Activity Process Chart
ISO 9001:2015

SBES
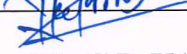## College of Arts and Commerce
Aurangabad Maharashtra

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Content Sheet	DOC NO.: SBAC/APC/A REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

Sr. No	Name of Document	Reference No.	Rev. No
1	Content Sheet	SBAC/APC/A	00
2	List of Abbreviation	SBAC/APC/B	00
3	Revision Control Sheet	SBAC/APC/C	00
4	Admission	SBAC/APC/01	00
5	Academic Department	SBAC/APC/02	00
6	Library	SBAC/APC/03	00
7	Computer Centre	SBAC/APC/04	00
8	Language Laboratory	SBAC/APC/05	00
9	NCC	SBAC/APC/06	00
10	NSS	SBAC/APC/07	00
11	Career Counseling and Placement Cell	SBAC/APC/08	00
12	Trekking and Adventure Activity Cell	SBAC/APC/09	00
13	NET and SET Coaching	SBAC/APC/10	00
14	Equal Opportunity Cell	SBAC/APC/11	00
15	Remedial and Bridge Coaching	SBAC/APC/12	00
16	MPSC Coaching	SBAC/APC/13	00
17	Common Proficiency Test Coaching	SBAC/APC/14	00
18	Cost and Works Accounts Coaching	SBAC/APC/15	00
19	Students Support	SBAC/APC/16	00
20	Examination Cell	SBAC/APC/17	00
21	Establishment	SBAC/APC/18	00
22	Finance	SBAC/APC/19	00
23	IQAC	SBAC/APC/20	00
24	Department of Physical Education	SBAC/APC/21	00
25	Training	SBAC/APC/22	00

PREPARED BY : - DR. G.P. KAKADE   APPROVED BY: -DR.M.A. PAITHANKAR

1

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: List of Abbreviations	DOC NO.: SBAC/APC/B REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

Sr. No.	Abbreviation	Full Form
1	APC	Activity Process Chart
2	Sup.	Supplier
3	PO	Purchase Order
4	Ref.	Reference
5	CLD	College Level Data
6	ULD	University Level Data
7	Doc.	Document
8	NAAC	National Assessment and Accreditation Council
9	IQAC	Internal Quality Assurance Cell
10	QA	Quality Assurance
11	Hrs.	Hours
12	Pur.	Purchase
13	TC	Transfer Certificate
14	LC	Leaving Certificate
15	RP	Responsible Person
16	UMO	Unit of Measurement
17	CRP	Customer Related Process
18	CD	Course Delivery
19	DP	Department Profile
20	SP	Staff Profile
21	WL	Work-Load
22	TLR	Teaching Learning Resources
23	RA	Result Analysis
24	SYL	Syllabus

PREPARED BY : - DR. G.P. KAKADE	APPROVED BY: - DR.M.A. PAITHANKAR

SBES
COLLEGE OF ARTS AND COMMERCE AURANGABAD
ACTIVITY PROCESS CHART

Title: Revision Control Sheet	DOC NO.: SBAC/APC/C REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

Sr. No.	Details of change in document	Ref. No.	Rev. No.	Change initiated by

PREPARED BY : - DR. G.P. KAKADE	APPROVED BY: - DR.M.A. PAITHANKAR

3

<div align="center">

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

</div>

Title: ADMISSION [CRP]	DOC NO.: SBAC/APC/01 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

