



Effective Curriculum Delivery – ISO Documented Process

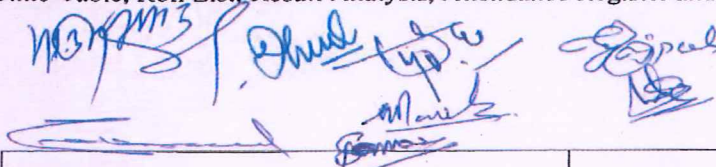
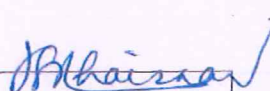
SBAC Activity Process Chart ISO 9001:2015

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	 APPROVED BY: - DR.J.S.KHAIRNAR
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• Personal Time Table •


Year 20 - 20

(Second Term)

Periods	1	2	3	4	5	6	7	8	9
Time									
Days									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									

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Teaching Plan

Semester _____ Class _____ Div. _____

Name and Number of the Paper _____

[illegible]

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Daily Lesson Plan

Day _____

Date _____

[illegible]

Teacher

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

Year :

Name of the Teacher :- _____

Department : _____

In accordance with the teaching plan prepared at the commencement of the academic year and reviewed at the departmental meetings held periodically. I hereby declare that syllabus of the subjects in respect of the following classes have been completed to the satisfaction of the students.


Undergraduate Classes	Subjects
1.	
2.	
3.	
4.	
5.	
Post Graduate Classes	Subjects
1.	
2.	
3.	
4.	
5.	

HOD Signature & Remarks: _____

Date : -

Signature of the Teacher




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