



Mula Education Society's

Shri Dnyaneshwar Mahavidyalaya Newasa

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Affiliated to Savitribai Phule Pune University (Formerly University of Pune), Pune
(I.D. PU/AN/ASCII/1968, H.S.C./1077/31029/XII/H.S.) Dt.10/06/1977

Jr. College.Index No. J.12.06.001

NAAC Re-accredited 'A' grade with CGPA 3.08

ISO 9001 : 2015 Certified

Criterion 6- Governance, Leadership and Management

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

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P. Kalyan
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Dist. Ahmednagar

मुळा एज्युकेशन सोसायटी
सोनई



Mula Education Society, Sonai

SERVICE RULES / REGULATIONS/ CODE OF CONDUCT

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01. General :

- 1.0** The Sanstha is registered under Society's Registration Act. 1860 (Reg. No. MAH/329/ANR/78 dated 24TH NOV. 1978) & Bombay Public Trust Act. 1950 (Reg. No. F-287 (Ahmednagar) dated 31st Jan. 1979.

The main aim of the Sanstha is to impart education to persons belonging to all classes, creeds and communities, irrespective of sex, by starting, conducting , taking over and running pre-primary, primary, secondary schools , colleges, special schools and institutions for girls.

1.1 Abbreviation used :

AICTE -	All India Council for Technical Education
DTE -	Directorate of Technical Education.
PU -	Savitribai Phule Pune University
MSBTE-	Maharashtra State Board of Technical Education.

1.2 Definitions :

Sanstha means Mula Education Society, Sonai

Appointing Authority means the Authority Competent to make appointments to the post created in Sanstha/ Institute.

Employee means the employee of Mula Education Society, Sonai

02. Higher Education Institutes run by Mula Education Society, Sonai

S.No	Unit Name
1	Mula Education Society's, Shri Dnyaneshwar College, Newasa
2	Mula Education Society's, Arts, Commerce and Science College, Sonai
3	Mula Education Society's, Arts, Commerce and Science College, Maka
4	Mula Education Society's College of Agriculture, Sonai
5	Mula Education Society's College of Pharmacy, Sonai
6	Mula Education Society's Mula Rural Institute of Pharmacy, Sonai
7	Mula Education Society's Sharda College of Pharmacy, Vadgaon Gupta
8	Chitralala Mahavidyalaya, Sonai
9	Women's Hostel, Sonai
10	Boys' Hostel, Sonai

03. Employees of Mula Education Society, Sonai

a. Faculty: For Degree & P.G. Level.

Assistant Professor, Director of Physical Education, Librarian, Associate Professor, Professor, Dean, Vice Principal, Principal etc.

b. Staff:

Non Teaching Staff includes Administrative staff, Technical Assistants & Lab. Assistants, Supporting staff for Laboratory & Workshop, Security staff, Rectors for Hostels, Attendants, and Maintenance staff.

04. Scope:

Rules & regulations as stated here are applicable to all employees of Mula Education Society, Sonai, including those who work on ad-hoc, contract or daily wages basis. The said rules & regulations will be amended from time to time.

05. General Conditions of Service :

The services of employees will be governed by rules & regulations of Mula Education Society, Sonai, All India Council for Technical Education (AICTE), New Delhi, PCI, UGC, Concerned University (Savitribai Phule Pune University, Pune), Maharashtra State Board of Technical Education (MSBTE) Mumbai, Maharashtra Public Universities Act, 2016, and changes made there in from time to time, etc.

5.1 The services of the ad-hoc employees may be terminated at any time by giving one month's notice in writing on either side.

5.2 The services may be terminated at any time by giving three months notices or three months basic pay (Pay in Pay Band+AGP) in lieu of notice by either side in case of permanent employees.

- 5.3 Each employee will have to undergo medical examination by the Medical Officer appointed by Sanstha & shall be liable to produce Physical Fitness Certificate while joining service and when required from the Doctor approved by Sanstha.
 - 5.4 The services are transferable from one department to another department/ College.
 - 5.5 If any employee is found irregular, negligent or reluctant in his/ her duties or his/her performance is found unsatisfactory, his/ her services may be terminated with proper legal action.
 - 5.6 If the employee indulges in the activities contradictory to the laws applicable to the educational institutions or harmful to the interest of the Society, his / her services may be terminated with proper legal action. He / She should not indulge in any such activities.
 - 5.7 If an employee is on probation period, his / her performance is found unsatisfactory, his / her services may be terminated with one months notice during the period of probation or the probation period may be extended.
 - 5.8 If the employee engages in coaching classes or private tuitions, he / she will be liable for severe disciplinary action, such as termination of the services.
 - 5.9 Approval of faculty shall be obtained from Competent Authority i.e. Savitribai Phule Pune University, Pune/ MSBTE.
 - 5.10 The promotion of the employee will be based on Educational Qualification as prescribed by the Competent Authority for the post prescribed & the performance of the employee, available vacancy & constitutional reservation.
 - 5.11 The annual increment of the employee will be based on the performance of employee, which will be decided by Annual Review Committee (HOD, Principal etc.) appointed by the Management.
 - 5.12 For the employees working in institutes of Higher Education, service conditions about deputation, Leaves and Promotion shall be applicable as per Maharashtra Public Universities Act, 2016 and changes made there in from time to time along with the rules and regulation made here. In a matter of conflict of rules, Maharashtra Public Universities Act, 2016 shall prevail.
06. **Duties:** While performing the duties, every employee must
- 6.1 Carryout the assignments & discharge the work faithfully & sincerely as per the directions of the Head of the Department/ Section Head/ Head of the Institution and the Management & obey their orders,
 - 6.2 Behave well & maintain excellent relationship with all faculty, staff & student.
 - 6.3 Be devoted to duty & maintain healthy academic environment.
 - 6.4 The Head of the Institution should take measures to ensure that all employees working under him/ her discharge their duties with integrity, devotion, diligence & with no malafied intention or act, which will jeopardize the interest of the Educational Society.

07. Deputation for Higher Study- Post Graduation :

The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advanced knowledge in the respective fields in the reputed organizations / Institutions in India.

7.1 Condition for Deputation :

(Deputation for 2 years after 5 years of service) An employee should fulfill the following conditions to be eligible for deputation.

7.1.1 He/ She must have completed minimum 5 years continuous service in Sanstha/ Institute with satisfactory confidential report.

7.1.2 He/She will be permitted for 2 years duration.

7.1.3 If, more study leave is needed, he/she may be granted study leave without pay.

7.1.4 If he / she is permitted for higher studies while doing his regular service he will be given leaves whenever required for studies. These leaves will get deducted from Winter / Summer Vacation.

- **Salary during study leave : 2/3rd of gross salary.**

For the faculty with 10 years of service, 50% or 2/3 of gross salary will be paid as salary every month & the remaining 50% or 1/3rd will be paid in 5 instalments after joining the duties.

- **Service after completion of PG:**

An employee has to serve 5 years in the institute from the date of declaration of result. He / She must complete P.G. within 3 years from the date of deputation, otherwise increments can be stopped.

- **Indemnity Bond:**

The employee should join the institute after completion of higher study. He should submit Indemnity Bond with two guarantors specifying that he / she shall indemnify the Sanstha to a sum of the payment made during deputation period & to a compensation of Rs.1,50,000/- (Rs. One Lakh Fifty Thousand Only). An employee shall give the guarantee of the performance as indemnified regarding prescribed service or abide by the penal clauses without any recourse to legal action.

The guarantor should be a regular employee of the Sanstha, he will give the authority to the employer for deductions of defaulted amount of the indemnity from his salary.

Condition of sanction of approval for deputation to higher studies.

- The Sanstha may depute a faculty who fulfils the above conditions.
- The staff members have to submit the progress report after every 6th month during deputation period through HOD to Principal.
- Depending on staff strength of the department, only one or two faculties from each department can be deputed every year.

08. Deputation for Ph.D. Studies

The faculty / staff will be deputed for higher studies for upgrading their qualifications to acquire the advanced knowledge in the respective field.

8.1 Condition for deputation :

- He / She must have completed 8 years of continuous service in Sanstha/ Institution with satisfactory confidential report & should have completed 5 years service after declaration of PG result.
- He/She will be permitted for 3 years duration.
- If more study leave is required, study leave without pay may be granted.
- He / She should complete Ph.D. within 6 years from the date of deputation.
- Salary during study leave- 2/3 of Gross Salary.

As per P.G. Programme :

- Service after completion of Ph.D.-

An employee has to serve for 5 years in institute from the date of declaration of his results.

- **Indemnity Bond :** He should submit Indemnity Bond with two guarantors specifying that he/ she shall indemnify the Sanstha to a sum of the payment made during deputation period & to a compensation of Rs. 5,00,000/- (Rs. Five Lakh Only). The guarantor should be a regular employee of the society & he should give the authority to the employer for the deduction of defaulted amount of the indemnifier from his salary or any amount due from the employer.

Conditions of sanction of deputation for Higher Study:

- Sanstha may depute adequate number of faculty for higher study depending upon the requirement of the institute.
- The sanstha may depute a faculty who fulfils the above conditions.
- The deputed staff has to submit progress report regularly during deputation.

09. Deputation for Short Term Training Program :

- One in a year the faculty is permitted to attend short term training programme of 1-4 weeks duration, during summer / winter vacation, organized by AICTE, ISTE, IIT or any reputed organization in the subject of new emerging areas.
- TA/DA & 50% Registration charges will be paid to faculty to attend the program by institute provided that the organizing authority is not paying.
- The faculty will be deputed 'On Duty' for attending training program.
- The faculty will have to submit the detailed report of the training program through HOD to Principal immediately after joining duties.

