaining Attendance Of Staff	GIT/SOP/07	https://www.git-india.edu.in/pdf/SOP/7.pdf
Administrative Procedure For Maintaining Leave Record Of Staff	GIT/SOP/08	https://www.git-india.edu.in/pdf/SOP/8.pdf
Administrative Procedure For Maintaining Personal File And Service Book	GIT/SOP/09	https://www.git-india.edu.in/pdf/SOP/9.pdf
Administrative Procedure Holding Meetings At Institute Level	GIT/SOP/10	https://www.git-india.edu.in/pdf/SOP/10.pdf
Administrative Procedure For Making Staff And Student I-Cards	GIT/SOP/11	https://www.git-india.edu.in/pdf/SOP/11.pdf
Administrative Procedure For Making Bonafide Certificate, Fee Structure And Msrtc Concession	GIT/SOP/12	https://www.git-india.edu.in/pdf/SOP/12.pdf
Procedure For Formulation Of Vision, Mission, Peos Of The Institute, Department	GIT/SOP/13	https://www.git-india.edu.in/pdf/SOP/13.pdf
Administrative Procedure For Establishing Consistancy Of Peos With Mission	GIT/SOP/14	https://www.git-india.edu.in/pdf/SOP/14.pdf
Administrative Procedure For Formulation Of Course Outcome (Cos) For Individual Courses	GIT/SOP/15	https://www.git-india.edu.in/pdf/SOP/15.pdf
Departmental Procedure For Subject Load Distribution	GIT/SOP/16	https://www.git-india.edu.in/pdf/SOP/16.pdf
Departmental Procedure For Academic Calendar	GIT/SOP/17	https://www.git-india.edu.in/pdf/SOP/17.pdf
Departmental Procedure For Provison Of Facilities And Technical Support	GIT/SOP/18	https://www.git-india.edu.in/pdf/SOP/18.pdf

GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi, DTE, Maharashtra State, Affiliated to Mumbai University & Accredited by NAAC)

A/P - Lavel, Tal - Khed, Dist - Ratnagiri, PIN - 415 708, M.S.   Tel : 02356-262798, Fax : 02356-262980
E-mail : principal@git-india.edu.in   Website : www.git-india.edu.in

Departmental Procedure For Time Table	GIT/SOP/19	https://www.git-india.edu.in/pdf/SOP/19.pdf
Procedure For Maintaining Deadstock Register And Consumable Register	GIT/SOP/20	https://www.git-india.edu.in/pdf/SOP/20.pdf
Procedure For Conduction Of Alumni Meet	GIT/SOP/21	https://www.git-india.edu.in/pdf/SOP/21.pdf
Departmental Procedure For Conducting Meetings	GIT/SOP/22	https://www.git-india.edu.in/pdf/SOP/22.pdf
Departmental Procedure For Parents Teachers Meeting	GIT/SOP/23	https://www.git-india.edu.in/pdf/SOP/23.pdf
Departmental Procedure For Preparation Of	GIT/SOP/24	https://www.git-india.edu.in/pdf/SOP/24.pdf
Departmental Procedure For Maintaning Staff And Students Data	GIT/SOP/25	https://www.git-india.edu.in/pdf/SOP/25.pdf
Procedure For Approval Of Co-Curricular Activities	GIT/SOP/26	https://www.git-india.edu.in/pdf/SOP/26.pdf
Procedure For Academic Monitoring	GIT/SOP/27	https://www.git-india.edu.in/pdf/SOP/27.pdf
Procedure For Effective Teaching-Learning Process	GIT/SOP/28	https://www.git-india.edu.in/pdf/SOP/28.pdf
Procedure For Effective Teaching-Learning Process	GIT/SOP/29	https://www.git-india.edu.in/pdf/SOP/29.pdf
Departmental Procedure For Maintaining Student Attendance	GIT/SOP/30	https://www.git-india.edu.in/pdf/SOP/30.pdf
Departmental Procedure For Project Orientation Programme	GIT/SOP/31	https://www.git-india.edu.in/pdf/SOP/31.pdf
Departmental Procedure For Attainement Of Pos And Cos	GIT/SOP/32	https://www.git-india.edu.in/pdf/SOP/32.pdf
Departmental Procedure For Maintaining The Dte, Aicte Data	GIT/SOP/33	https://www.git-india.edu.in/pdf/SOP/33.pdf
Sop For Maintenance Of Equipment / Kit	GIT/SOP/34	https://www.git-india.edu.in/pdf/SOP/34.pdf
Sop For Maintaining It Infrastructure	GIT/SOP/35	https://www.git-india.edu.in/pdf/SOP/35.pdf
Departmental Procedure For Lab Equipment Requirement	GIT/SOP/36	https://www.git-india.edu.in/pdf/SOP/36.pdf
Departmental Procedure For Temporary Asset Moving	GIT/SOP/37	https://www.git-india.edu.in/pdf/SOP/37.pdf
Administrative Procedure For University Examination Form Filling Of	GIT/SOP/38	https://www.git-india.edu.in/pdf/SOP/38.pdf
Administrative Procedure For College Examination Form Filling Of Students	GIT/SOP/39	https://www.git-india.edu.in/pdf/SOP/39.pdf
Administrative Procedure For Class Test Conduction Of Students	GIT/SOP/40	https://www.git-india.edu.in/pdf/SOP/40.pdf

