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| ACA / A | Index of Procedures | | |
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| ACA / B | List of Maintained Documented Information | | | | | |
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| Document No. | Document / File Name | Rev. No. | Distribution | Access | Storage | Retention Period | Disposal Method |
|--------------|---|----------|--------------|---------------|-----------------------------|--|-------------------------------------|
| - | Academics Process Manual | 00 | 15.06.2018 | All | HODs | 3 Years | NA |
| - | Syllabus | - | - | All | Course file | NA since it is followed University norms | NA |
| ACA-D-01 | Teachers Diary | - | - | All | Respective teacher | 1 Yr. with faculty, 5 yrs. With IQAC | Handed over to faculty After 5 yrs. |
| ACA-D-02 | Preventive maintenance Schedule | 00 | 15.06.2018 | Lab Assistant | Respective Labs | 5 Years | Shred |
| ACA-D-03 | Laboratory manual | 00 | 15.06.2018 | Lab Assistant | Respective Labs | 5 Years | Undergoes revision |
| ACA-D-04 | List of Academic committee members | 00 | 15.06.2018 | All | Softcopy available with all | 1 Year | Undergoes revision |
| ACA-D-05 | List of Monitoring & Measuring Equipments | 00 | 15.06.2018 | Lab Assistant | Respective Labs | 5 Years | Undergoes revision |



| ACA / C | | List of Retained Documented Information | | | | | | | |
|---------------------------|---|---|---|----------|----------------------------|---------------|------------------|------------------|-----------------|
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| File No | File Name | Record No. | Title | Rev. No. | Distribution | Access | Storage | Retention Period | Disposal Method |
| 01 | Course File (Box file –per Faculty-01) | ACA-R-01 | Course File Index | 00 | All faculty | All | Course file | 5 Years | Shred |
| | | ACA-R-02 | Skill Matrix | 00 | All HODs, Staff, Principal | All | Course file | 5 Years | Shred |
| | | ACA-R-03 | Counseling | 00 | All HODs, Staff, Principal | All | Respective Dept. | 5 Years | Shred |
| 02 | Teachers Diary | ACA-R-04 | Academic Calendar | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 5 Years | Shred |
| | | ACA-R-05 | Working / Teaching Days | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 5 Years | Shred |
| | | ACA-R-06 | Individual Teaching Time Table | 00 | All HODs, Staff, Principal | Faculty &HOD | Respective Dept. | 5 Years | Shred |
| | | ACA-R-07 | Record of teaching and other activities | 00 | All HODs, Staff, Principal | Faculty &HOD | Respective Dept. | 5 Years | Shred |
| | | ACA-R-08 | Teaching plan and Implementation Record | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 5 Years | Shred |
| | | ACA-R-09 | Record of Meetings: Dept. /College/ Any Other Committee | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 5 Years | Shred |
| | | ACA-R-10 | Record of Special Activities | 00 | All HODs, Staff, Principal | HOD | Respective Dept. | 5 Years | Shred |
| 03 | Departmental Program File | ACA-R-11 | Departmental Event Calendar | 00 | All HODs, Staff, Principal | HOD | Respective Dept. | 5 Years | Shred |
| | | ACA-R-12 | Permission letter | 00 | All HODs, Staff, Principal | HOD | Respective Dept. | 5 Years | Shred |
| | | ACA-R-13 | Event Organizing Committee | 00 | All HODs, Staff, Principal | All | Respective Dept. | 5 Years | Shred |
| | | ACA-R-14 | Participant List and Attendance | 00 | All HODs, Staff, Principal | All | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-15 | Event Feedback | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-16 | Event Report | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |



| ACA / C | List of Retained Documented Information | | | | | | | | |
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| Rev.: 00 Date: 15.06.2018 | | | Clause: 7.5 | | | | Page: 02 / 04 | | |
| File No | File Name | Record No. | Title | Rev. No. | Distribution | Access | Storage | Retention Period | Disposal Method |
| | | ACA-R-17 | Industrial Visit, Excursion & Tour Record | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-18 | Department Annual Budget | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-19 | List of Career Oriented and other courses | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| 04 | Teaching Record File | ACA-R-20 | Work Load Distribution | 00 | All HODs, Staff, Principal | All | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-21 | Master Time Table (Faculty wise for Theory & Practical) | 00 | All HODs, Staff, Principal | All | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-22 | Departmental Timetable (Theory & Practical) | 00 | All HODs, Staff, Principal | All | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-23(A) | Roll Call | 00 | All HODs, Staff, Principal | HOD | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-23(B) | Student Attendance Record | 00 | All HODs, Staff, Principal | Event Coordinator | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-24 | Student Undertaking | 00 | All HODs, Staff, Principal | Member Event Committee | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-25 | Faculty Improvement Letter | 00 | All HODs, Staff, Principal | Member Event Committee | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-26 | Academic Committee List | 00 | All HODs, Staff, Principal | Member Event Committee | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-27 | IQAC format for AQAR | 00 | All HODs, Staff, Principal | HOD | Respective Dept. | 05 yrs. | Shred |
| | | ADM-R-25 | Notice and Circular | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| 05 | Examination Record file(UG/PG) | ACA-R-28 | Test Time Table | 00 | All HODs, Staff, Principal | HOD | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-29 | Question Paper Unit Test | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-30 | Test Attendance and Result Sheet | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |



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| ACA / C | List of Retained Documented Information | | | | | | | | |
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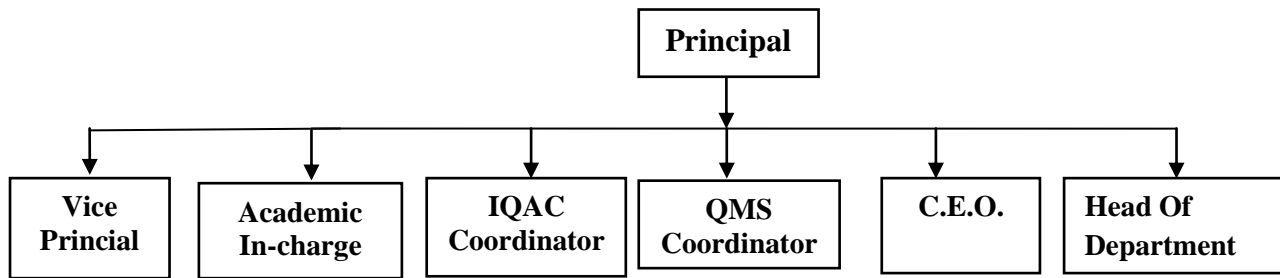
| File No | File Name | Record No. | Title | Rev. No. | Distribution | Access | Storage | Retention Period | Disposal Method |
|-----------|-----------------------------------|------------|---------------------------------------|----------|----------------------------|--|---|------------------|-----------------|
| | | ACA-R-31 | Term work Submission report | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-32 | University Exam Result Analysis | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-33 | Department Student Topper List | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-34 | Faculty Wise Student Topper List | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| 06 | Records of Achievement | ACA-R-35 | Summary of Faculty Achievement Record | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-36 | Summary of Student Achievement Record | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| 07 | Departmental Examination file(PG) | ACA-R-37 | Paper Assessment report | 00 | All HODs, Staff, Principal | Top Management | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-38 | Seminar Topic & Evaluation Sheet | 00 | All HODs, Staff, Principal | Faculty | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-39 | Seminar Presentation Schedule | 00 | All HODs, Staff, Principal | Feed Back Committee | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-40 | Project Presentation Record | 00 | All HODs, Staff, Principal | Feed Back Committee | Respective Dept. | 05 yrs. | Shred |
| 08 | Feed Back File | ACA-R-41 | Student Feed Back Form for Teacher | 00 | All HODs, Staff, Principal | Faculty | Respective Dept./Feed Back Committee & IQAC | 05 yrs. | Shred |
| | | ACA-R-42 | Student Feed Back form for College | 00 | All HODs, Staff, Principal | HOD | Feed Back Committee & IQAC | 05 yrs. | Shred |
| | | ACA-R-43 | Alumni Feed Back Form | 00 | All HODs, Staff, Principal | Alumni Committee /Feed Back Committee & IQAC | Alumni Committee /Feed Back Committee & IQAC. | 05 yrs. | Shred |