10. Deputation for attending Conference, Annual Conventions, Seminars, Workshops, Paper Presentation, etc.

- Faculty members will be allowed to attend the conferences, annual conventions, seminar, workshop & paper presentations organized in India by professional bodies twice in a year and once in a year for abroad.
- The 50% or max. Rs. 5,000/- amount will be reimbursed for paper publications in reputed journals.

Conditions:

1. Two faculty members from each department may attend the same conference with two separate research paper.
2. Before reimbursement of bill, he should submit the report of the conference through HOD to Principal & also a photocopy to the central library.
3. On acceptance of the abstract / paper, the employee has to submit application to Principal through HOD for grant of permission. If permission is not granted, registration fees & on duty leave will not be given.

11. Period of absence considered as On Duty:

- The University examination duty is mandatory. Faculty is permitted to attend the examination work such as paper setting, assessment at CAP Centre, Revaluation, Oral / Practical Program, external senior supervisor of exam centre of University. The period of absence in the institute will be treated as On Duty period. However prior permission should be taken of the Head of Institution by submitting University appointment letter.
- The faculty members who are the members of various bodies viz. Board of Studies, Faculty of Pharmacy, Academic Council, Senate, Management Council, Board of Examination etc. are permitted to attend the meetings with the permission of the Principal & such a duty will be considered as On Duty.
- The teaching staff member will be permitted to work as the member of Local Inquiry Committee, Expert Committee for selection of staff by University / AICTE / PCI/ NBA / Govt. of Maharashtra with the permission of the Head of the institution.

12. Leaves :

12.1 Sanction of Leaves :

- Leaves means permission granted by the Head of the Institution to remain absent from the duty.
- Leave cannot be demanded as a right.
- The Head of the Institution has a right to sanction or refuse the leave depending upon the priority of work.

12.2 Types of admissible leaves :

(A) Earn Leave (Non vocational staff):

- a) Head of the Institute (Principal)
- b) Administrative staff.

- c) Staff for essential services like maintenance & security.
- d) Hostel staff.
- e) Library staff.

Rules:

- i) Each employee is entitled for 30 days earned leave during the calendar year.
- ii) The total accumulated Earn Leave of any employee is restricted to 300 days.
- iii) Maximum 30 days of earned leave will be sanctioned to the employee at a time.
- iv) Employees are entitled for Earn Leave after completion of one year continuous service.
- v) Earn Leaves are not applicable to ad-hoc or contract basis employee.
- vi) For sanction of Earn Leave, application must be submitted at least 5 days in advance.
- vii) Earn Leave must be availed minimum for 4 days.

(B) Earn Leave for Vocational staff

Vocational staff - Faculty and Teaching Supporting Staff

- i. If employee avails full vacation then he/she is not entitled for Earned Leave.
- ii. If employee is detained during vacation period, then he/she is entitled for earn leave for the proportionate period of detention (not more than 30 days in a Calendar year)
- iii. During first year of the service no employee is entitled for Earned leave.
- iv. Earn leave cannot be suffixed or prefixed with the vacation.
- v. If any employee is transferred from vocational department to non-vocational department or vice-versa the rule of the concerned department from which he is transferred will be applicable.
- vi. Maximum 30 days earn leave will be sanctioned to an employee at a time.
- vii. Earn leaves are not applicable to ad-hoc or contract basis employee.
- viii. For sanction of Earn leave, application must be submitted at least 5 days in advance.

(C) Casual Leave and Optional Holidays:

All employees are entitled to avail casual leave and optional Holidays as notified by the competent authority (Govt. of Maharashtra, concerned university)

- i) The casual leave must be proportionately availed.
- ii) Any Holiday or Sunday can be prefixed or suffixed with the casual leave, which will not be counted as casual leave.
- iii) The application for casual leave must be submitted in advance.

(D) Medical leave :

Medical leave will be given as per Govt. of Maharashtra/ concerned university rules.

(E) Leave without pay: (Leave not due) :

If no leave is available in the leave account of the employee and in case he/she applies for leave or remain absent from the duty then such leave period or absence will be treated as leave not due or leave without pay. The period of leave without pay will change the date of increment, extension of probation period and gratuity accordingly.

(F) Special Leave (Maternity)

- Maternity leave of 90 days will be sanctioned by the Head of the Institution to female regular employee and having not more than two children. The period is counted from the date of starting of leave period.
- The maternity leave will be considered as a special leave without pay and due to this leave her other benefits like annual increments; continuation of service and promotion will not get affected.
- Lady employee should submit a medical certificate indicating the probable date of delivery along with the application of maternity leave.
- Maternity leave will be granted only up to two children (alive) and no leave will be granted for abortion case.

13. Gratuity :

- i. The employee who has completed a continuous service of five years shall be eligible for gratuity.
- ii. Gratuity shall be payable to the employee after his/her retirement within period of 6 months.
- iii. Every nomination made for payment of gratuity shall be in writing signed by the employee and shall be attested by two witnesses.
- iv. The admissible amount of gratuity shall be half a month's last drawn pay for each completed year of service subject to maximum of sixteen and a half months' pay.
- v. In the event of the death of employee while in service, the gratuity shall be at the rate of half a month's pay drawn at the time of death, for each completed year of service.

- vi. Nominate his/her heir by submitting the prescribed form for stating the right to receive the amount of gratuity in the event of his/her death.
- vii. As above Sanstha deposits amount under the group gratuity scheme of life Insurance of India (LIC). LIC will reimburse the same at the time of retirement of the employee.
- viii. No Gratuity shall be payable to the employee, who is dismissed or removed from the service for the misconduct, wilful and persistent neglect of duty, inefficiency or breach of any of the rules and regulations of the Sanstha.

14. PROMOTION POLICIES :

14.1 For faculty members and other staff:

For faculty members and other staff, promotion policy shall be applicable as per rules & regulations of Mula Education Society, Sonai, All India Council for Technical Education (AICTE), New Delhi, PCI, UGC, Concerned University (Savitribai Phule Pune University, Pune), Maharashtra State Board of Technical Education (MSBTE) Mumbai, etc.

15. Service Book:

The service book is maintained for permanent employee and it contains following information.

- i. Date of birth
- ii. Date of Appointment
- iii. Qualifications
- iv. Pay scales
- v. Increment
- vi. Probation
- vii. Promotion
- viii. Particulars of leave etc.

Such other information as directed by Head of Institute.

The entries of the service book are to be brought to the notice of the concerned employee at the end of each academic year & his signature is to be obtained.

16. Implementation of next pay commission :

The implementation of VI pay will be as per Govt. of Maharashtra G.R. to the employees who are eligible as per University / AICTE qualifications & the implementation date decided by the Management

17. The Employees Provident Fund (EPF):

The Sanstha shall deduct from the wages of every full time employee an amount equal to 12 % of the basic pay or maximum of Rs. 15,000/- per month. The Sanstha contributes equal amount towards employees' provident fund. The above amount is to be deposited to Provident Fund organizations before 15th day of each month by the concerned Sanstha / Institute.

18. Age of Superannuation & Re-employment :

- The age of superannuation of all the faculty members of Sanstha is 60 years & other staff is 58 years and for Principal, it is 62/65 as shall be applicable.
- The retired faculties are considered on the merit basis for reappointment on contract basis.
- The retired faculties of Sanstha will not be continued as a Head of the Institution, after he / she acquires the age of 65. However Sanstha may appoint them as professor emeritus if required.
- Govt. Resolutions are applicable to faculty & other staff from time to time.

19. Encashment of Un-utilized Earned Leave on Superannuation :

- The employees shall avail the Earn Leave as and when required.
- The employees are entitled to en-cash their earned leave in balance to his / her credit or the date of his / her retirement subject to a maximum of 300 days.
- No employees are entitled to en-cash 'Earned Leave' in balance to his / her credit on the date of his / her resignation / leaving the job.

20. Discipline & conduct for the College faculty / other staff:

- (i) The employee shall confirm and abide by the provisions of circulars, orders, rules and regulations and directives and decisions of the Society.
- (ii) The employee should maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the Society /Institute as the case may be. He/ She shall ensure the integrity and devotion in duty of all employees under his / her control and the authority for the time being.
- (iii) The employee shall extend utmost courtesy and attention to all persons with whom he/ she have to deal in the sphere of his / her duties. He / she shall strive hard to promote the interest of the Society / Institute.
- (iv) No employee shall in the discharge of the official duties deal with any matter relating to award of any contract in favour of any company or firm or any other body or person in which he / she or any member of his / her family is interested, except the prior permission of the Society. After such permission is granted, the employee shall refrain him/ her from extending any undue advantage or benefit to such company firm or body as the case may be.

- (v) The employee, except in accordance with any general or special orders of the Society/ Institute in performance of his/ her duties, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person within the Society/ Institute or outsider to whom he / she is not authorized to communicate such document or information.
- (vi) The employee shall not directly or indirectly take part in an my activity, demonstration or movement which is considered by the Society / Institute is prejudicial to the academic and administrative interests of the Society/ Institute,
- (vii) The employee shall not accept, solicit or seek except with the previous sanction of the Society any outside stipendiary or honorary work.
- (viii) The employee shall not apply for job, post or scholarship without the knowledge of the Society / Institute.
- (ix) The employee shall not absent himself/ herself from his/ her duties, without his/ her first obtained the permission of the competent authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his/ her control, he/ she shall intimate to competent authority within 1 day from the first date of absence, failing which the absence may be treated as leave without pay, and he/ she shall further be liable to such disciplinary action as the competent authority may deemed fit.
- (x) The employees shall not bid either directly or indirectly, at any auction of Society /Institute's property not shall he/ she submit any tender for any supply to the Society Institute.

