



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON - 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

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Standard Operating Procedure (SOP) for Dissemination of Vision Mission & PEO's

Dissemination among Internal Stakeholders

A. Board of Directors & Governing Body

- **Methods:**

- Display in management office.
- College website, brochures, magazine, newsletter.
- Department magazine & newsletter.
- ERP (SIS).
- Displays in central library and department.
- Email signatures.

B. Faculty Members & Supporting Staff

- **Methods:**

- HoD office & department corridor displays.
- Classrooms and laboratories.
- Lab manuals and course files.
- Department and college magazines/newsletters.
- ERP (SIS) & college website.
- Administrative office, sports complex, canteen.
- Email signatures.

C. Students

- **Methods:**

- Notice boards, classrooms, laboratories, department corridor.
- Lab manuals and department library.
- Department & college magazines/newsletters.
- College brochures.
- ERP (SIS) and college website.
- Orientation/inception of course.
- Training & Placement Cell interactions.
- Hostels, canteen, and sports complex.
- Email signatures.

Dissemination among External Stakeholders

A. Parents

- **Methods:**

- College brochure & website.
- Parents' meetings.
- Department corridor displays.
- Administrative office, hostels, canteen, sports complex.

B. Alumni

- **Methods:**

- College website & newsletters.
- Department magazine, corridor, and alumni meet.
- ERP & email signatures.
- Displays in administrative office, hostels, sports complex, canteen.





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C. Employers

- **Methods:**
 - College website & Training and Placement Cell.
 - Department corridor.
 - Email signatures.

Modes of Dissemination

- Physical: Notice boards, magazines, newsletters, brochures, lab manuals, library displays, corridors, offices, hostels, canteen, sports complex.
- Digital: College/department website, ERP (SIS), email signatures.
- Interactive: Orientation/induction programs, Inception of course, parents' meetings, alumni meet, industry interactions.

Review

- Dissemination activities are reviewed once in year.
- Updates to Vision, Mission, and PEOs are immediately circulated through all dissemination channels.

Approved By		
Dr. M. N. Tibdewal	Chairman (Head, EXTC)	
Dr. D. D. Nawgaje	Member	
Mr. A. N. Dolas	Member	
Mrs. K. S. Vyas	Member	
Dr. D. P. Tulaskar	Member Secretary	