| ACA / C | | List of Retained Documented Information | | | | | | | |
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| File No | File Name | Record No. | Title | Rev. No. | Distribution | Access | Storage | Retention Period | Disposal Method |
| | | ACA-R-44 | Parent Feed Back Form | 00 | All HODs, Staff, Principal | Alumni Committee /Feed Back Committee & IQAC | Parent Committee /Feed Back Committee & IQAC. | 05 yrs. | Shred |
| | | ACA-R-45 | Teacher Feed Back Form | 00 | All HODs, Staff, Principal | Feed Back Committee & IQAC | Feed Back Committee & IQAC. | 05 yrs. | Shred |
| | | ACA-R-46 | Employer Feed Back Form | 00 | All HODs, Staff, Principal | Feed Back Committee & IQAC. | Alumni Committee /Feed Back Committee & IQAC. | 05 yrs. | Shred |
| | | ACA-R-47 | Feed Back Analysis Report | 00 | All HODs, Staff, Principal | Feed Back Committee & IQAC. | Alumni Committee /Feed Back Committee & IQAC. | 05 yrs. | Shred |
| 9 | Library Book List File | ACA-R-48 | Departmental Library Book List | 00 | All HODs, Staff, Principal | All | Respective Dept./ Library. | 05 yrs. | Shred |
| 10 | Register | ACA-R-49 | Annual Stock Verification List | 00 | All HODs, Staff, Principal | All | Respective Dept./ Store | 05 yrs. | Shred |
| | | ACA-R-50 | List of Missing Item | 00 | All HODs, Staff, Principal | All | Respective Dept./ Store | 05 yrs. | Shred |
| | | ACA-R-51 | Departmental Minute Register | 00 | All HODs, Staff, Principal | All | Respective Dept. | 05 yrs. | Shred |
| | | ACA-R-52 | Consumable Register | 00 | All HODs, Staff, Principal | Faculty/Lab Assistant | Respective Dept. | 05 yrs. | Shred |
| 11 | Equipment File | ACA-R-53 | Equipment Preventive Maintenance Record | 00 | All HODs, Staff, Principal | Lab Assistant | Respective Dept./Lab. | 05 yrs. | Shred |
| | | ACA-R-54 | Equipment Calibration Record | 00 | All HODs, Staff, Principal | HoD/Faculty/ Lab Assistant | Respective Dept./Lab Assistant | 05 yrs. | Shred |
| | | ACA-R-55 | Equipment History Record | 00 | All HODs, Staff, Principal | HoD/Faculty/ Lab Assistant | Respective Dept./Lab Assistant/ Store | 05 yrs. | Shred |
| 12 | Training File | ACA-R-56 | Training Record File | 00 | All HODs, Staff, Principal | All | IQAC. | 05 yrs. | Shred |



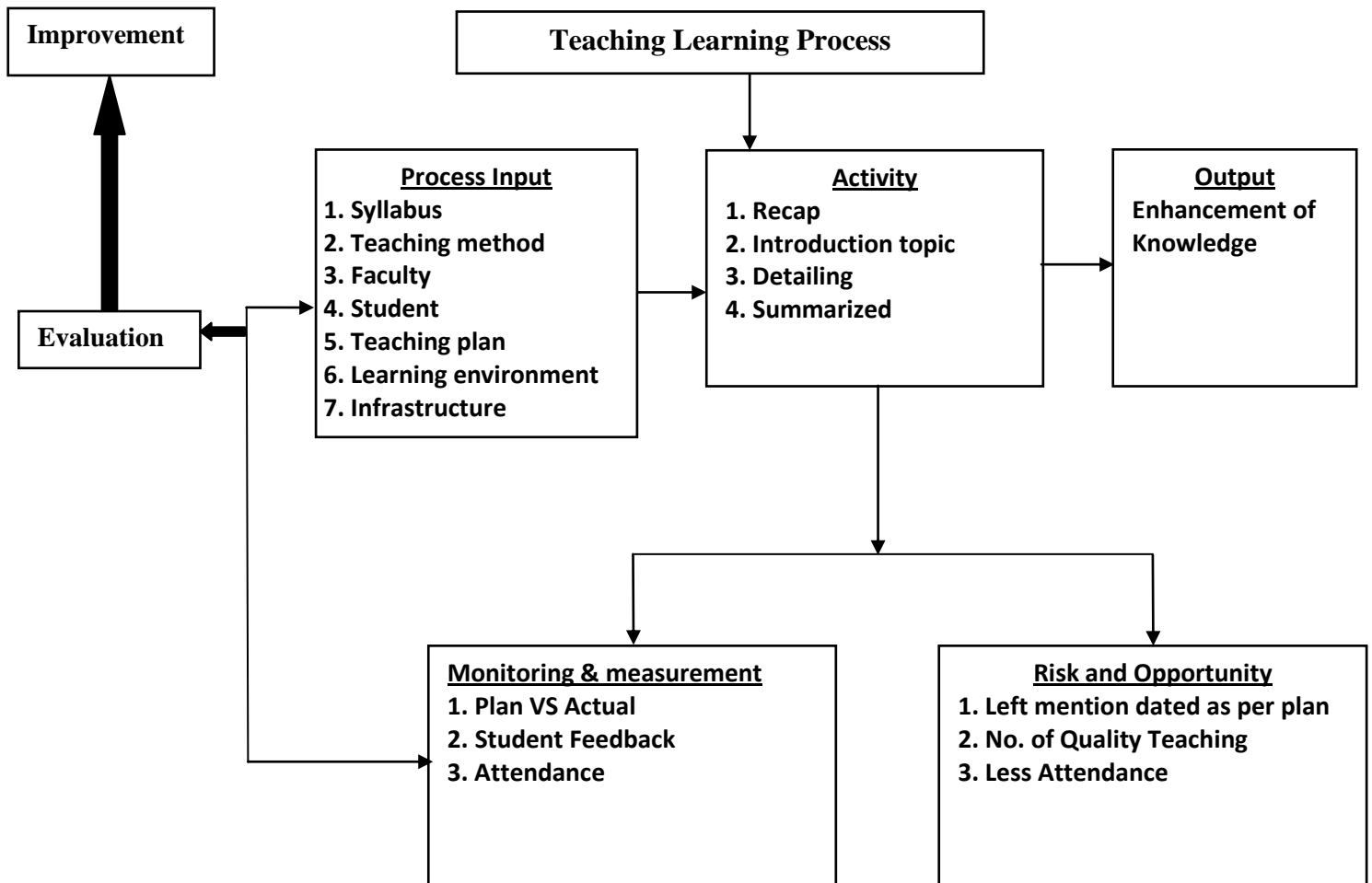
| | | |
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| ACA / D-1 | Top Management | |
| Rev.: 00 Date: 15.06.2018 | Clause: 4.4.1 | Page: 01 / 01 |



- In absence of higher authority, second – in – command shall hold the responsibility.
- Presently Academic In-charge is also having responsibility as QMS coordinator.

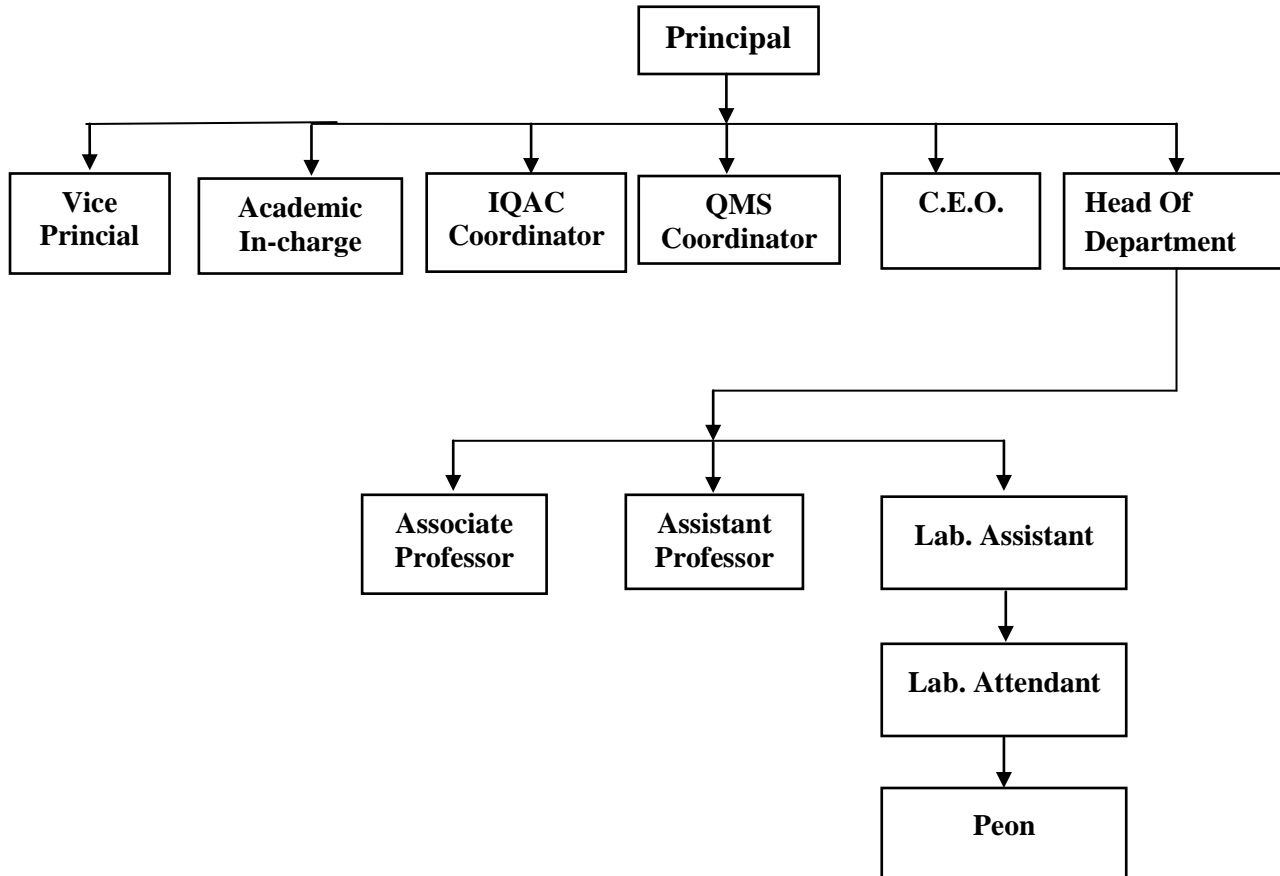


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| ACA / D-2 | Process Mapping | |
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| ACA / D-3 | Staff Position | |
| Rev.: 00 Date: 15.06.2018 | Clause: 5.3, 7.1.2 | Page: 01 / 01 |



- In absence of higher authority, second – in – command shall hold the responsibility.
- Presently Academic In-charge is also having responsibility as QMS coordinator.



