



Shiksha Mandal, Wardha's

**G. S. COLLEGE OF COMMERCE & ECONOMICS, NAGPUR (AUTONOMOUS)**

**STANDARD OPERATING PROCEDURE (SOP)  
FOR EXTERNAL COMPETITIONS/EVENTS/PROGRAMS  
RELATED TO NSS, NCC, SPORTS AND ECA.**

- 1. Any external communication received by the college about nomination of students to competitions /events is marked by the Principal to the respective incharge/coordinators of the college.**
- 2. The Committee incharge then takes out an internal notice or circulates a message/brochure to the various department coordinators to send the names of interested students/best students fit for the said competition/event/program.**
- 3. Out of the total entries received, the students are shortlisted as per the parameters based on their competency/skill/performance and eligibility.**
- 4. The names of the selected students are then sent as per registration norms and as approved by the Principal to the external agency.**
- 5. In this manner, the notices reach to different students' group of various programs/departments ensuring equal opportunity to all the students. The students in this way, participate widely in various competitions as per their interest.**
- 6. After the completion of event a detailed record of participation to be maintained and a brief report to be prepared for future reference and submitted to IQAC.**

*M. P. J. Mustoor*

**Dr. P. J. Mustoor**

Principal  
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