20.1 Misconduct: Misconduct shall be namely:-

- (i) Any action by the employee contrary to the provisions prescribed in the service Rules and regulations of the Society.
- (ii) Going on illegal strike, abetting including instigation or action in furtherance thereof.
- (iii) Theft, fraud or dishonesty,
- (iv) Breach of any standing orders or rules
- (v) Wilful or negligent damage of the Society / Institute property.
- (vi) Refusal to accept charge-sheet, order or other communications served according to the rules.
- (vii) Conviction in a court of law, involving moral turpitude.
- (viii) Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Society / Institute.
- (ix) Neglect of work or negligence in discharging any duty or failure to give the day's outturn.
- (x) Violence or inciting violence.

- (xi) Stopping work either singly or with other employees or inciting anyone else not to work.
- (xii) Allowing anyone within the prohibited premises of the Society/ Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- (xiii) Falsification or tampering any paper or record of the society / Institution.
- (xiv) Obtaining employment under the Society/ Institute by misrepresentation or facts.
- (xv) Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority.
- (xvi) Committing nuisance during the working hours by being found intoxicated or otherwise.
- (xvii) Misappropriation of any amount, movable property of the Society/ Institute or late crediting the amount in the Society/ Institutes account.
- (xviii) Committing any act involving moral turpitude.

20.2 Penalties:

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the Society / Institute's employee found guilty of misconduct:-

(a) Minor Penalties-

- i) Censure,
- ii) Withholding of promotion,
- iii) Recovery from his/ her pay or such other amount as may be due to him/ her of the whole or part of any pecuniary loss caused by him/ her to the society/ Institution, by negligence or by breach of orders.
- iv) Withholding of increment of pay.

(b) Major Penalties –

- i) Reduction to a lower stage in the time-scale of pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.
- ii) Reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the time-scale of pay, grade, post or service from which he / she was reduced, and his / her seniority and pay on such restoration,
- iii) Compulsory retirement,

- iv) Removal from service, which shall not be a disqualification for future employment.

20.3 Procedure for imposing Minor Penalty:

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him/ her and he/ she will be given a reasonable opportunity to furnish his/ her explanation, before the penalty is imposed.

20.4 Disciplinary Authorities-

- (a) The Competent Authority may impose any of the penalties laid down in 20.2 upon any employee.
- (b) Without prejudice to the provisions of sub-rule-Appointing Authorities may impose any of the penalties specified in 20.2 upon employees services under them, whom they have power to appoint: Provided that the Head of Institute shall exercise in powers of imposing minor penalties on his / her subordinate employees under their respective administrative controls.

20.5 Suspension-

- (a) The appointing Authority or any other authority empowered in that behalf by the Competent authority, by general or special order, may place an employee under suspension:-
 - (i) Where disciplinary proceedings against him/ her are contemplated or are pending and are likely to result into imposing any of the major penalties. Or
 - (ii) Where in the opinion of the Authority he/ she has engaged himself / herself in activities prejudicial to the interest of the Society/ Institution.
 - (iii) Where case against him/ her in respect of any criminal offence is under investigation, enquiry or trial.
 - (iv) Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.
 - (v) The employee shall be deemed to have been placed under suspension with Effect from the date of his/ her detention, if he/ she is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.
 - (vi) With effect from the date of his / her conviction, if, in the event of a conviction for an offence he / she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the authority Competent to do so.
 - vii) While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.

- (viii) The employee under suspension shall not accept any private or gainful employment.
- (ix) The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority

20.6 Procedure for imposing major penalty:

The order imposing major penalty shall be made only after an enquiry is held. Wherever the President or secretary or competent authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, misbehaviour against another employee it may itself enquire into or enquiry will be done by the procedure laid down in Maharashtra Civil Service Rules, 1979. The faculty / other staff of the institution run by **Sanstha** education Society shall be governed by the Maharashtra civil Service rules, 1979.

21. Discipline and conduct for Diploma/ School faculty/ other staff:

- a) An employee shall treat all students without discrimination on political ground for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or school administration.
- b) An employee shall not make use of the resources and facilities of the institution or Management for his / her personal use or for commercial, political or religious purposes.
- c) A teacher shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis.

21.1 Penalties:

(A) Minor Penalties:

- i) Reprimand
- ii) Warning
- iii) Censure
- iv) Withholding of an increment for a period not exceeding one year.
- v) Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institution by negligence or breach of orders.

(B) Major Penalties:

- i) Reduction in rank
- ii) Termination of service.

21.2 Procedure for imposing minor penalties:

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him/ her and he/ she will be given a reasonable opportunity to furnish his/ her explanation, before the penalty is imposed.

21.3 Procedure for imposing major penalties:

If an employee is alleged to be guilty of and if there is reason to believe that in the event of the guilt being proved against him/ her he/she is likely be reduced in rank or removed from service. The management shall first decide whether to hold an inquiry and also place the employee under suspension and if decides to suspend the employee, it shall authorize the secretary to do so.

If the management decides to hold the inquiry then in that case the inquiry shall be done as per the Maharashtra Employees of Private Schools Rules, 1981.

The faculty/ other staff of the Polytechnics / Schools run by **Sanstha** Education Society shall be governed by the Maharashtra Employees of Private School Rules 1981.

Code of Conduct

Preamble:

This code of conduct applies along with government acts, terms and conditions to Mula Education Society's functioning Principal, Asst. Professor, Assoc. Professor, Professor, Head master, Vice Head Master, Supervisor, Teacher, Non-teaching members and all the employees alike while at teaching work to carry out the job of teaching effectively, to excel the education standards, to accelerate efficiency, to enhance social attitude by stop developing and prohibiting the immoral tendencies and habits, to develop the commitment for social gratitude and in order to uplift the Mula Education Society and the community in general.

Conduct of Employees in campus and out sides of the Campus

1. Every employee should be proud of his occupation.
2. Employee should remain present 10 minutes in advance at the place of job.
3. Employee should sign at the appropriate record indicating his presence.
4. Any assigned work should start in time and be finished in time. We earn for every moment we should return the same in the form of work.
5. Employee should not hang around at any other place than the place of job or should not go out. Even during the off periods, he/she must be present in campus.
6. The employee should maintain the standards of his occupation outside the campus.
7. As official and convenient norms, employee should observe the office discipline in the campus.
8. Employees should not carve out arguments out of discussion or gossip in or out of campus.
9. Employees should not draw loans that may harm the reputations of the teaching occupation and should pay back installments in time so as not to create situations where the bankers shall visit homes or institutions campus demanding the repay.
10. Employees should maintain proper respect as well as distance along with contact and relation with seniors.
11. Employee should hold good relations with colleagues personally as well as a part of team.
12. Employee should develop acquaintance with different experts in the profession and exchange thoughts with them.
13. Employee should not do other work during the working time .

Code of conduct with students :

1. Employees should maintain proper distance while interacting with students.
2. Employee should not participate in and promote the arguments with students.

3. Employee should ensure directly or indirectly if students understand, realize and like what has been taught.
4. Employee should observe discipline of students while going to or coming from classes.
5. We earn our pay for the subject we teach so employees should not take private tuitions with monetary gains nor compel the students to admit to private tuitions.
6. Employees should not lose the sense enough to lower down ones position and standard just to be popular among the students.
7. Students with undisciplined, rude, indecent behavior, students pursuing girls and eve teasing should be prohibited from the same. The same should be brought to the notice of the seniors. The same should also be brought to the notice of parents through the seniors.
8. Students' tours, camps, etc. should be arranged only after the permission. The audit should be maintained and submitted in time.
9. Without any discrimination employees should treat all students equally irrespective of religion, caste, language, gender etc.
10. Employees should be in touch with the parents in order to discuss overall development of students as well as their virtues and vices.
11. Girl students should not be called at home.
12. Employees should always be aware that arrangement of different activities and guidance for the same are the parts of our duties.
13. All round development of students should be our final goal. Our effort should proceed in that direction.

Code of Conduct related to Personality

1. The dressing of teachers should be up to date and appropriate to the profession. Along with the development of personality of body, the development of personality of mind should be regarded as important one.
2. Employees should greet each other with smile if they come across colleagues or seniors with higher knowledge, age or position. As well as one should respond with smile in return, holding it as his/her duty.
3. Employees should take care of not developing groupism among them as well as should behave with courtesy and sportive spirits.
4. Employees should not discuss of the private life of any person in the society or the institution.
5. Employees should be aware that showing respect to the seniors in positions, knowledge or powers by standing if they happen to come at the place of work, doing so exhibits ones courtesy.
6. Employees should not use bad words or abuses for the colleagues.
7. At public places or in campus employees should not consume tobacco, wine, cigar or any other addictives.
8. Education sector is a holy sector. We should intend and hold behavior to retain its sanctity.

9. Employees should observe leniency, peace, courtesy and other good manners and etiquettes appropriate to teaching profession.
10. Employees should remain honest with his/her duties.
11. Employees should maintain lifestyle in order to justify the profession in teaching sector.