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| ACA / E | Responsibilities and Authorities | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 5.3 | Page: 01 / 05 | |

Note:- In absence of Principal, Vice-Principal is responsible for overall responsibilities

1. Duties of Vice-Principal :

1. Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the College, for academic competence of the Faculty Members.
2. Admission of students and maintenance of discipline of the College.
3. Management of College Libraries, Laboratory, Gymkhana and Hostels, if any.
4. Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee
5. Observance of provisions of Accounts Code.
6. Correspondence relating to the administration of the College.
7. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
8. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time
9. Supervision of College and University Examinations, setting of question papers, for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
10. Assessing reports of teachers and maintenance of Service Books.
11. Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.
12. Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
13. Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.
14. Safe-guard the interests of teachers/non-teaching staff members and the Management
15. Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters. 1 Statute 415. Recruitment of Teachers
16. Ensure that resources available for administration department and quality management system are available.
17. Ensure that quality management system achieves its intended results.
18. Engaging, directing and supporting the persons to contribute the effectiveness of quality management system.



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| ACA / E | Responsibilities and Authorities | |
| Rev.: 00 Date: 15.06.2018 | Clause: 5.3 | Page: 02 / 05 |

2. Duties of Academic In-charge (At present QMS Coordinator is also working as Academic In-charge):

1. The Academic in-charge is overall In charge of all streams and all activities of college. He is required to ensure smooth functioning of the streams in addition to his teaching load.
2. He is to ensure that all the staff in all streams to perform their duty effectively and efficiently and also to ensure better teaching learning process.
3. To teach the subject to the students in the college with the help of assistants such as Associate Professor, Assistant Professor etc.
4. To guide the teaching and non-teaching faculty members in their working and to update their knowledge of the subject.
5. To develop his faculty and maintain them up-date.
6. To promote research in the concerned subjects.
7. To supervise the classroom teaching as per timetable..
8. Responsible for routine work of the college.
9. To carry out any other duties as may be assigned to him by the Principal of the college.
10. Any other duties assigned from time to time.
11. Ensure that resources available for administration department and quality management system are available.
12. Ensure that quality management system achieves its intended results.
13. Engaging, directing and supporting the persons to contribute the effectiveness of quality management system.

3. Duties of IQAC Coordinator

- a. To coordinate the dissemination of information on various quality parameters of higher education
- b. To coordinate the documentation of the various programmes / activities leading to quality improvement
- c. To coordinate the quality-related activities of the institution
- d. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters
- e. To coordinate the timely and efficient execution of the decisions of IQAC committee.
- f. Ensuring the effective functioning of all the members.
- g. Must have the sound knowledge about the computer, data management and its various functions such as usage for effective communication.
- h. Ensure that all NAAC related activities are timely completed and submitted to NAAC.



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| ACA / E | Responsibilities and Authorities | |
| Rev.: 00 Date: 15.06.2018 | Clause: 5.3 | Page: 03 / 05 |

A) Duties of College Examination Officer (CEO)

1. To work as custodian for the college.
2. To conduct University Examination smoothly by keeping in touch with concerned officers about examination in Exam Section of SPPU.
3. To do the needful by taking notice of the guidelines and or letters issued by the university.
4. To guide the concerned employee in the organization of the exam.
5. To guide the students regarding all aspects of examination.
6. To collect and preserve the information regarding name, address, mobile no., email, etc. of students, teachers and nonteaching members.
7. To take the follow up of the advance amount received from the university and submit the report in the stipulated time.
8. To receive the stationery , to preserve , to use it and maintain the record of the same
9. To send the information related to malpractices to the university in stipulated time
10. To observe different works related to written and practical examination.
11. To execute different notices issued by the controller of examination.

1. Duties of Head of Department

1. The Head of Department is overall In charge of his department. He is required to ensure smooth functioning of the department in addition to his teaching load.
2. He is to ensure that all the staff in his department to perform their duty effectively and efficiently and also to ensure better teaching learning process.
3. He has to ensure that the laboratories in the department are well equipped and maintained according to the syllabus; all the equipment in the laboratories must be functional to conduct the Practical properly.
4. He will decide the meaningful project work of the students in consultation with other faculties and monitor performance of every student.
5. To recommend the requirement of staff selection (Teaching / Non Teaching)
6. To decide the annual requirement of Lab equipments books, stationery & consumable.
7. Carry out planning of academic year.
8. To take action on students test & attendance performance.
9. To submit NAAC information and reports as and when required.
10. To collect paper wise results from the faculty and forward to the principal.
11. To assign subject papers, examination and all types of duties to faculty.
12. Any other duties assigned from time to time.
13. To prepare process manual.
14. Report to Top Management for performance of quality management system.
15. To plan the budget requirement for the next academic year for UG/PG courses.
16. To supervise the regular conduct of theory/practical courses as per the timetable of UG courses.
17. To plan and arrange study tours which is the part of curriculum.



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| ACA / E | Responsibilities and Authorities | |
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18. To check the attendance records maintained by staff.
19. To recommend for the sanction of different kind of leaves.
20. To organize programs such as seminars, workshops or guest lecture or expert lectures.
21. To conduct theory or practical internal examination of College and University.
22. To submit the proposals to various funding agencies.
23. To comply with the notices or circulars or letters issued by the college office and University.
24. To verify the stock register.
25. To maintain the records of important documents.
26. To look after the maintenance of the infrastructure of the department

2. Duties of Associate Professor :

1. Teaching including Laboratory work
2. To assist the professor of the department in various activities
3. Research activities and research guidance.
4. Leading consultancy projects and extension services.
5. Curriculum Development and developing resource materials.
6. To comply with the duties including NAAC work assigned by HOD.
7. Co-curricular and extracurricular Activities.
8. Student's assessment and evaluation.
9. Any other duties assigned from time to time.
10. To guide the UG/PG students for project work.
11. To arrange study visit in the industry.

Note:- In absence of the post of Associate Professor, Assistant Professor shall hold all above responsibility

3. Duties of Assistant Professor :

1. Teaching including Laboratory work
2. Instruction in Laboratory.
3. Student's assessment and evaluation.
4. Assisting in consultancy and Research. & Development Services.
5. Developing resource material and laboratory development.
6. Co-curricular and extracurricular Activities.
7. Assisting in departmental administration.
8. Curriculum Development and developing resource materials.
9. To comply with the duties including NAAC work assigned by HOD.
10. To display the list of experiments and other laboratory specifications in the laboratory with the help of lab assistant.
11. To take some remedial action for malfunctioning of any equipment with the help of lab assistant.
12. Any other duties assigned from time to time. To arrange study visit in the industry.



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| ACA / E | Responsibilities and Authorities | |
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4. Duties of Laboratory Assistant :

1. To maintain the dead stock register for equipment as well as for consumables and non consumable items.
2. To check the working condition of equipments periodically.
3. To perform periodical maintenance and calibration of equipments if necessary.
4. To give purchase requirement for any equipment or consumables to the head of the department.
5. Responsible for Lab. Equipment, repairs and replacement.
6. To purchase of chemicals / equipment. To distribute workload to other nonteaching staff and supervise.
7. To follow the instruction given by Head ,Associate and Assistant Professor time to time.

6. Duties of Laboratory Attendant:

1. To handle the equipment in the Laboratories
2. To assist in class room or Lab. Demonstration.
3. To maintain the cleanliness of the laboratory.
4. Opening & closing of laboratories.
5. They should control unauthorized entry of outsiders to laboratory premises.
6. They should maintain laboratory secrecy.
7. They should be responsible for putting on putting off lights & fan in the laboratory & premises.
8. Any other work assigned from time to time.

7. Duties of Peon:

1. To ensure the cleanliness of the department.
2. Opening & closing of the department.
3. They should control unauthorized entry of outsiders to the department.
4. They should be responsible for putting on putting off lights & fan in the department.
5. Any other work assigned from time to time.



