

## **SOPs**

## Standard Operating Procedure (SOP) of MPTA/SCC Committee

- 1. The committee has to meet Starting and ending of the every academic year
- 2. The committee will reconstituted every academic year
- 3. The member of the Committee will verify the proctoring books regularly
- 4. Related Documents to be Maintained
- 5. Assigning the faculty coordinators for the student related events if necessary.
- If any issue is identified with respect to students, then the issue will be forwarded
  to concerned committee like ICC / Anti-ragging / Grievance committee for
  appropriate actions.

COORDINATOR

TING WACK COLLEGE

PRINCIPAL
PRINCIPAL
Aditya Pharmacy College
SURAMPALEM-533 437