INPUT: Result/Notification

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Principal/Register	After the declaration of the ensuing year's results and the notification of the University for the beginning of admission process, the College publishes the advertisement the preparation of which is done in advance.	Notification/ Results
2	Registrar	Advertisement in Newspaper and posting of admission details on website (If required)	Advertisement
3	Committee	Enquiry Counter	
4	Stores N.S. Khandgaure	Admission Prospectus is made available in stores	Prospectus
5	Admission Committee	The admission committees constituted starts functioning- handling enquires, counseling about subjects/optional and their future scope, checking the admission forms and testimonials, explaining the online admission process wherever applicable, verifying the online forms, issuing the codes and directing them for the fees counter.	Roaster/Filled admission forms
6	Scholarship Mr. B.S. Bhoye	Issue of fees amount	Filled admission forms
7	Academic Admn Mr. M. M. Gajre Mr. S.V. Inamdar	Permanent registration number, short entry of the form	Filled admission forms
8	Cashier Mr. V.R. Pandit	Receipts of fees, issue of receipts and Identity card Distribution of collected forms to the respective sections	Receipts/ I-Card
9	Academic Admn Mr. M. M. Gajre Mr. S.V. Inamdar	Class wise classification of admission forms, generation of caste and gender category wise admission report	List of admitted candidates
10	Academic Admn Mr. M. M. Gajre Mr. S.V. Inamdar	Online confirmation of entry year and carry forward of existing admissions Allocation of Roll numbers and division	List of admitted candidates

OUTPUT: Notification/ Results, Advertisement, Prospectus, Roaster/Filled admission forms Receipts/I-Card, List of admitted candidates

PREPARED BY : -MS. M.R. BHALERAO	APPROVED BY: - DR.M.A. PAITHANKAR

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Academic Departments [CD]	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

PREPARED BY : HOD's	APPROVED BY: - DR.M.A. PAITHANKAR

5

<table>
<tr><td colspan="2" align="center">**SBES**
COLLEGE OF ARTS AND COMMERCE AURANGABAD</td></tr>
<tr><td colspan="2" align="center">**ACTIVITY PROCESS CHART**</td></tr>
<tr><td>**Title: Library [CRP]**</td><td>DOC NO.: SBAC/APC/03
REV. NO / DATE : 00 / 04.05.23
ISSUE NO / DATE : 01/ 04.05.23
PAGE NO. 1 of 1</td></tr>
</table>

INPUT: Admission List, Requisition

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Library Committee and Librarian	Book Purchase The library committee allocates the grants available for the books purchase to various departments, the books recommendation received from faculty members and the demand on counter made by students is taken into consideration, the catalogues are circulated to the faculty members for reference, the order is given to the publishers who gives maximum discount on the books purchase	Departmental budget allocation out of total library budget, Requisition, Accession Register, Book Card
2	Library Committee and Librarian	The accession of books received is done then the bills are send for payments and the books are made available for issue	
3	Librarian	The proper maintenance by following principles of library science of Library Catalogue (OPAC),Book Bank Facility, Reference Service, Motivational Books Section, E-Resources / Internet Access Facility, Old Question Papers Bank, New Arrivals, Collection in Library, References not to be issued out, Biographies and Autobiographies / Collected works, Archeological Center and Collection, Book donated in Library	
4	Librarian	Preservation of Books, Rules, facilities, highlights, value added services, cleanliness is followed and activities that promote and strengthen the role of the library as learning resource is undertaken	Book binding register and pest control record
5	Librarian	Submission of activity reports, maintain the records, files, registers, etc Take feedback	

OUTPUT: Departmental budget allocation out of total library budget, Requisition, Accession Register, Book Card

PREPARED BY : - LIBRARIAN	APPROVED BY: - DR.M.A. PAITHANKAR

<table>
<tr><td colspan="2" align="center">

SBES
COLLEGE OF ARTS AND COMMERCE AURANGABAD
ACTIVITY PROCESS CHART
</td></tr>
<tr><td>

Title: Computer Centre [CD]
</td><td>

DOC NO.: SBAC/APC/04
REV. NO / DATE   : 00 / 04.05.23
ISSUE NO / DATE : 01/ 04.05.23
PAGE NO. 1 of 1
</td></tr>
</table>