Employees trust in the Society

1. We should be proud of our society.
2. We should be aware that we are in service only because of the society and units run by the society. Everyone should work for the security and progress of the society.
3. Employees should be aware that he/she has been selected because he/she deserved the profession.
4. Employees should be ready to work enthusiastically for any assigned work of the progress of the society.
5. Employees should participate actively in all programs of the society.
6. Employees should act in order to enhance the standards of the society. Employees should ensure not to act to defame the society.
7. Employees should not utter bad words against the society or the units of the society.
8. Comprehensive progress of the society should be the final goal of every employee.
9. Our trust towards society and our trust towards profession should be congruent with each other.
10. Employees should nourish the view that in addition to the daily working, he/she avail of his time occasionally and always for the society.
11. The society, schools and colleges are our Aashram, hence we should have the view to sacrifice appropriately.
12. Out of social owing, if we have to contribute to relative or friends, we should prioritize the society first.
13. We should know the trustees of our society. We should get introduced with them occasionally and should be in touch with them for the work.
14. Our society is our family. This feeling should be considered while holding relations with others.
15. Employees should behave politely with parents, villagers and alumni in order to raise respect for the society.
16. While contesting elections in civil life, primary sanction should be obtained from the society.
17. Before joining any post with monetary gains primary sanction should be obtained from the society.
18. Investment should not be made in fake agencies bringing defame on the society.
19. We are serving in a reputed, charitable, community oriented trust. In order to enhance honor of the society, we should internalize the minimum Sanskars

(manners). It is not so that education brings it, one has to create one's mind. Hence our talking, teaching and behavior at every moment exhibit politeness, gentleness, good manners, charitable tendency, brotherhood, tolerance, cooperation, etc.

20. Employees should take care of the assets/resources of the society/the school/the college.

21. Employees should not misutilize the assets/resources of the society or should not hijack it.

22. Everybody is well aware of the post on which one is appointed. Hence one should ensure deficiencies in one's work.

Code of Conduct of Teaching:

1. Academic planning and teaching plan should be made class and subject wise at the commencement of the academic year. Classes/lectures should be carried out in accordance with timetable and toll. Every class/lecture should be carried out effectively and usefully from beginning to end.
2. Every moment of the class should be used for good cause. The preparation of the subject and the classes to be conducted must be effective and appropriate. The notes required should be jotted down well in advance.
3. The syllabus must be completed in time by making plan of the class/lecture to be taught.
4. Chalk, blackboard & other teaching aids must be used in teaching.
5. Teachers should have the habit of teaching by standing in the class.
6. Teachers should complete the assigned co-curricular & extra-curricular activities and keep record of the same.
7. The question paper should be set on the prescribed, relevant and the topics taught. The question paper should be submitted in time to the exam dept.
8. Care must be taken to avoid leaking the question papers.
9. The assigned exam work should be completed perfectly.
10. No one should be prompted for malpractices in exam.
11. Impartial and objective attitude should be observed while assessing the answer sheets. Result sheets (mark lists) should be submitted to the exam section in time.
12. Students should be taught practical fully in laboratory. The use of equipment should be monitored. The teachers should remain present in the laboratory till the practical is over.

13. Special efforts should be made in order to retain and increase the attendance in the class.
14. Co-curricular activities should be arranged by seeking permission and such activities should be supported on all levels.
15. At the commencement of the academic year, subject wise and unit wise planning should be prepared.
16. Students should be assigned homework regularly and it must be checked.
17. Teachers should be enthusiastic about adopting new techniques and ICT methods in teaching, internalizing techniques/methods invented by others and employing it in teaching.
18. Different trainings by government and by society should be carried out as per the requirement.
19. Efforts should be made to top the students with merits in board/ university examinations, sports, elocution competition, debating competition and competitive examinations
20. Efforts should be made for availing of the benefits of one's knowledge, intellect and capabilities to the community.
21. Activities supported by Govt, Semi-Govt. and self finance activities must be implemented by taking permission in advance.
22. Teachers should use library to the maximum, as well as students should be promoted for the use of library.

Code of Conduct for Head of the Units/Sections

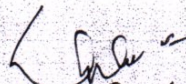
1. It must be remembered that head of the unit is a mediator among students-parents-employee-society-government.
2. Students are at the centre of interest. Hence head should plan the framework of education appropriately in order to all round progress of students.
3. Like the maxim "As the king, so the people" teachers and students follow their head of units/sections. Hence the head should be ideal.
4. Head should study the circulars of the society and the government closely and should plan and take a follow up for its absolute implementation.
5. He should carry out his teaching duties regularly. He should choose important subject and class.
6. Head should act as head of the family. Students, teachers and employees make a family.

7. Head should procure guidance and cooperation for the development of unit from parents, trustees, alumni, well-wishers, reputed people of the village, officers of various institutes always being in contact with them.
8. He should take strong role with indiscipline students and defaulter employees.
9. Head of the unit should remain present in the unit half an hour earlier.
10. Head should observe if code of conduct being implemented or not. He should emphasize honesty and sheer obedience. He should inculcate among the qualities of politeness, punctuality, observance of good manners in speech, behavior, personal cleanliness of dress etc.
11. Head should personally look into the timely submission of different information demanded by government or society and different statutory and regulatory bodies.
12. Head should supervise the work of teaching and non teaching employees in order to bring coordination in work.
13. Subject to the notices issued by the society or government, head should perform his educational duties.
14. Head should be aware that he is responsible for virtues and or vices of the unit.
15. Head of the unit is primary empowered resource of the unit. He can enhance the level of the unit with the help of his personality. He can inspire teachers and students for good work.
16. Head is the core centre of the unit that inducts balance by bringing different constituents together.
17. Head must be effective/characterful/well read and experimental.
18. Head must have power of decision making/steadfastness/confidential vivid imagination/quality of consuming virtues.
19. Head is the representative of the society. He has responsibility of carrying forward the quality policy of the trustees.

The code of conduct is meant for educational discipline and for creating ambience and not for objecting on the civic rights of the employees. Observance of code of conduct is mandatory on all employees.

Violation of all above code of conduct would be treated as breach of duties.

Not only the observance of code of conduct shall result into the performance of ideal work but it shall contribute to the reputation of the society and the society shall be proud of such employees. Hence the observance of the code of conduct is expected.


 Secretary
 MULA EDUCATION SOCIETY, SONAI
 Sonai, Tal. Newasa, Dist. Ahmednagar
 Tal. Newasa, Dist. Ahmednagar



Mula Education Society's

Shri Dnyaneshwar Mahavidyalaya Newasa

Tal.: Newasa, Dist. : Ahmednagar - 414 603. Phone : (02427) 295521

Email : dnyanamnewasa@gmail.com * Website : www.sdmncollege.in

Admission : www.sdm.vriddhionline.com

Affiliated to Savitribai Phule Pune University (Formerly University of Pune), Pune
(I.D. PU/AN/ASCI/1968, H.S.C./1077/31029/XII/H.S.) Dt.10/06/1977

Jr. College.Index No. J.12.06.001

NAAC Re-accredited 'A' grade with CGPA 3.08

ISO 9001 : 2015 Certified

-: College Development Committee:-

Sr. No.	Name	Representative	Designation
1.	Hon. Udayan Shankarrao Gadakh Patil	Vice President (Management)	President
2.	Hon. Uttamrao Murlidhar Londhe	Secretary (Management)	Member
3.	Shri. Subhash Agyaram Vikhona	Business	Member
4.	Shri. Amrut Kundanmal Firodiya	Social	Member
5.	Adv. Vaibhav Ganpat Wakchoure	Education	Member
6.	Shri. Ramesh Chander Rao Shinde	Alumni	Member
7.	Prof. Arun Jagannath Ghanwat	Teaching	Member
8.	Dr. Shaikh Amanullah Muhammad	Teaching	Member
9.	Dr. Sanjay Parshuram Ghanwat	Teaching	Member
10.	Dr.Mrs Kangune. Laxmi Rambhau	Teaching (Female)	Member
11.	Dr.Aware Dinkar Vishwamath	Coordinator, IQAC	Member
12.	Shri. Shirsath Rajendra Yosef	Non-Teaching	Member
13.		Student Council Chairman	Member
14.		Student Council Secretary	Member
15.	Dr. Gorakshanath Babanrao Kalhapure	Principal	Secretary



G. Kalhapure
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Dist. Ahmednagar



GOVERNMENT OF MAHARASHTRA
LAW AND JUDICIARY DEPARTMENT

MAHARASHTRA ACT No. VI OF 2017

THE MAHARASHTRA PUBLIC
UNIVERSITIES ACT 2016

(As modified upto the 6th September, 2018)



PRINTED IN INDIA BY THE MANAGER, GOVERNMENT PRESS AND STATIONERY
STORES, KOLHAPUR AND PUBLISHED BY THE DIRECTOR, GOVERNMENT
PRINTING, STATIONERY AND PUBLICATIONS, MAHARASHTRA STATE,
MUMBAI-400 004.

2018

[Price : Rs. 86]

(g) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, university departments or institutions and administrative offices of the university and related to assessment and accreditation of colleges, recognized institutions and the university;

(h) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Knowledge Resource Centre.

College
Development
Committee.

97. (1) There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely :-

- (a) Chairperson of the management or his nominee *ex-officio* Chairperson;
- (b) Secretary of the management or his nominee;
- (c) one head of department, to be nominated by the principal or the head of the institution;
- (d) three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
- (e) one non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- (f) four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
- (g) Co-ordinator, Internal Quality Assurance Committee of the college;
- (h) President and Secretary of the College Students' Council;
- (i) Principal of the college or head of the institution-Member-Secretary.