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| ACA / F | Quality Objectives | |
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| S.N. | Objectives (What will be done) | Indicator | Methodology of Measurement (How) | Required Resources | Frequency of monitoring (When) | Responsibility |
|------|---|------------------------------|--|--|------------------------------------|--------------------|
| 1 | To enhance student satisfaction | Student Satisfaction Index. | To measure student satisfaction once in a year through survey | Competent faculties, availability of required infrastructure | once in a year | HOD |
| 2 | To increase student results | % | To measure subject / class wise passing result of university examination | Competent faculties, availability of required infrastructure | Six Monthly / Yearly as applicable | Faculty & HOD |
| 3 | To ensure conduction of events as per departmental event calendar | % | Plan Vs Actual of departmental event calendar | Time, faculties , facilities | Monthly | HOD |
| 4 | To improve the competencies of the faculties through research projects. | Nos | To measure no. of Research Projects executed by the department | Budget for faculty research projects | Yearly | HOD |
| 5 | To improve the competencies of the staff through training | Training Hrs/ employee/ year | To calculate the training hrs / employee / year | Budget for faculty competency enhancement programmes | Monthly | FDC Cell In-Charge |



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| ACA / F | Quality Objectives | |
| Rev.: 00 Date: 15.06.2018 | Clause: 6.2 | Page: 02 / 02 |

| Sr. No. | Activity | Responsibility | Stage Out put |
|---------|---|-----------------|--------------------------|
| 01 | Establish the quality objectives at relevant functions, levels and processes. | Principal & HoD | -- |
| 02 | Ensure that quality objectives are : <ul style="list-style-type: none">• Consistent with the quality policy• Are measurable & targets are defined• Applicable requirements are taken into consideration• Are relevant to the services and enhancement of student satisfaction• Are monitored and frequency of monitoring is defined• Are communicated to relevant functions & levels | Principal & HoD | -- |
| 03 | Determine following for achieving the quality objectives : <ul style="list-style-type: none">• What will be done• What resources will be required• Who will be responsible• When it will be completed• How the results will be evaluated | Principal & HoD | -- |
| 04 | Maintain the data as per above requirements at relevant functions & levels. | HOD | Quality Objective Status |
| 05 | Compare it against the set target and determine level of performance. | HOD | Quality Objective Status |
| 06 | In case of non-achievement, analyze, evaluate the failure and initiate necessary actions. | HOD | Corrective Action |
| 07 | Present the data and actions initiated (if any) related to Quality Objectives in the Management Review Meeting. | HOD | Quality Objective Status |



| | | |
|---------------------------|------------------------|---------------|
| ACA/PR/01 | Academic year Planning | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.1, 8.5.1 | Page: 01 / 02 |

| | |
|--------------|---|
| Input | SPPU Academic calendar, Circular regarding holidays of SPPU |
|--------------|---|

| Sr. No. | Activity | Owner | Process Out put |
|---------|--|---|-----------------------------|
| 01 | Assign the work of planning to responsible faculty. Communicate to the concern faculty | Principal | Academic committees |
| 02 | Identify college level activities in academic session | Academic In-charge, Student Council Chairman & Coordinators | -- |
| 03 | Finalizing activities in academic session. | Vice Principal, Academic In-charge & Coordinators | -- |
| 04 | Prepare & finalize Department wise event calendar considering departmental activities over and above institute activities and any innovative concepts. | HOD & Faculty Members | Departmental Event calendar |
| 05 | Prepare & finalize academic calendar of institute before commencement of academic year consisting of – <ul style="list-style-type: none">• Holidays Schedule• Curricular Activities such as Lectures, Practical, Seminars and Projects.• Industrial Visits.• Co-curricular activities such as NSS, NCC, Paper presentation, Guest lecture, Debate, Technical discussion, Group discussion and quiz, etc.• Extracurricular activities like annual social gathering, sports, etc.• Examination Schedule• Various Meeting Schedule• Conclusion of teaching | Vice Principal, Academic In-charge & Coordinators | Academic calendar |
| 06 | Prepare & finalize portfolio of academic activities. | Academic In-charge | Teachers Diary |
| 07 | Mention total number of working days in academic calendar of institute. | Academic In-charge | Teachers Diary |
| 08 | Authentication by higher authorities. | Principal | Teachers Diary |
| 09 | Circulate to each concern section & department | Academic In-charge | Teachers Diary |
| 10 | Monitor Academic calendar for plan vs Actual in each month. | Academic In-charge | Academic calendar |



| | | | |
|---------------------------|------------------------|---------------|--|
| ACA/PR/01 | Academic year Planning | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.1, 8.5.1 | Page: 02 / 02 | |

| | |
|--------|--|
| Output | Prepared academic year plan & teachers diary |
|--------|--|

| Process Monitoring & Measurement | | | | | |
|--|-----------|---|-------------------------|--------------------|--------------------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Execution of academic calendar | % | Calculate the percentage execution of the calendar events | End of each semester | Academic in-charge | Academic Calendar |
| Execution of Departmental Event Calendar | % | Calculate the percentage execution of the calendar events | End of each semester | Respective HOD | Reviewed Departmental Event Calendar |



| | | | |
|----------------------------------|---------------------------------|----------------------|--|
| ACA/PR/02 | Preparation of Timetable | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1 | Page: 01 / 01 | |

| | |
|--------------|---|
| Input | Infrastructure, Academic calendar, Staff List with subject teacher, college timing |
|--------------|---|

| Sr. No. | Activity | Owner | Process Out put |
|---------|---|---|---|
| 01 | Assign responsibility for preparation of timetables to the Academic in-charge and communicate to the concerned HoDs. | Principal | Notice |
| 02 | Analyze last year's time table and indentify drawbacks / overlapping. | Vice Principal, Academic in-charge & All HoDs | -- |
| 03 | Take status of available classrooms, laboratories, number of admitted students, Number of subjects and faculties. | Vice Principal, Academic in-charge & All HoDs | |
| 04 | Prepare the classroom timetable, subject timetable, Individual time table and Laboratory Timetable ensuring no overlapping of faculties, classrooms and laboratories. | Timetable Committee | classroom time table, department time table, Individual timetable, Faculty wise Master time table |
| 05 | Handover all finalized and approved timetable to Academic In-charge | Timetable Committee | --“-- |
| 06 | Circulate the timetables to the entire HOD and all faculties for verification and any corrections. | Academic in-charge | --“-- |
| 07 | Display all the timetables on relevant notice boards. | HoDs | --“-- |

| | |
|---------------|--|
| Output | Prepared Timetables, Circulate the time table. |
|---------------|--|

| Process Monitoring & Measurement | | | | | |
|---|-----------|---|-------------------------|----------------------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented information |
| Timely preparation of time-tables | Days | Number of days of preparation of time-tables before commencement of semester / Academic year wise | Each semester | Time-table Committee / HOD | Various time-tables |



| | | | |
|---------------------------|-----------------------------------|---------------|--|
| ACA/PR/03 | Planning for Teaching & Practical | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.1, 8.5.1 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | SPPU Syllabus, Academic calendar, teaching faculty, teaching units, Infrastructure, text books, reference books, theory and practical time table, number of practical batches, students strength records, field tours, e-learning teaching aids. |
|--------------|--|

| Sr. No. | Activity | Owner | Process Out put |
|---------|--|-----------------------------|--|
| 01 | Preparing teaching plan and practical plan month wise. | Faculty | Teaching plan and implementation record |
| 02 | Verification of syllabus completion status by HoD on midterm basis | Faculty | Record of Lectures & Practical Conducted (Teachers Diary) |
| 03 | Introducing ICT tools in teaching for new faculties | Faculty | -- |
| 04 | To follow academic calendar for conduction of all activities and maintain records in prescribed format | HoD, Faculty & Coordinators | Teachers Diary & Attendance records |

| | |
|---------------|---|
| Output | Completion of teaching, practical, extracurricular and co-curricular activities as per plan |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|---|-----------|-------------------------|-------------------------|-----------------|---|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented information |
| Syllabus coverage as per lesson plan and practical plan | % | % Syllabus covered | Midterm & Semester wise | Faculty and HOD | Record of Lectures & Practical Conducted (Teachers Diary) |



| | | | |
|---------------------------|--------------------------------|---------------|--|
| ACA/PR/04 | Preparation of Course Delivery | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | Timetable , syllabus, teaching plan, reference books, text books, etc. |
|--------------|--|

| Sr. No. | Activity | Owner | Process Out put |
|---------|---|-------------------------|-------------------------------|
| 1 | Meeting with the concerned faculty and HoD is convened | HoD | The notice |
| 2 | Interaction / discussion is held | HoD | - |
| 3 | Allotting the theory and practical courses | HoD | Departmental Meeting Register |
| 4 | Verify & Update the course file as per Course file Index | Faculty | Course file Index |
| 5 | Prepare the laboratory manuals of all practicals | Faculty | Laboratory manual |
| 6 | Preparation of the laboratory for conduction of experiments | Faculty & Lab assistant | - |
| 7 | Ensure practical wise oral question bank in the practical book. | Faculty | Practical oral question bank |

| | |
|---------------|---|
| Output | Prepared for conduction of theory & Practical |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|-----------------------------------|-----------|---|-------------------------|-----------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented information |
| Timely preparation of course file | Days | Prepare course file after every end of semester | Semester wise | HOD and Faculty | Course file |