INPUT: Students list

Sr.	Resp.	Activity	Doc. / Record Ref.
1	In- Charge	Collection of the list of students with roll numbers from administration (academic)	Students list with roll number
2	In- Charge	Preparation of the Time –Table of the Practical batches	Time-Table
3	In- Charge	Allotment of the work load of the Practical's	Workload record
4	In- Charge	Display of the time table on notice board for students	
5	In- Charge	Conducting Practical exams of University as per the Time-Table	
6	In- Charge	Taking feedback from the students	Feedback forms
7	In- Charge	Submission of list of eligible students to the Microsoft for the Certification	List
8	In- Charge	Receiving and distribution of Microsoft certificates	Distribution register
9	In- Charge	Correspondence with the Microsoft or any other partners with whom college has an MOU or has outsourced any of its activity related to the computer education, course delivery and students and faculty related activities.	MOU
10	In- Charge	Facilitation activities like- online submissions of forms by the students, computer related services for faculty and top management	Record Registers
11	In- Charge	Conduct of online examinations in the college	
12	In- Charge	Organizing the Faculty development Programme and Non teaching staff training	Attendance Registers
13	In- Charge	Maintenance and Up-gradation management of the computer laboratory	

OUTPUT: Students list with roll number, Time-Table, Workload record, Feedback forms List, Distribution register, MOU, Record Registers, Attendance Registers

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

7

SBES **COLLEGE OF ARTS AND COMMERCE AURANGABAD** **ACTIVITY PROCESS CHART**	
Title: Language Laboratory [CD]	DOC NO.: SBAC/APC/05 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

INPUT: Curriculum planning

Sr.	Resp.	Activity	Doc. / Record Ref.
1	In- Charge	Curriculum planning with focus on identifying the units that could be complimented by language laboratory inputs. Workload distribution accordingly	Identified Units of syllabus, Academic Plan
2	In- Charge	Preparation and Submission of Time-Table by incorporating classes to be taken in the Language Lab to Vice- Principal	Time Table
4	In- Charge	In the first week of the commencement of classes in academic year counseling is done for students enrollment for Career oriented Certificate course in Spoken English	Notices
5	In- Charge	Enrollment and the admission procedure for Career oriented Certificate Course in Spoken English [CCSE]	Admission forms
6	In- Charge	Preparation and Submission of Time-Table and workload allotment of CCSE to the Vice-Principal	Time Table CCSE
7	In- Charge	Formation of batches and display of Time- table of CCSE	
8	In- Charge	Designing and Organizing Faculty development programme in spoken English to the teachers of SB Education Society.	Attendance
9	In- Charge	Updation of courseware, requisition of teaching aids, software's, course modules, etc, required to remain updated	
10	In- Charge	Maintenance and Up-gradation management of the Language laboratory	
11	In- Charge	Record Keeping, preparation and submission of annual reports and utilization as required by the agencies or at the end of academic year, whatever is applicable	Question Paper, Result analysis, Certificate

OUTPUT: Identified Units of syllabus, Academic Plan, Time Table, Notices, Admission forms
Time Table CCSE, Attendance, Question Paper, Result analysis, Certificate

PREPARED BY : -IN-CHARGE	**APPROVED BY: - DR.M.A. PAITHANKAR**

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: NCC [CRP]	DOC NO.: SBAC/APC/06 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

INPUT: Students enquiry

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Associate NCC Officer	Annual Planning and submission to the IQAC	Annual Planning
2	Associate NCC Officer	During admissions promotional display for students enrollment in the NCC	Flex
3	SUO and Sr. Cadets	Counseling during admissions by the senior cadets	
4	Associate NCC Officer	Notice and actual Physical fitness checkup on ground	Notices, Letters
5	Associate NCC Officer	Pre Entry Practice Parade for a week	
6	Associate NCC Officer and PI Staff	Final enrollment of the students	List
7	Associate NCC Officer	Distribution of clothing	Register
8	Associate NCC Officer and PI Staff	Weekly drill	Register
9	Associate NCC Officer, PI Staff and NCC Officers	Preparation and Participation for various camps and activities as per programme of Directorate of NCC Maharashtra.	Notices, Letters
10	Associate NCC Officer	Preparation, organization and Participation for various activities	Notices, Letters
11	Associate NCC Officer, PI Staff and NCC Officers	Refreshment and washing allowance distribution by cheque	
12	Associate NCC Officer, PI Staff and NCC Officers	Conduct of B and C certificate examination through Directorate of NCC Maharashtra.	List
13	Associate NCC Officer	Store Keeping Purchasing and Maintenance	Register

