

Name : Malyar Khan

ID: 14906

Subject : Principles of Management

FINAL EXAM

Submitted to : Sir Sunil Chander

Question :

Take any existing or hypothetical company and develop its SOPs.

Answer : Standard operating procedures are written, Step by Step instructions that describe how to perform a routine activity.

Standard operating procedures help maintain safety and efficiency for departments such as:

Overall educational strategy in the pandemic covid-19.

Accounts:

SOP-AC-01 : Role of Accounts

SOP-AC-02 : Accounts Organizational Structure

SOP-AC-03 : Accounting Metrics

SOP-AC-04 : Salary Processing

ACADEMICS:

SOP-AM-05 : College-Wide Tutoring Program

SOP-AM-06: Library Closing Routine

SOP-AM-07: Library Opening Routine

SOP-AM-08: Borrowing Materials

SOP-AM-09: Textbook/Reserve area

ADMISSIONS:

SOP-AD-10: Enrollment Eligibility

SOP-AD-11: Enrollment Orientation

SOP-AD-12: Continuing Enrollment

SOP-AD-13: New Enrollment

SOP-AD-14: Lottery and Waiting List

SOP-AD-15: Enrollment Completion Process

ALUMNI AFFAIRS:

SOP-AA-16: Raising the Corpus

SOP-AA-17: Managing the Corpus

SOP-AA-18: Development and Futuristic options

SOP-AA-19: Suspension of Alumni Associations

SOP-AA-20: Alumni Communication

EXAMINATION:

SOP-EX-21: Administrative Structure

SOP-EX-22: Preparation of Academic Year Schedule

SOP-EX-23: Preparation of teaching timetable

SOP-EX-24: Preparation of consultation timetables

SOP-EX-25: Preparation of examination.