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|---------------------------|---------------|---------------|
| ACA/PR/05 | Teaching | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1 | Page: 01 / 02 |

| | |
|--------------|---|
| Input | Syllabus, Teaching aids, E-learning CD's/ Websites, Seminars, Conferences, Guest lectures, Project based learning, Books- Journals, Field tours, Chalk, duster, blackboard, solutions, Lab Manual |
|--------------|---|

| Sr. No. | Activity | Owner | Process Out put |
|----------|--|----------|-----------------------------|
| A | Theory Sessions | | |
| 01 | Applying teaching plan | Faculty | Teaching plan |
| 02 | Use of teaching aids and ICT Tools | Faculty | -- |
| 03 | Summarization of the previous lecture and resolving queries if any. | Faculty | -- |
| 04 | Teaching as per the teaching plan and giving abstract to the students about the topic. | Faculty | -- |
| 05 | Summarization of the lecture and resolving queries if any. | Faculty | -- |
| 06 | Taking student attendance. | Faculty | Student Attendance Register |
| 07 | Updation of teaching plan for lecture conduction. | Faculty | Teaching Plan |
| 08 | Verification of Preparation and updating syllabus completion status on midterm basis. | Faculty | Teachers' Diary |
| B | Practical Session | | |
| 01 | Instructions and explanation of practical(experiment) | Faculty | -- |
| 02 | Showing demonstration of practicals / guidance | Faculty | -- |
| 03 | Performing the practical by the students | Students | -- |
| 04 | Instruction for writing journal | Faculty | -- |
| 05 | Verification of results | Faculty | -- |
| 06 | Conducting oral | Faculty | Validation |
| 07 | Taking student attendance. | Faculty | Student Attendance Register |
| 08 | Verification of Preparation and updating syllabus completion status on midterm basis. | Faculty | Teachers' Diary |



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| ACA/PR/05 | Teaching | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1 | Page: 02 / 02 | |

| | |
|--------|---|
| Output | Enhancement in Subject Knowledge and Skills |
|--------|---|

| Process Monitoring & Measurement | | | | | |
|----------------------------------|-----------|--|-------------------------|-----------------|--|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented information |
| Execution of lesson plan | % | Calculate the percentage execution of the lesson plan | Semester wise | HOD and Faculty | Record of Lectures & Practical Conducted (Teachers Diary) |
| Execution of practical plan | % | Calculate the percentage execution of the practical plan | Semester wise | HOD and Faculty | |



| | | | |
|---------------------------|--|---------------|--|
| ACA/PR/06 | Conduction of Internal, Midterm / Term-end Examination | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1, 8.6 | Page: 01 / 01 | |

| | |
|--------------|---|
| Input | Brief abstracts, Time table, Syllabus coverage. |
|--------------|---|

| Sr. No. | Activity | Owner | Process Out put |
|---------|--|---------------|-----------------------------------|
| 1 | Decide schedule for conduction of Internal, Midterm / Term-end examination | CEO | Faculty wise Examination Schedule |
| 2 | Issuing the notice of timetable to students | CEO | Notice |
| 3 | Preparation of examination's stationery | CEO | Stationery |
| 4 | Setting the question paper | Faculty | Question paper |
| 5 | Conduction of examination as per schedule | HoD | -- |
| 6 | Assessment of the paper and preparation of results | Faculty | -- |
| 7 | Communicate, Display and obtain acknowledgement of results from students | HoD & Faculty | Result sheet |

| | |
|---------------|---|
| Output | Identification of improvement areas and remedial measures |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|---|-----------------|--|-------------------------|----------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented information |
| Execution of Internal, Midterm / Term-end as per schedule | Plan V/s actual | Plan V/s actual of Internal, Midterm / Term-end | After every exams | CEO / HOD | Academic Calendar |



| | | | |
|----------------------------------|---|----------------------|--|
| ACA/PR/07 | Preparation & Conduction of University Examination | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1, 8.6, 9.1.3 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | Stationary from SPPU, University Examination Timetable, Question papers, Hall tickets, Summary of result sheet |
|--------------|--|

| Sr. No. | Activity | Owner | Process Out put |
|--|---|------------------------------|-----------------|
| A. Theory Examination | | | |
| 1 | Appointing of staff for exam. | Principal/ CEO | Exam orders |
| 2 | Display of exam circulars | CEO | Notices |
| 3 | Filling the online examination forms & fees | CEO | -- |
| 4 | Relieving appointed paper setters | Principal / CEO | -- |
| 5 | Collection of name list, Summary, Hall tickets, question papers | CEO | -- |
| 6 | Verification of seating arrangements | CEO | -- |
| 7 | Filling of online marks on SPPU website. | Faculty | -- |
| 8 | Conduction of examination | CEO | -- |
| 9 | Dispatching paper to CAP centers | CEO | -- |
| 10 | Relieving appointed examiners, moderators to CAP centers for assessment | Principal / CEO | -- |
| 11 | Collection of the results from the university and distribution of the results | CEO | -- |
| B. Practical / Oral Examination | | | |
| 1 | Appointing of staff for exam as per norms. | Principal/ CEO | Exam orders |
| 2 | Display of exam circulars. | CEO | Notices |
| 3 | Appointing the examiners through district coordination. | SPPU | -- |
| 4 | Conduction of practical exam. | HOD / Internal Examiner | -- |
| 5 | Dispatch of papers to University. | Internal SS & dispatch clerk | -- |
| 6 | Online uploading of marks on SPPU website. | Faculty | -- |

| | |
|---------------|----------------------------------|
| Output | Mark sheet & Degree are obtained |
|---------------|----------------------------------|

| Process Monitoring & Measurement | | | | | |
|---|-----------|---|-------------------------|----------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Smooth Conduction of examination | Numbers | Observations recorded in Internal & University's Squad Report | Each university exam | CEO | Squad report |



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|----------------------------------|--------------------------------------|----------------------|--|
| ACA/PR/08 | Student Seminar & Project | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1, 9.1.3 | Page: 01 / 01 | |

| | |
|--------------|---|
| Input | Project topics, Timetable, Guides' list, Students' list |
|--------------|---|

| Sr. No. | Activity | Owner | Process Out put |
|---|--|------------------------------|------------------------|
| Seminar (Applicable to PG Students only) | | | |
| 1 | Allotment of topics by teachers | Faculty | Notice |
| 2 | Prepare and finalize the seminar. | Faculty & Student | -- |
| 3 | Deliver the seminar. | Student | |
| 4 | Supervising the seminar | Faculty | -- |
| 5 | Seminar evaluation and allocation of marks. | Examiner | Student Mark Statement |
| 6 | Prepare and finalize the Student Mark List. | Subject Teacher | Student Mark List |
| 7 | Submit the Student Mark List to the examination section for onward submission to the university. | Subject Teacher | Student Mark List |
| A. Project | | | |
| 1 | Allotment of guides and students | HoD | Notice |
| 2 | Allotment of topics | Faculty | Notice |
| 3 | Prepare and finalize the project. | Guide & Student | -- |
| 4 | Supervising the project | HoD | -- |
| 5 | Finding the output | Guide | Output |
| 6 | Compilation of the project report and submit to the HoD of the department. | Student | Project Report |
| 7 | Project evaluation and allocation of marks. | Internal & External Examiner | Student Mark Statement |
| 8 | Prepare and finalize the Student Mark List. | Internal & External Examiner | Student Mark List |
| 9 | Submit the Student Mark List to the examination section for onward submission to the university. | Internal Examiner | Student Mark List |

| | |
|---------------|---|
| Output | Execution of student seminars and projects towards the partial fulfillment of the university syllabus |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|--|-----------|---|-------------------------|----------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Execution of seminar and project as per schedule | % | Plan V/s actual of seminar and project schedule | Each semester | Faculty | Seminar record |



| | | | |
|---------------------------|---------------------------------------|---------------|--|
| ACA/PR/09 | Educational / Industrial Tour / Visit | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1 | Page: 01 / 01 | |

| | |
|--------------|---|
| Input | Academic Plan, Teaching Schedule, Permission of Principal, Management, Parent and Industries. |
|--------------|---|

| Sr. No. | Activity | Owner | Process Out put |
|---------|--|-------------|-----------------|
| | A. Pre Visit plan | | |
| 1 | Selection of industrial spots | HoD | -- |
| 2 | Decide no. of students and faculties with other administrative arrangement | | |
| 3 | Contacting and seeking permission from various institutes / organizations | Coordinator | Correspondence |
| 4 | Planning of date and requisition of funds | Faculty | -- |
| 5 | Issue notices regarding the visit | Coordinator | Notice |
| | B. On the date of visit | | |
| 1 | Arranging the vehicle. | Faculty | -- |
| 2 | Conduct the visits and preparing the tour report | Student | Visit Report |

| | |
|---------------|---|
| Output | Knowledge about industrial practices, social and ecological awareness |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|--|----------------|------------------------------------|-------------------------|----------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Execution of the visit as per the schedule | Plan Vs Actual | Plan Vs Actual of industrial visit | Semester | Faculty | Visit Report |



| | | | |
|---------------------------|---------------------------------------|--|---------------|
| ACA/PR/10 | Curricular & Co-curricular Activities | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1 | | Page: 01 / 01 |

| | |
|--------------|---|
| Input | Academic Calendar, Prospectus, Students' List, Teachers' List, Syllabus |
|--------------|---|