(2) For a college or institution managed and maintained by the State Government, the College Development Committee shall consist of the following members, namely:-

- (a) Principal of the college or head of the institution - Chairman.
- (b) Joint Director designated by the Director of Higher Education, *ex-officio* Member;
- (c) three teachers in the college or recognized institutions, elected by the full-time approved teachers from amongst themselves;
- (d) one non-teaching employee, elected by the regular non-teaching staff from amongst themselves;
- (e) four local members, nominated by the Director of Higher Education in consultation with the principal, from the fields of education, industry, research and social service and having minimum post-graduate degree of whom at least one shall be alumnus;
- (f) Co-ordinator, Internal Quality Assurance Committee of the college, *ex-officio*;
- (g) President and Secretary of the College Students Council ; and

(h) one head of department, nominated by the principal or the head of the institution-Member-Secretary.

(3) The College Development Committee shall meet at least four times in a year.

(4) Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

(5) The College Development Committee shall,-

(a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;

(b) decide about the overall teaching programmes or annual calendar of the college;

(c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;

(d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement;

(e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;

(f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;

(g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;

(h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

(i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;

(j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget);

(k) make recommendations regarding the students' and employees' welfare activities in the college or institution;

(l) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;

(m) frame suitable admissions procedure for different programmes by following the statutory norms;

(n) plan major annual events in the college, such as annual day, sports events, cultural events, etc.

(o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;

(p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;

(q) recommend the distribution of different prizes, medals and awards to the students;

(r) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;

(s) perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Purchase
Committee.

98. (1) There shall be a Purchase Committee for dealing with all matters pertaining to all purchases of the university, in respect of such items where individual cost of each item exceeds rupees ten lakhs at a time.

(2) The committee shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) Chancellor's nominee on Management Council;

(d) two heads of university departments or university institutions nominated by the Management Council;

(e) one member of the Management Council nominated by the Council from amongst the elected members of the Council;

(f) one expert, nominated by the Vice-Chancellor preferably in the area of Material Management from the Industry;

(g) the Registrar ; and

(h) the Finance and Accounts Officer-Member-Secretary.

(3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Secretary of the Committee.

(4) The Purchase Committee shall invite the head of the university department or university institution, for which the purchases are to be made.

(5) All members of the committee, other than *ex-officio* members shall hold office for a term of three years and shall not be eligible for a second consecutive term in the same university.

(6) All matters pertaining to all purchases of the University in respect of such items where individual cost of each item is not more than rupees ten lakhs at a time, shall be as prescribed by the Statutes.

(7) The powers and duties of the Purchase Committee and the procedure for its meetings shall be as prescribed by the Statutes.

Students
Council.

99. (1) There shall be a University Students Council as specified in clause (b) of sub-section (4), a university department Students Council for the departments of the university and a college Students Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.



P. Kalpore
Principal
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Shri Dnyaneshwar Mahavidyalaya Newasa

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Quality Manual & System Procedures

AS PER INTERNATIONAL STANDARD ISO 9001:2015

ISSUE NO: 03 DTD. 01-01-2022

	<p style="text-align: center;">Mula Education Society's Shri Dnyaneshwar Mahavidyalaya, Newasa QUALITY MANUAL & SYSTEM PROCEDURES</p>
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Controlled Copy : All HoDs of Sr. College Academics, Office Superintendent, Library & Sports


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Prepared By QMS Coordinator	Reviewed & Approved By Principal	Issued by QMS Coordinator





Principal
 Mula Education Society's
 Shri Dnyaneshwar Mahavidyalaya
 Newasa, Tal. Newasa, Dist. A'Nga


	Mula Education Society's Shri Dnyaneshwar Mahavidyalaya, Newasa
	QUALITY MANUAL & SYSTEM PROCEDURES

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Document No.	Rev. No.	Revision Date	Nature of Change	Approved By
All	00	15-06-2015	Original Issue, Issue No. 01 dtd. 15-06-2015.	Principal
All	00	15/06/2018	Quality Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 02 dtd. 15/06/2018.	Principal
All	00	01-01-2022	Quality Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 03 dtd. 01-01-2022.	Principal




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	Mula Education Society's Shri Dnyaneshwar Mahavidyalaya, Newasa
	QUALITY MANUAL & SYSTEM PROCEDURES


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The following documents are normatively referenced in this Quality Manual.

For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

1. **ISO 9000: 2015 Standard - Quality management systems – Fundamentals and vocabulary**
2. **ISO 9001: 2015 Standard - Quality management systems – Requirements**
3. **ISO 19011: 2011 Standard – Guidelines for auditing management systems**




Principal
 Mula Education Society's
 Shri Dnyaneshwar Mahavidyalaya
 Newasa, Tal. Newasa, Dist. A'Ne

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QM / 01	INSTITUTION PROFILE		
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Name of the Organization	Shri. Dnyaneshwar Mahavidyalaya, Newasa.
Registered Address	A/P Newasa, Tq. Newasa, Dist. Ahmednagar. – Pin – 414603.
Phone Numbers	02427 – 244521
Fax Number	02427 – 244521
Web & E-Mail Address	Website : www.mulaeducation.com Email : dnyanamnewasa@gmail.com , jagtapbalasahebs@gmail.com
Contact Person	Dr. Jagtap B. S. (9763526637)
Year of Establishment	1968
Weekly Off	Sunday
No. of Employees	Teaching Staff- 60, Non-teaching Staff – 25
Statutory Requirements	Applicable University, NAAC, UGC requirements.
Regulatory Requirements	Applicable govt. Requirements.
Applicable Acts	University Grants commission act 1956, Maharashtra Government act 1994, University of Pune statute
Affiliations	Savitribai Phule Pune University, UGC Norms.

Under Graduate Courses:


Sr. No.	Name of Course	Duration	Specialization Offered
1.	Bachelor of Arts (B.A.)	3 Years	English, Marathi, Hindi, History, Politics, Geography, Economics, Additional English
2.	Bachelor of Commerce (B.Com)	3 Years	Business Economics, Accounting, M. Law, Banking & Finance, Marketing Management
3.	Bachelor of Science (B.Sc)	3 Years	Physics, Chemistry, Botany, Geography, Mathematics, Zoology
4.	Bachelor of Computer Application (B.C.A.)	3 Years	--

Post Graduate Courses:

Sr. No.	Name of Course	Duration	Specialization Offered
1.	Master of Arts (M.A.)	2 Years	Hindi, Marathi
2.	Master of Commerce (M.Com)	2 Years	Business Administration, Management Accounting, Strategic Management, Advance Accounting, Industrial Economics
3.	Master of Science	2 Years	Organic Chemistry



Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A.N.

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QM / 01	INSTITUTION PROFILE		
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Introduction of Shri. Dnyaneshwar Mahavidyalaya, Newasa.


The college was established in 1968. Today the college is heading forward under the able academic leadership of Prashant Patil Gadakh, President of MES, Sonai. In the course of last 47 years, the college has become fully fledged institution with varied academic dimensions. At present, the college runs UG and PG programs viz B.A., B.Com. B.Sc., B.B.A.C.A., M.A. (Marathi), M.A.(Hindi), M.Com., M.Sc. (Org. Chem.). The college has started job-oriented courses like BCA. College has a Facility of Junior College. To outreach the educationally deprived class of the society, varied courses of Yashwantrao Chavan Open University are run. The college is well equipped with the required instruments for organizing Seminars, Workshops, etc. In the past, the college successfully shouldered the responsibility of conducting national level seminars in Commerce, History and Science.


Teaching and Non-teaching faculty of the college are pursuing degrees, researches and skills based program to update their knowledge, as a measure of quality improvement.

Every year, the college undertakes various activities to enrich the academics of the students such as Expert Lecture Series, Career Oriented Courses, Audio Visual Classes with LCD Projector and many more.

Apart from the academic programs, the college very much believes in the versatile development of students. College believes that personality development of students is an amalgamation of academic quality and facilities with whole hearted co-operation on the part of the students and parents as well.




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QM / 02	SCOPE AND BOUNDARIES OF QMS		
Rev. 00 Dt. 01-01-2022	Ref. Clause: 4.3	Page: 01 / 01	

The scope of the Shri Dnyaneshwar Mahavidyalaya, Newasa ISO 9001:2015 Quality Management System is:

Scope:

“To provide Educational services to UG and PG students in the streams of Arts, Science and Commerce, UG Students of Computer Applications (BCA) and Junior College Students of Arts, Commerce and Science.”

All clauses of QMS are applicable to Shri Dnyaneshwar Mahavidyalaya's QMS except following:

Clause 8.3, 8.4 (Limited application), 8.5.1 (f).

Justification :

Clause 8.3: All the process including teaching-learning process, admission process and examination are carried out as per Curriculum, Academic calendar, rules and regulation designed by SPPU & UGC. We are not designing any Curriculum for the courses. Hence this clause is not applicable to us.

Clause 8.4: The purchase requirements are sent to Mula Education Society. The Society evaluates and selects the supplier. P.O. is issued to the supplier by society and one P. O. copy is received to the college from the Society. Hence, clause 8.4 has limited application.

Clause 8.5.1 (f): As all the methods of monitoring and measurements are available and applicable at the appropriate stages of educational services, there are no services - the results of which can be monitored.


