



JNIESTR TRUST'S
SMT INDIRA GANDHI COLLEGE OF ENGINEERING

An Autonomous Institute with NAAC 'A' Grade
Approved by AICTE, Affiliated to the University of Mumbai

STUDENT COUNCIL & CLUB



SIGCE/Student Council & Club/Circular/ 2026-27/01

Date: 22/09/2026

Circular

All the Department H.o.D's , Teaching & Non-Teaching faculty members & students are hereby informed that, The Standard Operating Procedure (SOP) to decide the Best Department of the institute is attached in this circular. Please follow the guidelines mention in the SOP to obtain "Best Department" Trophy.

All the H.o.D's of the department are requested to share this SOP with your department students.

Ansari Mohd. Mubashshir
(Student Council Incharge)

Dr. Sunil.S.Chavan
(Principal)

C.C To,

- 1) IQAC ---
- 2) Principal & Vice Principal ---
- 2) H.O.D FE ---
- 3) H.O.D Computer ---
- 4) H.O.D CSE IOT ---
- 5) H.O.D CSE AIML ---
- 6) H.O.D CSE AIDS ---
- 7) H.O.D Electrical ---
- 8) H.O.D Mechanical ---



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Standard Operating Procedure (SOP) Of Best Department Selection

- 1) Notice regarding Best Department Selection will be sent to all departments.
- 2) Each Department will notify it's students regarding Best Department Selection process.
- 3) For the Selection of Best Department following four events will be considered.
 - 3.1) Enlightenment. (Tech Fest event)
 - 3.2) Sangram. (Sport Event)
 - 3.3) IGNITE Indoor Event (Cultural Event)
 - 3.4) Academic Performance (Last Academic Year)
- 4) For All Indoor Event / Minor Events / Non-Technical Events Winner will get 6 points & Runner Up will get 3 points.
- 5) For All Outdoor Event / Major Events / Technical Events Winner will get 10 points & Runner Up will get 5 points.
- 6) For any tie condition, equal points will be given to each department
- 7) Academic Performance of the department will be assessed based of following criteria's (Data of last Academic Year will be considered – [C.A.Y.-1])
 - 7.1) Pass out Students Percentage
 - 7.2) Placement Percentage
 - 7.3) Seminar & Workshop Conducted
 - 7.4) Industrial Visit Conducted
 - 7.5) Internship training (By Students)
 - 7.6) Paper Publication (Faculty + Student)
- 8) Criteria 7.1 data will be collected from exam section of institute, Criteria 7.2 data will be collected from T&P cell of institute & Criteria 7.3 to Criteria 7.6 will be collected from respective department.
- 9) The Techfest, Sport & Cultural Event convener will prepare & submit the summary report of winner & runner up to Prize Distribution incharge. (As per the Standard format)
- 10) Prize Distribution Convener will compile the data to identify the Best Department. All the four events points will be added (Winner & Runner Up) department wise & the department which will have maximum point will be considered as "Best Department".
- 11) Best Department will get the IG shield / trophy on cultural day.
- 12) Best Department shield / trophy will be kept at H.O.D cabin.

SOP OF “Best Department Selection”