OUTPUT:
Annual Planning, Flex, Notices/Letters, List, Register, and Store record

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: NSS [CRP]	DOC NO.: SBAC/APC/07 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

INPUT: Students enquiry

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Programme Officer 1 and 2	Annual Planning and submission to the IQAC	Annual Plan
2	Programme Officer 1 and 2	During admissions promotional display for students enrollment in the NSS	Enrollment Forms
3	Programme Officer 1 and 2	Counseling during admissions by the Programme Officer [PO]	
4	Programme Officer 1 and 2	Enrollment of students	Student List
5	Programme Officer 1 and 2	Orientation Programme and distribution of badges	
6	Programme Officer 1 and 2	Display of Notices about Programmes	File
7	Programme Officer 1 and 2	Preparation and Participation for various camps and activities as per programme of NSS Unit of University	File
8	Programme Officer 1 and 2	Preparation, organization and Participation for various activities	
9	Programme Officer 1 and 2	Store Keeping, Purchasing and Maintenance	Register
10	Programme Officer 1 and 2	Management of Departmental budget	Budget
11	Programme Officer 1 and 2	Preparation and submission of all reports and financial utilization in stipulated time or the end of academic year whichever is applicable.	Utilization, Annual Report
12	Programme Officer 1 and 2	Participation in various training	File

OUTPUT: Annual Plan, Enrollment Forms, Student List, File, Register, Budget, Utilization, Annual Report

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

10

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Career Counseling and Placement Cell [CCPC] – [CRP]	DOC NO.: SBAC/APC/08 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

INPUT: Students and Companies enquiry

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Coordinator	Preparation of annual plan of career and placement cell and submission of the same to IQAC	Annual Plan
2	Coordinator	Communication and correspondence with all the companies for placement and guests for career counseling	File
3	Coordinator	Display and promotion of all the activities accessible to the targeted beneficiaries	Notices
4	Coordinator	The details of the Job Description & tentative Placement Schedule to be intimated to the final year students via Notice Board or SMS	Notices
5	Coordinator	Confirm and conduct of placement, campus recruitment as per mutually agreeable date.	
6	Coordinator	After confirmation by the Company, organize a pre-placement talk on the date. The company will conduct tests and/or group discussions to short list the interested students. If required, telephonic interviews or interviews through video conferencing can be arranged.	File
7	Coordinator	The Company will take another interview of short listed students for final selection and will announce the results as soon as possible, once the selection process is over.	
8	Coordinator	Communicate the results once they are announced by the companies and distribute the Job Offer letter in the presence of top management of the College.	Photographs
9	Coordinator	Organization for various activities related to career guidance, counseling and placement	File
10	Coordinator	Maintain records as per the requirements of utilization	
11	Coordinator	Preparation and submission of all reports and financial utilization in stipulated time or the end of academic year whichever is applicable.	Annual Report

OUTPUT: Annual Plan, File, Notices, Photographs, Annual Report

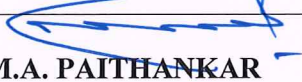| PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

11

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Trekking and Adventure Activities Cell [TAAC]- [CRP]	DOC NO.: SBAC/APC/09 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 1