Boundaries of QMS of Shri Dnyaneshwar Mahavidyalaya, Newasa:

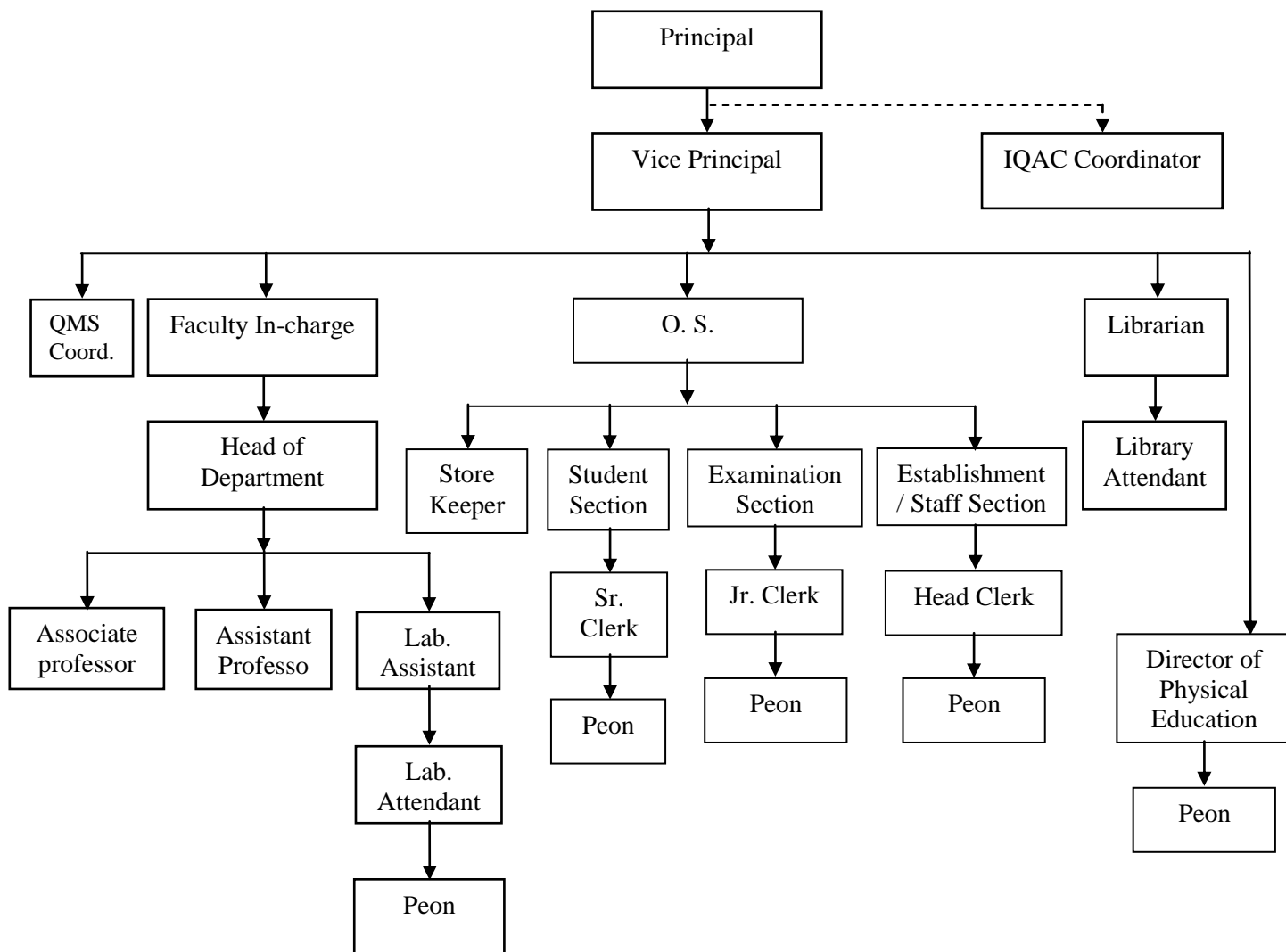
Mula Education Society's


Shri Dnyaneshwar Mahavidyalaya,


A/P Newasa, Tq. Newasa, Dist. Ahmednagar,
 Maharashtra, India – Pin. 414 603.




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QM / 04	ROLES, RESPONSIBILITIES AND AUTHORITIES		
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POSITION: Principal / Vice – Principal	
S.N.	RESPONSIBILITY
1	Overall in-charge of the Institute Academics, Library, Administration and Sports functions.
2	Accountable for the effectiveness of the QMS.
3	Establishing the quality policy and quality objectives compatible with the context and strategic direction of the organization.
4	Ensuring the integration of the quality management system requirements into the organization's processes.
5	Promote the use of the process approach and risk-based thinking.
6	Ensuring that the resources needed for the quality management system are available.
7	Communicating the importance of effective quality management and of conforming to the quality management system requirements.
8	Ensuring that the quality management system achieves its intended results.
9	Engaging, directing and supporting persons to contribute to the effectiveness of the quality management system.
10	Promoting improvement culture within the organization.
11	Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
12	To ensure that student and applicable statutory and regulatory requirements are determined, understood and consistently met.
13	To ensure that the risks and opportunities that can affect conformity of products and services and the ability to enhance student satisfaction are determined and addressed.
14	To maintain the focus on enhancing student satisfaction.
15	To ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood within the organization.
16	To participate in research, industry and other university interaction.
S.N.	AUTHORITY
1	To monitor and take actions regarding overall academics and administration of the college.
2	To propose the changes in the policies / objectives to the Top Management.
3	To replace unsuitable staff / ensure new recruitments.
4	To approve the departmental purchase requirements.
5	To monitor and take actions regarding student admissions.
6	To take necessary action to improve the college discipline.
7	To recommend staff performance appraisal ratings to the Trust management.
8	To conduct reviews of all the academic departments.
9	To recommend the financial budget of the college.




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QM / 04	ROLES, RESPONSIBILITIES AND AUTHORITIES		
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QMS Coordinator

S.N.	RESPONSIBILITY
1	To ensure that the processes needed for the Quality Management System are established, implemented and maintained.
2	To ensure that the Quality Management System is confirming to the requirements of the ISO 9001:2015 Standard.
3	To ensure that the processes are delivering their intended outputs.
4	To control the distribution and changes in the quality management system documented information.
5	To ensure that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.
6	To carry out review of quality management system.
7	Reporting the top management on the performance of the quality management system and on opportunities for improvement.
8	Ensure the promotion of awareness of student requirements throughout the Institute.
9	To liaison with external parties on the matters relating to the quality management system.
10	To Plan and conduct Internal Audit and Management Review Meeting.
11	To ensure that quality objectives are tracked and necessary actions are initiated.
12	To plan, organize training related to ISO 9001: 2015.
S.N.	AUTHORITY
1	To monitor and conduct review of all the QMS processes in the college.
2	To review the changes in the QMS requested by the concerned process owners and incorporate the change in the documentation.
3	To monitor the QMS internal audit activity by deciding audit plan and schedule.
4	To verify the corrective actions taken by the auditee and to close the audit non-conformity.
5	To organize MRM as per plan with intimation to the Principal.
6	To represent the college for QMS liaisoning with consultants, certification bodies.

***Note : Responsibilities of other personnel are documented in respective departmental process manuals.**




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QM / 05	QUALITY POLICY AND QUALITY OBJECTIVES		
Rev. 00 Dt. 01-01-2022	Ref. Clause: 5.2, 6.2	Page: 01 / 03	

Quality Policy

"We, at Mula Education Society's Shri Dnyaneshwar Mahavidyalaya, Newasa, are committed to impart education to undergraduate and post graduate students in rural area in Arts, Science and Commerce faculties, Junior College Students of Arts, Commerce & Science and to the undergraduate students in Computer Applications as per the needs and expectations of corporate, industry, students and their parents.

We shall continually improve the quality of teaching, self-evaluation and accountability of our institutes towards society.


We shall strive for overall development of student through value based education so that our students will be appreciated as model citizens who will make nation to lead the world."


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Date: 01-01-2022

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QM / 05	QUALITY POLICY AND QUALITY OBJECTIVES		
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Department : Academics


S.N.	Objectives (What will be done)	Indicator	Required Resources	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
01	To improve students satisfaction	Student Satisfaction Index.	Competent staff, availability of required infrastructure, materials	To measure through questionnaires.	Once in a semester	HOD
02	To increase student results	%		To measure subject / class wise passing result of university examination.	Six Monthly / Yearly as applicable	Faculty & HoD

Department : Administration

S.N.	Objectives (What will be done)	Indicator	Required Resources	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
01	To ensure the completeness of documents submitted to university, Govt. and other statutory bodies.	Number of incidences.	Provision of required infrastructure Support Faculties and Staff as per norms	Count the number of incidences where university notice is received due to incomplete documentation submitted to various statutory authorities.	Monthly	Exam section. Student section
02	To ensure timely resolution of queries received for various proposals submitted	Numbers		To count number of queries replied within 15 days from the date of receipt per month	Monthly	O. S.
03	To increase student admissions for BBA and MA Courses.	Numbers		To count number of student admissions for BBA and MA Courses.	Yearly	O. S.