GF GHARDA FOUNDATION

GIT | GHARDA INSTITUTE OF TECHNOLOGY

GHARDA FOUNDATION'S

GHARDA INSTITUTE OF TECHNOLOGY

(Approved by AICTE New Delhi, DTE, Maharashtra State, Affiliated to Mumbai University & Accredited by NAAC)

A/P - Lavel, Tal - Khed, Dist - Ratnagiri, PIN - 415 708, M.S.   Tel : 02356-262798, Fax : 02356-262980
E-mail : principal@git-india.edu.in   Website : www.git-india.edu.in

Administrative Procedure For Conduction Of Oral Practical Examination Of	GIT/SOP/41	https://www.git-india.edu.in/pdf/SOP/41.pdf
Administrative Procedure For Preparing Supervision Duty Chart Of End Semester Examination	GIT/SOP/42	https://www.git-india.edu.in/pdf/SOP/42.pdf
Administrative Procedure For Conduction Of End Semester Examination	GIT/SOP/43	https://www.git-india.edu.in/pdf/SOP/43.pdf
Administrative Procedure For Conduction Of College Cap	GIT/SOP/44	https://www.git-india.edu.in/pdf/SOP/44.pdf
Administrative Procedure For Conduction Of University Cap	GIT/SOP/45	https://www.git-india.edu.in/pdf/SOP/45.pdf
Administrative Procedure For Result Preparation	GIT/SOP/46	https://www.git-india.edu.in/pdf/SOP/46.pdf
Administrative Procedure For Handling Grievance Cases	GIT/SOP/47	https://www.git-india.edu.in/pdf/SOP/47.pdf
Administrative Procedure For Photocopy And Revaluation For University	GIT/SOP/48	https://www.git-india.edu.in/pdf/SOP/48.pdf
Administrative Procedure For Result Analysis For University And College Examination	GIT/SOP/49	https://www.git-india.edu.in/pdf/SOP/49.pdf
Administrative Procedure For Finding The Eligibility Of A Student For	GIT/SOP/50	https://www.git-india.edu.in/pdf/SOP/50.pdf
Administrative Procedure For Provisional Admission Of Students	GIT/SOP/51	https://www.git-india.edu.in/pdf/SOP/51.pdf
Administrative Procedure For Issuing Transcript To The Students	GIT/SOP/52	https://www.git-india.edu.in/pdf/SOP/52.pdf
Administrative Procedure For Payment Of University Share Of College Exam	GIT/SOP/53	https://www.git-india.edu.in/pdf/SOP/53.pdf
Administrative Procedure For Payment Of University Share Of University	GIT/SOP/54	https://www.git-india.edu.in/pdf/SOP/54.pdf
Administrative Procedure For Payment Of Remuneration Of Oral/Practical/Termwork Examination	GIT/SOP/55	https://www.git-india.edu.in/pdf/SOP/55.pdf
Administrative Procedure For Payment Of College Cap Remuneration	GIT/SOP/56	https://www.git-india.edu.in/pdf/SOP/56.pdf
Administrative Procedure For Handling Unfair Means Cases	GIT/SOP/57	https://www.git-india.edu.in/pdf/SOP/57.pdf
Standard Operating Procedure For Internship	GIT/SOP/58	https://www.git-india.edu.in/pdf/SOP/58.pdf
Standard Operating Procedure For Invitations To Companies	GIT/SOP/59	https://www.git-india.edu.in/pdf/SOP/59.pdf
Standard Operating Procedure For Placement Activities	GIT/SOP/60	https://www.git-india.edu.in/pdf/SOP/60.pdf

GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi, DTE, Maharashtra State, Affiliated to Mumbai University & Accredited by NAAC)

A/P - Lavel, Tal - Khed, Dist - Ratnagiri, PIN - 415 708, M.S.   Tel : 02356-262798, Fax : 02356-262980
E-mail : principal@git-india.edu.in   Website : www.git-india.edu.in