INPUT: Students enquiry

Sr.	Resp.	Activity	Doc. / Record Ref.
1	In -Charge	Annual Planning and submission to the IQAC	Annual Plan
2	In -Charge	During admissions promotional display for students participated in TAAC	Notices, Flex
3	In -Charge	Counseling during admissions	
4	In -Charge	Enrollment of students for programmes	Admission Forms
5	In -Charge	Display of Notices about Programmes, After Registration and information about the trek programme is given in meeting,	Notices
6	In -Charge	All formalities completed (Forms, fees, insurance, fitness Certificate, etc).	Fitness Certificate
	In -Charge	Parents meet and Display of the itinerary of trek	Consent Record
7	In -Charge	Store Keeping, Purchasing and Maintenance	Register
8	In -Charge	Management of Programme budget	
9	In -Charge	Preparation and submission of all reports and financial utilization in stipulated time or the end of academic year whichever is applicable.	Annual Report
10	In -Charge	Participation in various training	Certificates

OUTPUT: Annual Plan, Notices, Flex, Admission Forms, Fitness Certificate, Consent Record, Register, Annual Report, Certificates

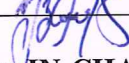| PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Student Support- [CRP]	DOC NO.: SBAC/APC/10 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 1 of 2

INPUT: Admissions

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Scholarship Mr. B.S. Bhoye	Collection of forms of Junior and Senior College students from academic administration Verifying the fees code and requisite forms like GOI,EBC,PTC,SST,EX-Servicemen on the basis of roll list Scholarship wise sorting Submission of scholarship proposals to concerned government departments	Forms, Proposal statements
2		Clerk and Principal login of scholarship forms upload of the students	online
3		Online Principal verification is done by Checking of scholarship of students generated by Principal login	
4		Online 'B' statements are manually submitted in hard copy to the concerned government departments	B Statement
5		The Concerned government departments deposits the fees amount of students scholarships in the bank account of the Principal whereas the maintenance amount of the scholarships is directly deposited in the account of the students.	Online
6		Submission of the fee structure to the account section	Fee structure
7		Online uploading of scholarship forms wherever required	Register

OUTPUT: Forms, Proposal statements online, B Statement, Online, Fee structure, Register

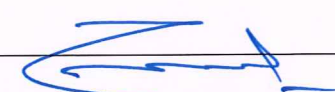| PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

13

	SBES		
	COLLEGE OF ARTS AND COMMERCE AURANGABAD		
	ACTIVITY PROCESS CHART		
Title: Student Support- [CRP]	DOC NO.: SBAC/APC/11 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 02 of 02		

INPUT: Exam Notifications

Sr.	Resp.	Activity	Doc. / Record Ref.
8	Academic Admn Mr. M. M. Gajre Mr. S.V. Inamdar	Exam forms, Hall tickets, Marks memo, Environment/Computer certificates, bus concession, bonafide, bus pass, issuance of academic related letters, transfer certificates, verifications.	Exam Form submission statements, register, TC o/c record Verification o/c
9	Scholarship Mr. B.S .Bhoye	Scholarship sanction number of all categories, no dues	File o/c
10	Academic Admn Mr. M. M. Gajre Mr. S.V. Inamdar	Prize distribution and CR certificates	Prize List of Students

OUTPUT: Exam Form submission statements, register, TC o/c record, Verification o/c, File o/c, Prize List of Students

PREPARED BY : -IN-CHARGE	**APPROVED BY: - DR.M.A. PAITHANKAR**

14

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Examination- [CD]	DOC NO.: SBAC/APC/12 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 01 of 01