| Sr. No. | Activity | Owner | Process Out put |
|-------------------------------------|--|---|----------------------------|
| A. Co-curricular Activities: | | | |
| 1 | Forming the committees for co-curricular and extra curricular | Principal / Chairman Students' Council | Formation of Committees |
| 2 | Planning the activities by the concerned coordinator as per calendar | Coordinator of the activity | Academic Calendar |
| 3 | Selection of students | Coordinator of the activity | Notice |
| 4 | Arranging the program | Coordinator of the activity | Activity Conduction Record |
| 5 | Publication and or submission of the news / reports | Coordinator of the activity | News |

| | |
|---------------|---|
| Output | Skill Development, Updating knowledge, Personality Development, Creation of Awareness |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|---|----------------|---|-------------------------|--------------------|--|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Conduction of the Extra-curricular activities as per the schedule | Plan Vs Actual | Plan Vs Actual of Extra-curricular activities | Semester | Academic In Charge | Extra-curricular Programme conduction Report |



| | | | |
|----------------------------------|--|----------------------|--|
| ACA/PR/11 | Career Oriented & Certificate Courses | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | Syllabus, BOS recommendations, Timetable, Question paper, Journal, Field visit, Guest lectures |
|--------------|--|

| Sr. No. | Activity | Responsibility | Stage Out put |
|---------|--|--------------------|-------------------|
| 1. | Prepare list of courses conducted under COC, Skill based courses, add on courses, value added courses & Bridge Courses, etc. with following details: <ul style="list-style-type: none"> • Name of the course • Duration • Eligibility • Intake • Fees | Course Coordinator | List of courses |
| 2. | Counseling and motivation to students for respective courses | Course coordinator | -- |
| 3. | Display the enrolled students' list | Course coordinator | List |
| 4. | Display of timetable | Course coordinator | Timetable |
| 5. | Conduct the theory and practical | Subject teacher | Attendance Record |
| 6. | Organize field visit / guest lecture | Subject teacher | Conduction Record |
| 7. | Conduct theory and practical exam | Subject teacher | Result |
| 8. | Display result. | Subject teacher | Result sheet |
| 9. | Issue the certificate. | Course coordinator | Record |

| | |
|---------------|---------------------------|
| Output | Skills / Jobs orientation |
|---------------|---------------------------|

| Process Monitoring & Measurement | | | | | |
|---|-----------|--|-------------------------|--------------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Number of admitted students for various courses Vs. success ratio | % | To calculate number of students enrolled for various courses and their successful completion of course | As per course duration | Course coordinator | Result of courses |



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|----------------------------------|---|----------------------|--|
| ACAD/PR/12 | Submission of Departmental Reports To IQAC | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 7.5.1 / 8.4 | Page: 01 / 01 | |

| | |
|--------------|---|
| Input | Format for Departmental report (Departmental Input), Result Analysis, Students Strength, Details of activities Conducted and its records, Details of the personal achievements and activities of the staff. |
|--------------|---|

| Sr. No. | Activity | Responsibility | Stage Out put |
|---------|---|---|---|
| 01 | Giving the soft copy of departmental Input annually from IQAC | IQAC Coordinator | - |
| 02 | Organizing departmental meeting to fill up necessary details of activities of the department and personal achievements. | HOD | Departmental Meeting Register |
| 03 | Verification of documents & information submitted | HOD | - |
| 04 | Submission of departmental report to IQAC through e-mail in softcopy and keeping a hardcopy for record. | HOD | Softcopy and Hardcopy to IQAC Departmental Report |
| 05 | Filling up questionnaire of AQAR by criterion wise committees | Respective Criterion Committee | Softcopy and Hardcopy of AQAR |
| 06 | Upload all reports and photographs for events, Speeches, seminars and all activities on college website after completion. | Activity In-charge & Co-Coordinator of IQAC, Website Monitoring Committee | Activity report |

| | |
|---------------|------|
| Output | AQAR |
|---------------|------|

| Process Monitoring & Measurement | | | | | |
|--|-----------|---|-------------------------|--|---|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Timely submission of all reports to IQAC | Number | To calculate number of reports to be submitted to IQAC Vs. time of submission | Semester wise | HOD and activity in-charge | IQAC format for AQAR |
| Timely uploading of all relevant documents on college website as per data template for SSR | Number | To calculate number of documents to be uploaded on college website Vs. time of submission | As when event conducted | HOD, Activity in-charge and co-coordinator, Website updating Committee | Website updating and SSR |
| Timely submission of all reports to NAAC | Time | To fill online information in the prescribed format before final date | Yearly | IQAC Coordinator | Online submission of AQAR (every year) and SSR (every five years) |



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|---------------------------|--|---------------|
| ACA/PR/13 | Nonconformity & corrective action in Teaching & Learning process | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.7/10.2 | Page: 01 / 02 |

| | |
|-------|--|
| Input | Teaching cum Monitoring Plan, Syllabus, Attendance registers, Term work, test results. |
|-------|--|

| Sr.No. | Activity | Responsibility | Stage Out put |
|---|--|--------------------------|---|
| A. Nonconformities related to Student performance | | | |
| 01 | Poor attendance – Aggregate (Theory and Practical) attendance <75% and low performance in internal comprehensive examinations. Consolidate the data related to student attendance and examinations at Mid-semester. | Academic In-charge & HOD | Student Attendance Record, Parents Communication Letter |
| 02 | Communicate the facts with parents through various options like; Meeting with parents, Telephonic talk / letter | Academic In-charge & HOD | Parents Communication Letter |
| 03 | Identifying the below average students from above data and provide remedial support | Academic In-charge & HOD | -- |
| B. Nonconformities related to Conduct of Theory and Practical sessions | | | |
| 01 | Following types of nonconformities may occur in teaching learning process; <ul style="list-style-type: none">• Non completion of syllabus• Non completion of activities as per academic calendar• Below average results• Mass failure• Non performance of academic activities due to unforeseen events• Major students' complaint• Poor students' feedback | Academic In-charge & HOD | |
| 02 | In case of above nonconformities raise the corrective action | Academic In-charge & HOD | Corrective action report |
| 03 | Analyze the root cause and initiate necessary action with responsibility and target date | Academic In-charge & HOD | Corrective action report |
| 04 | After completion of action verify effectiveness of action taken | Academic In-charge & HOD | Corrective action report |



| | | | |
|-----------|--|-------------|---------------|
| ACA/PR/13 | Nonconformity & corrective action in Teaching & Learning process | | |
| Rev.: 00 | Date: 15.06.2018 | Clause: 8.3 | Page: 02 / 02 |

| Nonconformities observed in Teaching - Learning process. | | | |
|--|--------------------|----------------------------------|---|
| Sr. No | Aspect | Nonconformity | Actions |
| 01 | Student Attendance | Lower attendance | Issuing the notices |
| 02 | Teaching | Unsatisfactory teaching | Promoting for participation in refresher, orientation and short term courses, counseling by HoD & Principal |
| 03 | Teaching | Syllabus not covered as planned. | Monthly Monitoring, extra lecture conduction |
| 04 | Learning | Poor Test result | Extra guidance |
| 05 | Student Feedback | Poor satisfaction | Using additional teaching aids, changing teaching methods |
| 06 | Student Feedback | Student Complaint | Resolution of student complaints through student grievance cell |

| | |
|---------------|---|
| Output | Elimination of cause of nonconformities |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|--|-----------|---|-------------------------|------------------------------------|--------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Redressal of internal non-conformities | Numbers | Number of internal non-conformities in the department | Monthly | HOD / Student Counseling Committee | Corrective action Record |



| | | | |
|---------------------------|---|---------------|--|
| ACA/PR/14 | Faculty Development Programme & Various Training Activities | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 7.2,7.3,7.1.6 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | BOD / UGC Circulars, SPPU circulars, Internal notices on trainings, etc. |
|--------------|--|

| Sr. No. | Activity | Owner | Process Out put |
|-----------------------------------|--|---------------------|----------------------------|
| a. FDP – external | | | |
| 01 | Applying for FDP program e.g. refresher, Ph.D. | Faculty | Submission of the proposal |
| 02 | Selection of the eligible candidates | Concerned authority | Selection |
| 03 | Relieving the teachers for the participation | Principal | - |
| 04 | Appointing teachers temporarily on the vacancy | Principal | Replenishing the workload |
| 05 | Seeking the certificates | Faculty | Academic development |
| 06 | Submit the copy of certificate of the seminars / workshops / cap / orientation / refresher / short term courses, etc. to the IQAC and one copy to the office along with leave application form. | Faculty | Certificate |
| a. In house FDP, Trainings | | | |
| 01 | Define minimum skills required for teaching staff such as- a. Communication skill b. Subject knowledge c. Class control d. Use of teaching aids | IQAC & All HoDs | Skill matrix |
| 02 | Define minimum skills required for administrative staff such as- Communication skills, maintenance of records & documents, computer operating knowledge, etc. | IQAC & All HoDs | Skill matrix |
| 03 | Prepare skill matrix in prescribed format based on point no. 1 & 2. | IQAC & All HoDs | Skill matrix |
| 04 | Sort and identify training needs for each faculty & staff. | IQAC & All HoDs | Skill matrix |
| 05 | Add the identified training needs in Academic Calendar. Ensure that each academic year minimum training on Awareness of Quality policy & quality objectives and quality management system is planned and executed. | IQAC & All HoDs | Training plan |
| 06 | Ensure that all training programs as planned are conducted and proper training records are maintained. | IQAC & All HoDs | Training plan |



