

### SBES College of Arts and Commerce

#### Makarand Arvind Paithankar

In charge Principal and Professor

www.sbaccollege.in

Effective Curriculum Delivery – ISO Documented Process

SBAC Activity Process Chart ISO 9001:2015

SBES

### COLLEGE OF ARTS AND COMMERCE AURANGABAD

#### **ACTIVITY PROCESS CHART**

Title: Academic Departments [CD]

DOC NO.: SBAC/APC/02

REV. NO / DATE : 00 / 01.08.17 ISSUE NO / DATE : 01 / 01.08.17

PAGE NO. 1 of 1

INPUT: Academic Planning and Annual Calendar

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Respective HOD's	Departmental workload and requirement for the number of CHB teachers is to be submitted to the Principal	Work- Load
2	Vice- Principal	College Time- Table Preparation	Time-Table
3	Respective HOD's in departmental meeting	Departmental Paper allotment, workload and annual planning by giving due consideration to the aspects of curriculum, teaching-learning-evaluation, research, extension, and students and faculty development requirements.	Teaching Diary, Departmental and staff Profile
4	Respective HOD's	Submission of the annual departmental plan and departmental Time- Table to the Vice- Principal	Departmental Time-Table
5	Subject Teachers	Curriculum Planning – Semester and Unit wise, Teaching Methodology to be adopted, Teaching aids to be used	Teaching Diary
6	Respective HOD's	Collection and distribution of Roll list	Roll List
7	Respective Teachers	Collection of Teaching diaries and attendance registers from stores	Teaching Diary
8	Respective Teachers	Preparation of Paper wise result analysis of earlier semester	Result Analysis
9	Respective HOD's	Preparation of the consolidated result analysis and Submission of the departmental result analysis to the Vice- Principal and IQAC	Result Analysis
10	Respective Teachers	Submission of activity reports, teaching diaries, attendance registers and record for validation at the end of semester before proceeding for vacation	Attendance Register and Activity Report

OUTPUT: Work- Load, Time-Table, Teaching Diary, Departmental and staff Profile, Departmental Time-Table, Roll List, Result Analysis, Attendance Register and Activity Report

PREPARED BY : HOD's

COMMER

APPROVED BY: - DR.J.S.KHAIRNAR

SBES College of Arts and Commerce
Aurangabad
- MASTER COPY

I/C Principal
SBES College of Arts & Commerce
Agrangabad.

Saraswatinagar, Aurangpura, Aurangabad

Telephone: 02402332040 Ema

Email: sbescollegeac@yahoo.com



## SBES COLLEGE OF ARTS AND COMMERCE, AURANGABAD

## • Personal Time Table •

Year 20 - 20

(Second Term)

			,					* 1	
Periods	1	2	3	4	5	6	7	8	9
Time									
Days		9.1						1 2 -	
Mon					A Comm	ce			
Tue		S	ES COME	of Arts Juranga IME	A COMM	PY			
Wed			31						
Thu									
Fri									
Sat									

IQAC IQAC IQAC

I/C Principal
SBES College of Arts & Commerce
Aurangabad.

## Teaching Plan

Semester	Class	Di	V
Name and Nui	mber of the Paper		
Month	Topics / Units	Teaching Methods	
graph death. See all minimized made to the property of the Commission of Commission of Commission and Commission of Commission o			Control Control Annual Control Annual
The second secon			
		/	
			- Country of the Coun
	Commerce		
	of Arts abad OP		
	SES COMPRE OF AND AND AND COPY	The state of the s	- Andrew Sergin Milanda Caralla benezio Administra Parasa para d
	SPECIFIC		
		AND AND ADDRESS AN	APPLEMENT ACTION SPACE TO SECURISH STATES
department of the second			



L/C Principal
SBES College of Arts & Commerce
Aurangabad.

## Daily Lesson Plan

Day				
,	<del></del> -	Date		

Class	Time	Name of the Paper	Unit/Subunits Covered	Method
	AND	The second second		
				Contraction
				A CONTRACTOR
			and Commerce	
		of Arts	and COPY	
		SBES COMPANIAN	NCO	
		SECINI		
		Sr		



Teacher

SBES College of Arts & Commerce
Aurangabad.

# SBES College of Arts & Commerce, Aurangabad : Syllabus Completion Report:

## Year:

Name of the Teacher :	Department :
year and reviewed	ching plan prepared at the commencement of the academical at the departmental meetings held periodically. I hereby in respect of the following classes have been completed to
the satisfaction of the students.	
Undergraduate Classes	Subjects
1.	
2.	
3.	Treston
4.	of Marie and Confinence
5.	Subjects
Post Graduate Classes	Subjects
1.	
2.	
3.	
4.	
5.	
HOD Signature & Remarks:	
Date :	Signature of the Teacher
RATS & COMMERCIA	( - a - a - a - a - a - a - a - a - a -
IQAC	I/C Principal SBES College of Arts & Commerce Aurangabad.