INPUT: Exam Notifications

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Academic Admn Mr. M. M. Gajre Mr. S.V. Inamdar	Distribution, receipt and submission of examination form Issue of hall tickets and issue of results of the students	Statements, Result issue register
	Chief Superintendent /Principal or his nominee entrusted with responsibility	Proper organization and management of examination as per schedule and by implementing the manuals and codes about conducting examinations in spirit and contents prepared by various examination authorities like University, public service commission, banking recruitment boards, NET/SET, etc.	File/Formats/ Registers
	Invigilators	To take Answer sheets from the Understudy & Question paper from the Joint Chief Superintendent and present in allotted hall before the entry of the students in the hall, distribute to the students as per schedule ensure free and fair exam	File/Formats/ Registers
	Chief Superintendent /Principal or his nominee entrusted with responsibility	For free and fair conduct of exam ensure all the work is carried out smoothly by the concerned clerks, assistants and group D staff, in case of negligence report in writing to the Principal/take disciplinary action.	File/Formats/ Registers
	Chief Superintendent /Principal or his nominee entrusted with responsibility	Ensure the proper functioning of CAS by providing facilities, and accomplishing the work as per the dates and schedule of university by complying all the norms and guidelines of university	File/Formats/ Registers/ Cards

OUTPUT: File/Formats/ Registers/Cards

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

15

<table>
<tr><td colspan="2" align="center">SBES
COLLEGE OF ARTS AND COMMERCE AURANGABAD</td></tr>
</table>

SBES **COLLEGE OF ARTS AND COMMERCE AURANGABAD**	
ACTIVITY PROCESS CHART	
Title: Establishment- [CRP]	DOC NO.: SBAC/APC/13 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 01 of 02

INPUT: Schedule, Maintenance

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Outsourced agency Supervision by Mr. V.B. Bandewar	**Housekeeping** Outsourced with material- college campus other than classrooms and cabins, timings 8:00 am to 4:00 pm, 6 employees, toilets cleaning three times daily, continuous floor cleaning, dusting once in a week, floor washing once in a month, college supervision. Classroom sweeping to Group D employees of the college sweeping and cleaning daily in the evening, dusting once in a week, washing once in three months. Overhead tanks cleaning quarterly and water coolers once in a month by the Group D employees	File, daily monitoring chart, Water Register
2	Registrar Ms. M.R. Bhalerao	**Records, Leaves and Service Matters** The section wise record is maintained by concerned section heads. The work related to recruitments, approvals, retirements, affiliations, workload, maintaining of service books, personal files, career advancement, promotions. All types of leaves, disciplinary matters, court matters Workload distribution of the administrative office and ensure effective and efficient service delivery to students, parents, and stakeholders	Master File Record, CL Register, workload file
3	Stenographer Mr. D.G. Wagh	**Public Relations and Communications** Publicity in media, press notes, press conference preparation, meetings record, all correspondence, email, and notices checking and informing to the concerned for action, online proposals, biometric record	53 Folders in softcopy

OUTPUT: File, daily monitoring chart, Water Register, Master File, Record, CL Register, workload file, 53 Folders in softcopy

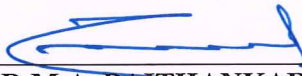| PREPARED BY : IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

SBES
COLLEGE OF ARTS AND COMMERCE AURANGABAD
ACTIVITY PROCESS CHART

Title: Establishment- [CRP]	DOC NO.: SBAC/APC/14 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 02 of 02

INPUT: Schedule, maintenance

Sr.	Resp.	Activity	Doc. / Record Ref.
4	Clerk Mr. S.O. Dighule	**Pay Unit** Salary Sheet, Pay related submission, GPF, PPF, etc- Proposals, deductions, tax assessment, online TDS, Correspondence related to pay unit	O/c ,Bills, GPF Register, IT Challan, Files
5	Mr.V.M. Hapsenkar	Medical Claims	File
6	Mr. S.S. Nigvekar	**Purchasing** Requirements from departments, budget provision, quotations, comparative statements,	Quotations comparative
7	Purchase committee	Selection and Sanction of quotation	Register
8	Mr. S.S. Nigvekar	Dispatch of order, receipt and inspection, accession, issue register and concerned department issue, making payment.	Register, Files
9	Mr. S.S. Nigvekar	**Maintenance** Annual maintenance contract and after sales – service on call basis	Register
10	Departmental in-charge Mr. N.S. Khandgaure	**Stores** Records to be maintained by concerned departments	Lists displayed in stores
11	Mr. N.S. Khandgaure	Stationery, Publications (prospectus, annual magazine, research journal Saraswati, SBES research foundation publications, diaries, attendance registers, test- tutorial books, various forms, Identity card	Register for sale, general store register