Standard Operating Procedure For Higher Studies Record Maintenance	GIT/SOP/61	https://www.git-india.edu.in/pdf/SOP/61.pdf
Standard Operating Procedure For Offer Letter Record Maintenance	GIT/SOP/62	https://www.git-india.edu.in/pdf/SOP/62.pdf
Standard Operating Procedure For Events By Training & Placement Cell	GIT/SOP/63	https://www.git-india.edu.in/pdf/SOP/63.pdf
Standard Operating Procedure For Training Activities	GIT/SOP/64	https://www.git-india.edu.in/pdf/SOP/64.pdf
Standard Operating Procedure For Utilization Of Library Resources	GIT/SOP/65	https://www.git-india.edu.in/pdf/SOP/65.pdf
Standard Operating Procedure For ICC	GIT/SOP/66	https://www.git-india.edu.in/pdf/SOP/66.pdf
Administrative Procedure For Grievance Redressal Committee	GIT/SOP/67	https://www.git-india.edu.in/pdf/SOP/67.pdf
Standard Operating Procedures For Anti Ragging	GIT/SOP/68	https://www.git-india.edu.in/pdf/SOP/68.pdf
Procedure For Activity Conduction In Women Development And Gender Equity Committee	GIT/SOP/69	https://www.git-india.edu.in/pdf/SOP/69.pdf
Procedure For National Service Scheme Unit	GIT/SOP/70	https://www.git-india.edu.in/pdf/SOP/70.pdf
Procedure For Entrepreneurship Cell	GIT/SOP/71	https://www.git-india.edu.in/pdf/SOP/71.pdf
Procedure For Fee Receipt/Entry Details	GIT/SOP/72	https://www.git-india.edu.in/pdf/SOP/72.pdf
Procedure For Payment Of Vendor	GIT/SOP/73	https://www.git-india.edu.in/pdf/SOP/73.pdf
Procedure For Maintenance Of Petty Cash Expenses	GIT/SOP/74	https://www.git-india.edu.in/pdf/SOP/74.pdf
Procedure For Preparation And Maintenance Of Salary	GIT/SOP/75	https://www.git-india.edu.in/pdf/SOP/75.pdf
Procedure For Maintaining Statutory Payment Records	GIT/SOP/76	https://www.git-india.edu.in/pdf/SOP/76.pdf
Procedure For Maintaining Documents Related To Fees Regulating	GIT/SOP/77	https://www.git-india.edu.in/pdf/SOP/77.pdf
Procedure For Budget Preparation & Finalization	GIT/SOP/78	https://www.git-india.edu.in/pdf/SOP/78.pdf
Administrative Procedure For Preparation Of Sports Budget	GIT/SOP/79	https://www.git-india.edu.in/pdf/SOP/79.pdf
Administrative Procedure For University Sports Team Selection	GIT/SOP/80	https://www.git-india.edu.in/pdf/SOP/80.pdf
Administrative Procedure For Personal File	GIT/SOP/81	https://www.git-india.edu.in/pdf/SOP/81.pdf

GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi, DTE, Maharashtra State, Affiliated to Mumbai University & Accredited by NAAC)

A/P - Lavel, Tal - Khed, Dist - Ratnagiri, PIN - 415 708, M.S.   Tel : 02356-262798, Fax : 02356-262980
E-mail : principal@git-india.edu.in   Website : www.git-india.edu.in