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QM / 05	QUALITY POLICY AND QUALITY OBJECTIVES		
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Department : Library

S.N.	Objectives (What will be done)	Indicator	Required Resources	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
01	To develop the reading habits of students, staff and society.	No. of Programmes	Approved budget, availability of required infrastructure, books, periodicals & e-resources	No. of motivational programs arranged at college level per year	Once in a semester	Librarian
		Number of users		Calculate total no. of students, staff and visitors to library per month	Monthly	Librarian


Department : Sports

S.N.	Objectives (What will be done)	Indicator	Required Resources	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
01	To encourage the students to participate in inter-college, inter zone, University and All India level sports competitions.	No. of students	Approved budget, availability of required infrastructure, sports equipments	No. of students participated per event in a year	Once in a Year	Director of Physical Education

Department : QMS Coordinator

S.N.	Objectives (What will be done)	Indicator	Required Resources	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
01	To ensure conduction of internal audit and MRM as per the decided frequency.	Plan Vs Actual	Trained internal auditors, auditees	Plan Vs Actual of internal audit and MRM	Once in a year	QMS Coordinator




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QUALITY MANUAL & SYSTEM PROCEDURES**

QM / 06

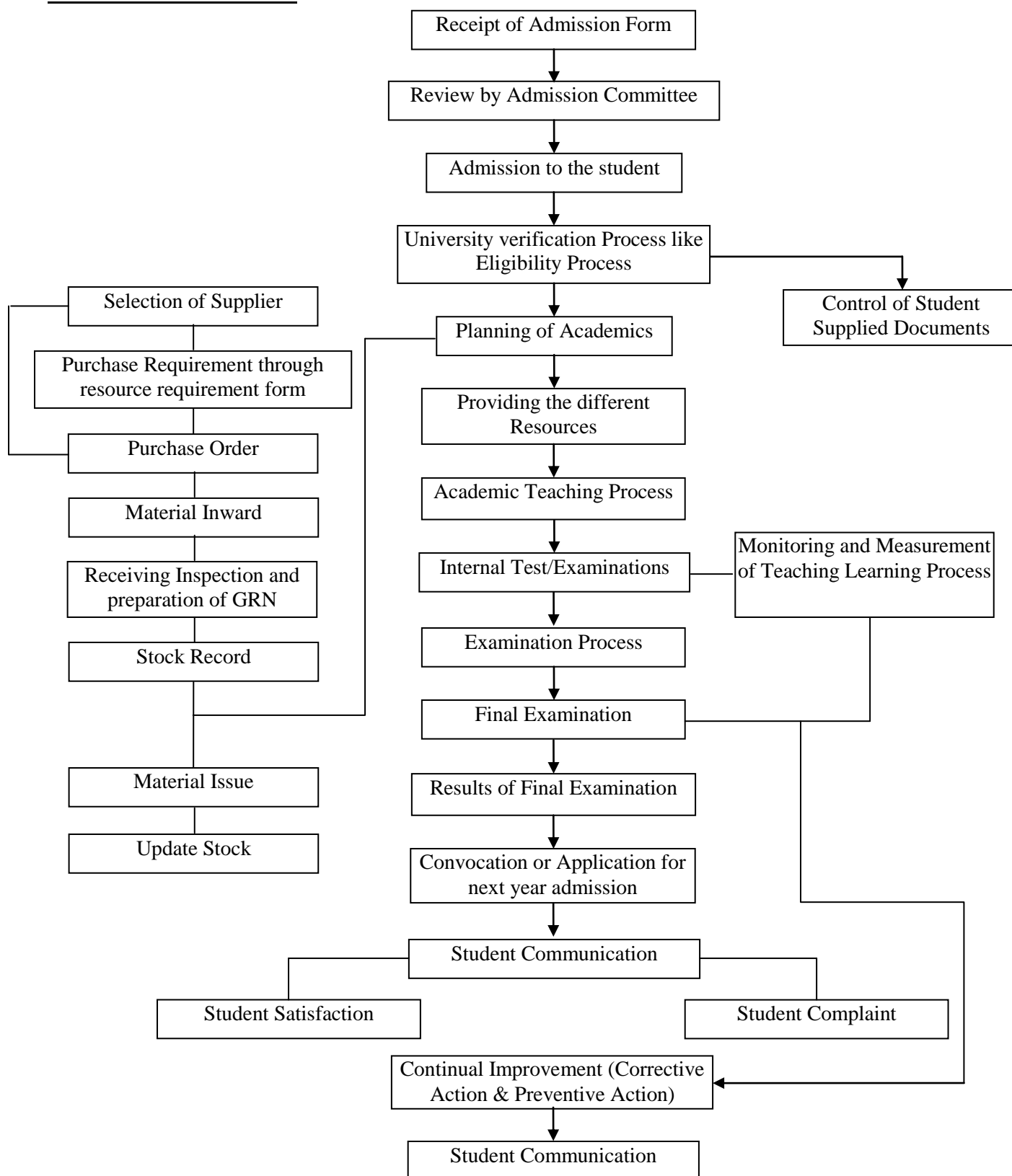
PROCESS FLOW CHART, SEQUENCE AND INTERACTION


Rev. 00 Dt. 01-01-2022

Ref. Clause: 4.4

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PROCESS FLOW CHART



	Mula Education Society's Shri Dnyaneshwar Mahavidyalaya, Newasa
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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
4.1	QMS/PR/04 QMS/D/03	<p>The Shri Dnyaneshwar Mahavidyalaya has determined external and internal issues that are relevant to its purpose and its strategic direction affecting its ability to achieve the intended results of its quality management system (QMS).</p> <p>The Shri Dnyaneshwar Mahavidyalaya monitors and reviews information about these external and internal issues during MRM once in six months.</p>
4.2	QMS/PR/04 QMS/D/04	<p>Due to their effect or potential effect on the Shri Dnyaneshwar Mahavidyalaya's ability to consistently provide services that meet student and applicable statutory and regulatory requirements, the Shri Dnyaneshwar Mahavidyalaya has determined the interested parties and their requirements relevant to the quality management system. Students, parents, management, employees, Providers of goods and services and other statutory and Regulatory authorities are the interested parties of Shri Dnyaneshwar Mahavidyalaya.</p> <p>The Shri Dnyaneshwar Mahavidyalaya monitors and reviews information about these interested parties and their relevant requirements during MRM once in six months.</p>
4.3	QM / 02	<p>The Shri Dnyaneshwar Mahavidyalaya has determined the boundaries and applicability of the quality management system to establish its scope.</p> <p>When determining this scope, the Shri Dnyaneshwar Mahavidyalaya has considered:</p> <ul style="list-style-type: none"> a) The external and internal issues of Shri Dnyaneshwar Mahavidyalaya b) The requirements of relevant interested parties and c) The products and services of the Shri Dnyaneshwar Mahavidyalaya. <p>The Shri Dnyaneshwar Mahavidyalaya has applied all the requirements of ISO 9001:2015 Standard excluding requirements of the clauses 8.3, 8.4 and 8.5.1 (f).</p> <p>The scope of the Shri Dnyaneshwar Mahavidyalaya's quality management system is documented in Quality Manual.</p> <p>The scope states the types of services covered and provide justification for any requirement of ISO 9001:2015 Standard that the Shri Dnyaneshwar Mahavidyalaya has excluded from the scope of its quality management system.</p>

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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
4.3	QM / 02	<p>However clause exclusion does not affect the Shri Dnyaneshwar Mahavidyalaya's ability or responsibility to ensure the conformity of its services and the enhancement of student satisfaction.</p>
4.4	QM / 06, QMS/PR/04	<p>The Shri Dnyaneshwar Mahavidyalaya has established, implemented, maintained and continually improves a quality management system, including the processes needed and their interactions, in accordance with the requirements of ISO 9001:2015 Standard.</p> <p>The Shri Dnyaneshwar Mahavidyalaya has determined the processes needed for the quality management system and their application throughout the Shri Dnyaneshwar Mahavidyalaya through various sectional process manuals, and has:</p> <ul style="list-style-type: none"> a) Determined the inputs required and the outputs expected from these processes; b) Determined the sequence and interaction of these processes – QM/06; c) Determined and applies the criteria and methods (including monitoring, measurements and related performance indicators) needed to ensure the effective operation and control of these processes; d) Determined the resources needed for these processes and ensures their availability through HOD review; e) Assigns the responsibilities and authorities for these processes; f) Addresses the identified risks and opportunities of its core processes; g) Evaluates these processes and implements any changes needed to ensure that these processes achieve their intended results; h) Improves the processes and the quality management system. <p>To the extent necessary, the Shri Dnyaneshwar Mahavidyalaya has:</p> <ul style="list-style-type: none"> a) Maintained documented information to support the operation of its processes through sectional process manuals and documented information specific to the departments; b) Retains documented information to have confidence that the processes are being carried out as planned.

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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
5.1.1	--	Top management of Shri Dnyaneshwar Mahavidyalaya i.e. Principal & Vice-Principal demonstrates leadership and commitment with respect to the quality management system by: <ul style="list-style-type: none"> a) Taking accountability for the effectiveness of the QMS; b) Ensuring that the quality policy and quality objectives are established and are compatible with the context and strategic direction of the Shri Dnyaneshwar Mahavidyalaya; c) Ensuring the integration of the QMS requirements into the Shri Dnyaneshwar Mahavidyalaya's processes; d) Promoting the use of the process approach and risk-based thinking; e) Ensuring that the resources needed for the QMS are available; f) Communicating the importance of effective quality management and of conforming to the QMS requirements; g) Ensuring that the QMS achieves its intended results; h) Engaging, directing and supporting persons to contribute to the effectiveness of the QMS; i) Promoting improvement; j) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
5.1.2	--	Top management demonstrates leadership and commitment with respect to student focus by ensuring that: <ul style="list-style-type: none"> a) Student and applicable statutory and regulatory requirements are determined, understood and consistently met; b) The risks and opportunities that can affect conformity of services and the ability to enhance student satisfaction are determined and addressed; c) The focus on enhancing student satisfaction is maintained.
5.2	QM / 05	Top management has established, implemented and maintained a quality policy that: <ul style="list-style-type: none"> a) Is appropriate to the purpose and context of the Shri Dnyaneshwar Mahavidyalaya and supports its strategic direction; b) Provides a framework for setting quality objectives; c) Includes a commitment to satisfy applicable statutory and regulatory requirements; d) Includes a commitment to continual improvement of the quality management system. The quality policy is: <ul style="list-style-type: none"> a) Available and is maintained as documented information; b) Is communicated, understood and applied within the Shri Dnyaneshwar Mahavidyalaya; c) Is available to relevant interested parties, as appropriate.


