

2023

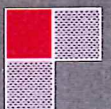
# Activity Process Chart

ISO 9001:2015

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Aurangabad Maharashtra

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<b>ACTIVITY PROCESS CHART</b>	
<b>Title: Academic Departments [CD]</b>	DOC NO.: SBAC/APC/02 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 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

<p>   Gaitwad M.M. - V.V. Deshpande  S.M. Chaudhary </p>	<p>   Deshpande H.N.    S.M. Mahad </p>
<b>PREPARED BY : HOD's</b>	<b>APPROVED BY: - DR.M.A. PAITHANKAR</b>



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2023

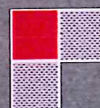
# Authority and Responsibility

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AUARNGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : Head of the Department</b>	DOC NO.: SBAC/AR/05 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

The Head of the Department of various subjects will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to Curriculum, teaching- learning-evaluation, research, professional development, co- curricular and extracurricular activities, and administrative tasks and any other assigned to them by the Principal, Vice- Principals in the efforts for realization of the Vision, Mission, and Objectives of the College.

### Responsibilities

- Head of the department is the chief academic and executive head of the department.
- To plan programmes to ensure the accomplishment of Vision, Mission of the college and objectives of the department.
- Achieve Curriculum goals.
- To provide coordination, management and supervision of long term and day to day curriculum plan, teaching- learning- evaluation
- Promote research, professional development and provide professional leadership within the area/s of authority.
- To provide, through interactions, appropriate support to teachers and students.
- To provide a link between the senior management and the area/s of delegated responsibility.
- If applicable will be responsible for the preparation of budgets, monitor spending and record of resources.
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Postgraduate/ Ph.D.
Experience	Not desirable
Training	As per UGC guidelines, Risk Identification& Control Method.
Skill	Administrative, Interpersonal Skills and Computer Literacy
Eligibility	UGC, Government of Maharashtra and University Regulation

PREPARED BY : -Dr. G.P. Kakade

APPROVED BY : -Dr. M. A. Paithankar



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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AUARNGABAD</b> <b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : Professors (Associate and Assistant)</b>	DOC NO.: SBAC/AR/06 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

The Professors of various subjects will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to Curriculum, teaching- learning-evaluation, research, professional development, co- curricular and extracurricular activities, and any other tasks assigned to them by the Principal, Vice- Principals and Head of the Departments in the efforts for realization of the Vision, Mission and Objectives of the College.

### Responsibilities

- Each faculty member is expected to maintain the highest personal standards of character and conduct, to keep abreast of academic discipline through continuing study, research, and/or participation in the activities of professional organization.
- To strive to improve the effectiveness of teaching.
- To take a sympathetic interest in the progress and development of students
- To keep accurate records of academic process
- Each faculty member is expected to attend classes as regularly scheduled.
- Each faculty member is expected to maintain adequate working hours.
- To assist the HOD's and colleagues of the department in carrying out the program of the department, and to cooperate fully with the Principal, Vice- Principals and Head of the Departments in promoting all the interests of the Institution.
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Postgraduate/ Ph.D.
Experience	As per UGC guidelines
Training	As per UGC guidelines, Risk Identification & Control Method.
Skill	Interpersonal Skills and Computer Literacy
Eligibility	UGC, Government of Maharashtra and University Regulation

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