| | | | |
|---------------------------|---|---------------|--|
| ACA/PR/14 | Faculty Development Programme & Various Training Activities | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 7.2,7.3,7.1.6 | Page: 01 / 01 | |

| Sr. No. | Activity | Owner | Process Out put |
|----------|---|-------------------------------|-----------------|
| 07 | Finalizing the programmes discussing with higher authorities. | | |
| 08 | After conduction of a training programme within one month of period, verify the effectiveness of the training programme for all participants. | FDP Coordinator and Principal | |
| 09 | Based on the results of the effectiveness verification, initiate appropriate corrective actions such as re-training, counseling etc. | FDP Coordinator | Training Record |
| C | Maintenance of Organizational Knowledge | | |
| 1. | After completion of any type of training handover the course material, CD, handouts, etc. to Library. | Faculty | |
| 2. | Inform IQAC about submission of training records and handover copy of certificate. | Faculty | |
| 3. | Arranging concurrent seminars of teachers who presented articles overseas | Principal | Seminars |

| | |
|---------------|--|
| Output | Academic improvement of teachers, extra knowledge of the world |
|---------------|--|

| Process Monitoring & Measurement | | | | | |
|---|-----------|--|-------------------------|--|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Number of training programs planned Vs. conducted | % | To calculate number of training programs planned in Academic Calendar Vs execution ratio | Monthly | IQAC / Academic In-charge / Vice Principal | Training Record |



| | | | |
|---------------------------|-----------------------|---------------|--|
| ACA/PR/15 | Indenting Requirement | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.4.1 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | Departmental planning, Resources details |
|--------------|--|

| Sr. No. | Activity | Owner | Process Out put |
|---------|--|--------------------|--|
| 01 | Collection of requirements from HOD. | Principal | Departmental Requirements |
| 02 | Amalgamation of academic requirement | Principal | College Requirements |
| 03 | Giving priority to the requirements | Principal | -- |
| 04 | Observing the budgetary provision | O.S. / Principal | BUDGET |
| 05 | Processing for sanction / approval by Top Management and further purchasing by Purchase Committee. | Purchase Committee | Final Purchase Requirements of the college |
| 06 | Supplier selection, rate negotiation and placing the purchase order by the Purchase committee. | Purchase Committee | P.O. |
| 07 | Receive the material from supplier. | Store Keeper | -- |
| 08 | Check quantity of the material. Get material received inspected from the concerned HoD. | Store Keeper | -- |
| 09 | If material is accepted, then update the stock register. | Store Keeper | stock register |
| 10 | Receive material indent duly approved from the HoD and Principal. | Store Keeper | -- |
| 11 | Issue the material as per the indent and update the stock record. | Store Keeper | stock register |

| | |
|---------------|----------------------|
| Output | Fulfillment of needs |
|---------------|----------------------|



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|---------------------------|------------------------------|---------------|--|
| ACA/PR/16 | Internal Academic Monitoring | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 9.1.1 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | Class room, SPPU syllabus, workload, available faculty, Theory/Practical Time table. |
|--------------|--|

| Sr. No. | Activity | Owner | Process Out put |
|---------|--|---|-------------------------------------|
| 01 | Internal academic monitoring is done on following parameters; <ul style="list-style-type: none">• Midterm syllabus coverage report• Midterm students' attendance• Monthly academic calendar review | HoD & Academic In-charge, Students Council Chairman | Teacher's Diary & Academic Calendar |
| 02 | In case of difficulties bring the issue at Principal level and implement necessary action | HoD & Academic In-charge, Students Council Chairman | Teacher's Diary & Academic Calendar |
| 03 | Issue Individual letters for completion of action. | Principal | Letter copy with O.S. |

| | |
|---------------|--|
| Output | Timely monitoring of academic activities |
|---------------|--|

| Process Monitoring & Measurement | | | | | |
|--|----------------|---|-------------------------|--------------------|-----------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Internal academic monitoring as per schedule | Plan Vs Actual | Plan Vs Actual of Internal academic monitoring schedule | Midterm | Academic In-charge | Academics Monitoring Report |



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|---------------------------|---|---------------|--|
| ACA/PR/17 | Control of Monitoring and Measuring Equipment | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 7.1.5.2 | Page: 01 / 01 | |

| | |
|--------------|--|
| Input | Departmental Monitoring and Measuring equipments |
|--------------|--|

| Sr.No. | Activity | Responsibility | Stage Out put |
|--------|--|----------------|--|
| 01 | Codify all monitoring & measuring equipment in the department. | Lab I/C | -- |
| 02 | Identify the equipment which require calibration or internal verification. | Lab I/C | List of Monitoring & Measuring Equipment |
| 03 | Prepare the procedure for calibration or verification activity. | Lab I/C | Work instruction for Calibration |
| 04 | Determine the calibration or verification frequency. Also determine acceptance criteria (Permissible error) for the equipment. | Lab I/C | List of Monitoring & Measuring Equipment |
| 05 | Do the internal verification of equipment or instruments at the beginning of the session. Compare the result against the acceptance criteria. In case the error is more than acceptable, identify the instrument and keep it separately to avoid un-intended use. Take appropriate actions as necessary on the instrument such as repair or scrap. | Lab I/C & HOD | List of Monitoring & Measuring Equipment |
| 06 | Identify calibration status on the monitoring & measuring equipment. | Lab I/C | List of Monitoring & Measuring Equipment |
| 07 | Ensure use of only calibrated or verified instruments or equipments in use. | HOD | -- |

| | |
|---------------|--|
| Output | Calibrated / Verified Equipment ready for use. |
|---------------|--|

| Process Monitoring & Measurement | | | | | |
|---|----------------|------------------------------------|-------------------------|------------------------|--|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Document Retention |
| Calibration / verification of all calibrative instruments as per plan | Plan Vs Actual | Plan Vs Actual of calibration plan | Annually | HOD and Lab. In-charge | List of Monitoring & Measuring Equipment, Instrument verification report |



| | | | |
|---------------------------|---|---------------|--|
| ACA/PR/18 | Environment for Teaching-Learning Process | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 7.1.4 | Page: 01 / 02 | |

| | |
|--------------|--|
| Input | Infrastructure provided by the college |
|--------------|--|

Class room

| Sr. No. | Activity | Owner | Process Out put |
|---------|---|-----------|-------------------|
| 01 | Preparing the deficiency report related to classroom furniture | Faculty | deficiency report |
| 02 | Preparing the deficiency report related to classroom teaching aids | Faculty | deficiency report |
| 03 | Preparing the deficiency report related to classroom electricity arrangement | Faculty | deficiency report |
| 04 | Preparing and submitting the consolidated report to the management for action | Principal | The compliance |

Premises

| Sr. No. | Activity | Owner | Process Out put |
|---------|---|----------------|-----------------|
| 01 | Preparing the deficiency report related to sanitation | Vice Principal | The report |
| 02 | Preparing the deficiency report related to drinking water | Vice Principal | The report |
| 03 | Preparing the deficiency report related to noise (CCTV) | Vice Principal | The report |
| 04 | Preparing the deficiency report related to facilities for the disable. | Vice Principal | The report |
| 05 | Preparing and submitting the consolidated report to the management for action | Principal | The compliance |



| | | | |
|----------------------------------|--|----------------------|--|
| ACA/PR/18 | Environment for Teaching-Learning Process | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 7.1.4 | Page: 02 / 02 | |

Laboratory

| Sr. No. | Activity | Owner | Process Out put |
|---------|---|-----------|-------------------|
| 01 | Preparing the deficiency report related to lab. Furniture | HOD | deficiency report |
| 02 | Preparing the deficiency report related to lab. teaching aids | HOD | deficiency report |
| 03 | Preparing the deficiency report related to lab. electricity arrangement | HOD | deficiency report |
| 04 | Preparing the deficiency report related to exhaust fans. | HOD | deficiency report |
| 05 | Preparing the deficiency report related to first aids box and medicines | HOD | deficiency report |
| 06 | Preparing the deficiency report related to fire extinguisher | HOD | deficiency report |
| 07 | Preparing and submitting the consolidated report to the management for action | Principal | The compliance |

Housekeeping in the college

| Sr. No. | Activity | Owner | Process Out put |
|---------|--|---------------|-----------------|
| 01 | Ensure sweeping of classrooms and laboratories on daily basis. | Lab Attendant | -- |
| 02 | Ensure mopping of classrooms and laboratories with water on weekly basis. | ---" | -- |
| 03 | Ensure daily cleaning of staff and student toilets. | ---" | -- |
| 04 | Ensure cleaning of drinking water filter and coolers atleast on quarterly basis. | ---" | -- |
| 05 | Ensure daily cleaning of college premises by sweeping. | ---" | -- |
| 06 | Ensure disposal of accumulated waste. | ---" | -- |

| | |
|---------------|--|
| Output | Generation of conducive work environment |
|---------------|--|