Procedure For Canteen Maintenance	GIT/SOP/82	https://www.git-india.edu.in/pdf/SOP/82.pdf
Departmental Procedures For Website Updation	GIT/SOP/83	https://www.git-india.edu.in/pdf/SOP/83.pdf
Departmental Procedures For Mentor And Mentee	GIT/SOP/84	https://www.git-india.edu.in/pdf/SOP/84.pdf
Departmental Procedure For Activities For Conducting Make-Up	GIT/SOP/85	https://www.git-india.edu.in/pdf/SOP/85.pdf
Departmental Procedures For Academic Audit	GIT/SOP/86	https://www.git-india.edu.in/pdf/SOP/86.pdf
Departmental Procedures For Faculty Attending Conference/Sttp/Fdp Outside	GIT/SOP/87	https://www.git-india.edu.in/pdf/SOP/87.pdf
Departmental Procedures For Student Attending Academics Extra Curricular Out-Side	GIT/SOP/88	https://www.git-india.edu.in/pdf/SOP/88.pdf
Departmental Procedures For Feedback Analysis And Action Taken	GIT/SOP/89	https://www.git-india.edu.in/pdf/SOP/89.pdf
Standard Operating Procedure For Maintaining Physical Infrastructure	GIT/SOP/90	https://www.git-india.edu.in/pdf/SOP/90.pdf
Procedure for Enrollment of students in for higher classes in college	GIT/SOP/91	https://www.git-india.edu.in/pdf/SOP/91.pdf
GIT Consultancy Policy	GIT/SOP/92	https://www.git-india.edu.in/pdf/SOP/92.pdf
Academic Event conduction – Standard Operating Procedure	GIT/SOP/93	https://www.git-india.edu.in/pdf/SOP/93.pdf
Hostel Admission Policy	GIT/SOP/94	https://www.git-india.edu.in/pdf/SOP/94.pdf
Performance linked incentives	GIT/SOP/95	https://www.git-india.edu.in/pdf/SOP/95.pdf
Internship Policy	GIT/SOP/96	https://www.git-india.edu.in/pdf/SOP/96.pdf
Leave Policy	GIT/SOP/97	https://www.git-india.edu.in/pdf/SOP/97.pdf
Key Result Areas: Expected Outcome: Performance Parameters	GIT/SOP/98	https://www.git-india.edu.in/pdf/SOP/98.pdf
Purchase Procedure	GIT/SOP/99	https://www.git-india.edu.in/pdf/SOP/99.pdf
Service Rules for teachers	GIT/SOP/100	https://www.git-india.edu.in/pdf/SOP/100.pdf
Standard Operating Procedure for utilization of Staff Quarters	GIT/SOP/101	https://www.git-india.edu.in/pdf/SOP/101.pdf
Standard Operating Procedure for Budget Preparation	GIT/SOP/102	https://www.git-india.edu.in/pdf/SOP/102.pdf

GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi, DTE, Maharashtra State, Affiliated to Mumbai University & Accredited by NAAC)

A/P - Lavel, Tal - Khed, Dist - Ratnagiri, PIN - 415 708, M.S.   Tel : 02356-262798, Fax : 02356-262980
E-mail : principal@git-india.edu.in   Website : www.git-india.edu.in

Subject Distribution Procedure	GIT/SOP/103	https://www.git-india.edu.in/pdf/SOP/103.pdf
Training and Placement Policy	GIT/SOP/104	https://www.git-india.edu.in/pdf/SOP/104.pdf
Procedure for Book Purchasing	GIT/SOP/105	https://www.git-india.edu.in/pdf/SOP/105.pdf
SOP for collection of library dues	GIT/SOP/106	https://www.git-india.edu.in/pdf/SOP/106.pdf
Procedure for Data Management Committee and Book Bank Scheme for SC/ST/DT/NT Students	GIT/SOP/107	https://www.git-india.edu.in/pdf/SOP/107.pdf
Procedure for rental book bank scheme	GIT/SOP/108	https://www.git-india.edu.in/pdf/SOP/108.pdf
Procedure for issuing I'Card to student	GIT/SOP/109	https://www.git-india.edu.in/pdf/SOP/109.pdf
Standard Operating Procedure for Entrepreneurship Cell	GIT/SOP/110	https://www.git-india.edu.in/pdf/SOP/110.pdf
Standard Operating Procedure (SOP) for Selection of Best Innovative Idea	GIT/SOP/111	https://www.git-india.edu.in/pdf/SOP/111.pdf
Standard Operating Procedure for selection of incubation of project	GIT/SOP/112	https://www.git-india.edu.in/pdf/SOP/112.pdf
Standard Operating Procedure (SOP) regarding the COs and POs of Major and Mini Projects	GIT/SOP/113	https://www.git-india.edu.in/pdf/SOP/113.pdf
Standard Operating Procedure (SOP) for the selected Mini and Major Projects from the academic year 2024-25	GIT/SOP/114	https://www.git-india.edu.in/pdf/SOP/114.pdf
Standard Operating Procedure for the rubrics of the mini and major	GIT/SOP/115	https://www.git-india.edu.in/pdf/SOP/115.pdf
Research & Development Policy	GIT/SOP/116	https://www.git-india.edu.in/pdf/SOP/116.pdf
Waste Management Policy	GIT/SOP/117	https://www.git-india.edu.in/pdf/SOP/117.pdf
Energy Conservation Policy	GIT/SOP/118	https://www.git-india.edu.in/pdf/SOP/118.pdf
Green Campus Policy	GIT/SOP/119	https://www.git-india.edu.in/pdf/SOP/119.pdf
Water Conservation Policy	GIT/SOP/120	https://www.git-india.edu.in/pdf/SOP/120.pdf
IT Policy	GIT/SOP/121	https://www.git-india.edu.in/pdf/SOP/121.pdf
HR Manual	HR Manual	https://www.git-india.edu.in/pdf/SOP/HRManual.pdf