OUTPUT: O/c ,Bills, GPF Register, IT Challan, File, Quotations comparative, Register, Files, Lists displayed in stores, Register for sale, general store register

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Finance- [CRP]	DOC NO.: SBAC/APC/15 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 01 of 01

INPUT: Monetary Provision

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Mr. S.S. Nigvekar	Assisting in preparation of annual budget, sanctions, expenditure, maintenance of accounting records, internal audit, statutory audit, assessment, annual report.	Budget, files, report

OUTPUT: Budget, files, report

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

18

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: IQAC	DOC NO.: SBAC/APC/16
	REV. NO / DATE : 00 / 04.05.23
	ISSUE NO / DATE : 01/ 04.05.23
	PAGE NO. 01 of 01

INPUT: Guidelines

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Dr. G. P. Kakade	Annual Planning	File
2	Dr. G. P. Kakade	Academic Calendar	File
3	Dr. M.A. Paithankar Dr. M.M Gaikwad Dr. P.P. Deo	FDP	File
4	Dr. M.A. Paithankar Dr. M.M Gaikwad Prof K.V. Shirsath Dr. G. P. Kakade	Data compilation of faculty contribution	Formats and Files
5	Dr. M.A. Paithankar Dr. M.M Gaikwad Prof K.V. Shirsath Dr. G. P. Kakade	Data compilation of activity contribution	Formats and Files
6	Dr. G. P. Kakade	Record of IQAC Meetings	Register
7	Dr. G. P. Kakade	AQAR Reporting	Reports

OUTPUT: Formats and Files, Register, Reports

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

19

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Department of Physical Education	DOC NO.: SBAC/APC/17 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 01 of 01

INPUT: University Schedule

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Director, Physical Education	Selection trial of the college team for various Inter-Collegiate competitions	File
2		Coaching and training to the college players	
3		Remedial coaching and training is offered to slow learners in Sports. Details of the remedial measures undertaken: • Technical skill correction through extra practice. • Personal counseling. • Special conditioning exercises. • Rehabilitation exercises for the injured sports person.	
4		Participation in the Inter-Collegiate sports competition	Formats and Files
5		Evaluation on the basis of field performance	
6		Remedial coaching	
7		Recreation sports facilities throughout the year on working days	Register

OUTPUT: Formats and Files, Register, File

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR

SBES

COLLEGE OF ARTS AND COMMERCE AURANGABAD

ACTIVITY PROCESS CHART

Title: Training	DOC NO.: SBAC/APC/18 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01/ 04.05.23 PAGE NO. 01 of 01

INPUT: Training Need

Sr.	Resp.	Activity	Doc. / Record Ref.
1	Register	Preparation of list of Employees	List of Employees
2	Register	Review and updation of list Year	List of Employees
3	HOD's	Collect the Training Need Identification Form from all Departmental Heads.	Training need identification form
4	MR	Identify the training needs, on the basis of training need identification form.	Training need identification form
5	MR	Preparation of training schedule on the basis of training need.	Training Plan
6	MR	Arrange the training and obtain sign of present participants.	Training Attendance sheet
7	MR	Collect immediate feedback from the participants.	Training Feedback report
8	MR	Carry out effectiveness of Training imparted as per decided frequency on training attendance sheet.	Training Effectiveness Summery
9	MR	Updation of Competence Record once in Quarter	Employees competence record

OUTPUT: Training Need Identification Form, Training Plan, Training Attendance Sheet, Training Feedback, Training Effectiveness Summery, Employee Competence Record.

PREPARED BY : -IN-CHARGE	APPROVED BY: - DR.M.A. PAITHANKAR