Process Monitoring & Measurement

| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Document Retention |
|---|--------------|---|-------------------------|----------------|--------------------|
| Cleanliness of the class rooms and labs, etc. in the department | Observations | Observations during departmental rounds | Monthly | HOD | - |



| | | | |
|---------------------------|-------------------------------|--|---------------|
| ACA/PR/19 | Student Feedback & Complaints | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 9.1.2, 10.2 | | Page: 01 / 01 |

| | |
|--------------|--|
| Input | Prescribed printed feedback forms, admitted students |
|--------------|--|

| Sr. No. | Activity | Owner | Process Output |
|----------|--|--------------------------|----------------------------------|
| A | Student Feedback | | |
| 01 | Filling the feedback forms from students | HOD | Student feedback form |
| 02 | Collecting the feedback forms | HOD | -- |
| 03 | Analysis of the feedback forms | HOD | Student feedback analysis report |
| 04 | Submitting the report to Principal | HOD | -- |
| 05 | Taking action such as counseling of the faculties having poor rating, appreciation of the faculties having rating more than the target score. | Principal | Letter |
| B | Student Complaints | | |
| 01 | Collect the complaints through suggestion boxes once in 15 days. | Grievance cell in-charge | -- |
| 02 | Also receive the student's complaints through interaction with student / parents. Communicate the complaints received to the grievance cell in-charge. | Faculty | -- |
| 03 | Record the details of the complaints received such as name of the students and nature of the complaints | Grievance cell in-charge | Student complaint register |
| 04 | Arrange the grievance cell committee meeting on monthly basis. | Grievance cell in-charge | -- |
| 05 | Discuss and analyze the complaint received. Initiate proper corrective actions for resolution of the complaints. | Grievance cell in-charge | Student complaint register |
| 06 | During MRM (Conducted once in six months), present the data of student complaints and actions initiated if any. | Grievance cell in-charge | Minutes of MRM |

| | |
|---------------|---|
| Output | Improvement in the student satisfaction, resolution of student complaints |
|---------------|---|



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|----------------------------------|--------------------------------------|--|----------------------|
| ACA/PR/20 | Maintenance of Lab. Equipment | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 7.1.3 | | Page: 01 / 01 |

| | |
|--------------|---------------------|
| Input | List of equipments. |
|--------------|---------------------|

| Sr.No. | Activity | Owner | Stage Out put |
|--------|--|----------------------------------|---------------------------------|
| 01 | Setting up the laboratory | Faculty | -- |
| 02 | Giving the instructions | Faculty | -- |
| 03 | Preserving the equipments | Faculty | -- |
| 04 | Cleaning the equipments | Lab. Assit. | -- |
| 05 | Fining for the damaged equipments | Faculty | -- |
| 06 | Codify the lab equipment. | Lab. Incharge and Lab. Assistant | Dead Stock Register |
| 07 | Determine the frequency and parameters for preventive maintenance of equipment. | Lab. Incharge and Lab. Assistant | Preventive maintenance schedule |
| 08 | Carry out the Preventive maintenance as per plan and maintain record of maintenance work carried out. Also maintain record of repair / replacement carried out during maintenance. | Lab. Incharge and Lab. Assistant | Preventive maintenance schedule |
| 09 | In case of breakdown, repair the fault internally and / or with the help from external agency. | Lab. Incharge and Lab. Assistant | -- |
| 10 | Maintain record of breakdown maintenance carried out. | Lab. Incharge and Lab. Assistant | Equipment History Register |
| 11 | At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence. | Lab. Incharge and Lab. Assistant | Corrective Action Report |

| | |
|---------------|---|
| Output | Equipment maintained in good working condition. |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|---|----------------|---|-------------------------|----------------------------------|---------------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Execution of Preventive maintenance as per schedule | Plan Vs Actual | Plan Vs Actual of Preventive maintenance schedule | Semester | Lab. Incharge and Lab. Assistant | Preventive maintenance schedule |



| | | | |
|---------------------------|--|---------------|--|
| ACA/PR/21 | Result Analysis of University Examination | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 9.1.3 | Page: 01 / 01 | |

| | |
|--------------|--------------------------------|
| Input | University examination results |
|--------------|--------------------------------|

| Sr.No. | Activity | Owner | Stage Out put |
|----------|---|-------------------------|-------------------------------|
| A | Result Analysis - Quantitative | | |
| 01 | Allocate the department wise faculty for result analysis | HOD | --- |
| 02 | Collection of results data in soft and hard copy from examination section. | Concern faculty | University Examination result |
| 03 | Detailed Result analysis as per prescribed format | Concern faculty | Result analysis sheet |
| 04 | Inform the analyzed result to the concerned staff and higher authorities. | HOD and Concern faculty | -- |
| 05 | Counseling faculty members having poor result (less than 60%) | HOD | -- |
| 06 | Arrangement & conduction of remedial lecture in next semester for failed students | Concern faculty | -- |
| B | Evaluation of Students – Qualitative | Concern faculty | |
| 1 | Participation in other activity | Concern faculty | |
| 2 | Observation or self discipline | Concern faculty | |
| 3 | Moral values | Concern faculty | |

| | |
|---------------|---|
| Output | Judgment on the performance of students |
|---------------|---|

| Process Monitoring & Measurement | | | | | |
|---|-----------|-------------------------|-------------------------|-----------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Result Analysis chart | % | Gradation | Semester/Annually | Concern faculty | Result sheet |



| | | | |
|---------------------------|------------------------------|---------------|--|
| ACA/PR/22 | Management of Placement Cell | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1, 8.5.5,9.1.3 | Page: 01 / 01 | |

| | |
|--------------|---|
| Input | Invitation letter to company, Notice to students, Nature of vacancies |
|--------------|---|

| Sr.No. | Activity | Owner | Stage Out put |
|--------|---|--------------------------------------|----------------------------|
| 01 | Invite Companies for placement | Placement Cell | Invitation letter |
| 02 | Arrangement of the campus interview | Placement Cell | Candidate selection report |
| 03 | Report Uploading on the college website | Placement Cell and Website committee | Report |

| | |
|---------------|---------------------------------------|
| Output | Employment made available to students |
|---------------|---------------------------------------|

| Process Monitoring & Measurement | | | | | |
|----------------------------------|---------------------------------------|-----------------------------|-------------------------|----------------|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Educational Qualification | % and participation in other activity | Interview and Aptitude Test | Annually | Placement Cell | Report |



| | | | |
|---------------------------|--|--|---------------|
| ACA/PR/23 | Management of competitive examinations | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 8.5.1, 8.5.5,9.1.3 | | Page: 01 / 01 |

| | |
|--------------|---|
| Input | Advertisement for enrollment to Competitive Courses , Invite/ appoint faculty |
|--------------|---|

| Sr.No. | Activity | Owner | Stage Out put |
|--------|--|--|--|
| A | | | |
| 01 | To advertise for enrollment of students | To advertise for enrollment of students | Coordinator of the Yashwant Study Club |
| 02 | To enroll the students as per the eligibility | To enroll the students as per the eligibility | Coordinator of the Yashwant Study Club |
| 03 | Invite appoint faculty | Invite appoint faculty | Coordinator of the Yashwant Study Club |
| 04 | To arrange competitive examination lectures as per timetable | To arrange competitive examination lectures as per timetable | Coordinator of the Yashwant Study Club |

| | |
|---------------|---------------------------------------|
| Output | Employment made available to students |
|---------------|---------------------------------------|

| Process Monitoring & Measurement | | | | | |
|----------------------------------|------------------|-------------------------------|-------------------------|--|------------------------|
| Parameter | Indicator | Measurement Methodology | Frequency of Monitoring | Responsibility | Documented Information |
| Educational Qualification | % and Experience | Interview and Qualifying Test | Annually | Coordinator of the Yashwant Study Club | Report |



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|---------------------------|----------------|---------------|--|
| ANEX/A | Revision Sheet | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 4.2.3 | Page: 01 / 01 | |

| Document no. | Rev. | Date | Nature of Change | Approved By Principal |
|--------------|------|------------|--|-----------------------|
| All | 00 | 01.01.15 | Original Issue, Issue No. 01 dtd. 01.01.15 as per ISO 9001:2008 | Principal |
| All | 00 | 15.06.2018 | Issue02, Dt. 15.06.2018 to incorporate the requirements of ISO 9001:2015 | Principal |
| | | | | |
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| ANEX/B | Approval Note | | |
| Rev.: 00 Date: 15.06.2018 | Clause: 4.2.3 | Page: 01 / 01 | |

ALL THE PROCEDURES IN THIS MANUAL ARE

| | | | | |
|----------------------|----------------|------|--------------|-----------------|
| Marathi | | | | |
| Hindi | | | | |
| English | | | | |
| Political Science | | | | |
| Economics | | | | |
| Geography | | | | |
| History | | | | |
| Botany | | | | |
| Zoology | | | | |
| Chemistry | | | | |
| Mathematics | | | | |
| Physics | | | | |
| Commerce | | | | |
| B.B.A. / B.B.A(C.A.) | | | | |
| PREPARED BY: HOD | | | | |
| | Vice Principal | IQAC | PRINCIPAL | QMS coordinator |
| | REVIEWED BY | | APPROVED BY: | ISSUED BY |