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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES	
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
5.3	QM / 03, QM / 04, Process D & E in all sectional process manuals	<p>Top management has ensured that the responsibilities and authorities for relevant roles are assigned, communicated through departmental process manuals and understood within the Shri Dnyaneshwar Mahavidyalaya.</p> <p>Top management has appointed Dr. B. S. Jagtap – Asst. Prof. Commerce department of Shri Dnyaneshwar Mahavidyalaya as QMS Coordinator who has the responsibility and authority for:</p> <ul style="list-style-type: none"> a) Ensuring that the QMS conforms to the requirements of the ISO 9001:2015 Standard; b) Ensuring that the processes are delivering their intended outputs; c) Reporting on the performance of the QMS and on opportunities for improvement, in particular to top management; d) Ensuring the promotion of student focus throughout the Shri Dnyaneshwar Mahavidyalaya; e) Ensuring that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.





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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
6.1	QMS/PR/04	<p>When planning for the QMS, the Shri Dnyaneshwar Mahavidyalaya has considered the external and internal issues, the interested parties and their requirements and has determined the risks and opportunities that need to be addressed to:</p> <p>a) Give assurance that the QMS can achieve its intended results; b) Enhance desirable effects; c) Prevent or reduce undesired effects; and; d) Achieve improvement.</p> <p>The Shri Dnyaneshwar Mahavidyalaya has planned the actions to address the moderate, high or very high risks. The actions on these risks and opportunities are integrated and implemented into its QMS processes. The Shri Dnyaneshwar Mahavidyalaya evaluates the effectiveness of these actions during MRM once in six months.</p> <p>Actions taken to address risks and opportunities are proportionate to the potential impact on the conformity of services.</p>
6.2	QM / 05, Process F in all sectional process manuals	<p>The Shri Dnyaneshwar Mahavidyalaya has established quality objectives at relevant functions, levels and processes needed for the QMS.</p> <p>The quality objectives are consistent with the quality policy, measurable, takes into account applicable requirements, relevant to conformity of products and services and to enhancement of customer satisfaction. The Quality Objectives are monitored on monthly basis and also during MRM, communicated to the staff through process manual and updated as appropriate.</p> <p>The Shri Dnyaneshwar Mahavidyalaya has documented the all the departmental quality objectives in Quality Manual and sectional process manuals.</p> <p>When planning how to achieve its quality objectives, the Shri Dnyaneshwar Mahavidyalaya has determined:</p> <p>a) what will be done; b) what resources will be required; c) who will be responsible; d) when it will be completed; e) how the results will be evaluated.</p>
6.3	--	<p>When the Shri Dnyaneshwar Mahavidyalaya determines the need for changes to the QMS such as change in syllabus, teaching or evaluation methodologies, the changes are carried out in a planned manner.</p> <p>The Shri Dnyaneshwar Mahavidyalaya considers:</p> <p>a) The purpose of the changes and their potential consequences; b) The integrity of the QMS; c) The availability of resources; d) The allocation or reallocation of responsibilities and authorities.</p>

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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
7.1.1	ADM/PR/14, LIB/PR/03, SPT/PR/04	<p>The Shri Dnyaneshwar Mahavidyalaya has determined and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the QMS through budget approval and monitoring of expenses.</p> <p>While providing resources, the Shri Dnyaneshwar Mahavidyalaya has considered the capabilities of, and constraints on, existing internal resources and what needs to be obtained from external providers.</p>
7.1.2	ADM/PR/07, 08	<p>The UGC & SPPU decides competency requirement for the teaching staff. The same is considered while recruiting the teaching staff. For non teaching staff, competence requirement is defined by the Institute management. Training is planned to improve the competency. Record of training is maintained.</p>
7.1.3	ACA/PR/19, SPT/PR/02	<p>The Shri Dnyaneshwar Mahavidyalaya determines, provides and maintains the infrastructure necessary for the operation of its processes and to achieve conformity of services.</p> <p>Infrastructure includes:</p> <ol style="list-style-type: none"> Buildings and associated utilities; Equipment, including hardware and software; Transportation resources; Information and communication technology.
7.1.4	ACA/PR/16, ADM/PR/19, SPT/PR/02	<p>The Shri Dnyaneshwar Mahavidyalaya determines, provides and maintains the work environment necessary for the operation of its processes and to achieve conformity of services.</p> <p>An environment is a combination of human and physical factors, such as:</p> <ol style="list-style-type: none"> Social (e.g. non-discriminatory, calm, non-confrontational); Psychological (e.g. stress-reducing, burnout prevention, emotionally protective); Physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).
7.1.5	ACA/PR/15	<p>Measuring and monitoring equipments available in the institute are used only for education purpose to impart the knowledge. High degree of practices and accuracy are not needed. Verification of appropriate functions and measurements is carried out in the departmental laboratories.</p>

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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
7.1.6	ACA/PR/12	<p>The Shri Dnyaneshwar Mahavidyalaya determines the knowledge necessary for the operation of its processes and to achieve conformity of services.</p> <p>This knowledge is maintained in the form of Documented Information on Organizational Knowledge database in Academics and Administration and is made available to the extent necessary by the concerned HoD.</p> <p>When addressing changing needs and trends, the Shri Dnyaneshwar Mahavidyalaya considers its current knowledge and determines how to acquire or access any necessary additional knowledge and required updates.</p> <p>Organizational knowledge is knowledge specific to the Shri Dnyaneshwar Mahavidyalaya such as UGC & SPPU requirements for infrastructure and staff competency, teaching methodology and skills in general and specific to the subjects, etc.; it is generally gained by experience. It is information that is used and shared to achieve the Shri Dnyaneshwar Mahavidyalaya's objectives.</p> <p>Organizational knowledge is based on:</p> <p>a) Internal sources (e.g. intellectual property; knowledge gained from experience; lessons learned from failures and successful projects; capturing and sharing undocumented knowledge and experience; the results of improvements in processes, products and services);</p> <p>b) External sources (e.g. standards; academia; conferences; gathering knowledge from customers or external providers).</p>
7.2	ACA/PR/12, 21	<p>The UGC & SPPU decides competency requirement for the teaching staff. The same is considered while recruiting the teaching staff. For non teaching staff, competence requirement is defined by the Institute management. Training is planned to improve the competency. Record of training is maintained.</p> <p>Shri Dnyaneshwar Mahavidyalaya retains appropriate documented information such as skill matrix as evidence of competence.</p> <p>Applicable actions include the provision of training to the staff.</p>
7.3	ACA/PR/21	<p>The Shri Dnyaneshwar Mahavidyalaya ensures that persons doing work under the Shri Dnyaneshwar Mahavidyalaya's control are aware of:</p> <p>a) The quality policy;</p> <p>b) Relevant quality objectives;</p> <p>c) Their contribution to the effectiveness of the QMS, including the benefits of improved performance;</p> <p>d) The implications of not conforming to the QMS requirements.</p>


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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment				
7.4	ACA/PR/14, ADM/PR/04	The Shri Dnyaneshwar Mahavidyalaya determines the internal and external communications relevant to the QMS, as below:				
Parameter of Communication	What to Communicate	When	With Whom	How to	Responsibility for communication	
Student Admissions	Admission data	After HSC result	SPPU	On line, Hard copy	Admission committee, Office Superintendent	
Student eligibility	Student List and fees	After SPPU cut-off date	SPPU	On line, Hard copy	Office Superintendent	
Student exam	Exam Forms and fees	After SPPU date	SPPU	On line, Hard copy	Office Superintendent	
SPPU schedule of events	SPPU schedule of events	After receipt	HODs, students, all members of institute	Circular	Office Superintendent	
Various events on Training programs, seminars, exhibitions, etc.	Event information	As and When	All HoDs, section heads	Notices, circulars	Concerned HoD	
Certificate issue	Readiness of certificates	As received	Students	SMS / oral communication	Office Superintendent	





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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
7.5	QM/A, QM/B, QM/07, QMS / PR / 01, QM/ANX/A, QM/ANX/B, Process A, B, C & Annexures A & B in all sectional process manuals	<p>The Shri Dnyaneshwar Mahavidyalaya's QMS has three tier documentation structure:</p> <p>Level I : Quality Manual Level II : Departmental Process Manuals, Work Instructions Level III : Documents, Records, Lists, Charts, etc.</p> <p>QMS documentation includes:</p> <p>a) Documented information required by ISO 9001:2015 Standard; b) Documented information determined by the Shri Dnyaneshwar Mahavidyalaya as being necessary for the effectiveness of the QMS.</p> <p>When creating and updating documented information, the Shri Dnyaneshwar Mahavidyalaya ensures as appropriate:</p> <p>a) Identification and description (e.g. a title, date and Document Number); b) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic); c) Review and approval for suitability and adequacy.</p> <p>Documented information required by the QMS and ISO 9001:2015 Standard is controlled to ensure:</p> <p>a) It is available and suitable for use, where and when it is needed; b) It is adequately protected through password control and preventing access to unauthorized persons (e.g. from loss of confidentiality, improper use, or loss of integrity).</p> <p>For the control of documented information, the Shri Dnyaneshwar Mahavidyalaya addresses the following activities, as applicable:</p> <p>a) Distribution, access, retrieval and use; b) Storage and preservation, including preservation of legibility; c) Control of changes (e.g. version control); d) Retention and disposition.</p> <p>Documented information of external origin determined by the Shri Dnyaneshwar Mahavidyalaya to be necessary for the planning and operation of the QMS is identified as appropriate, and is controlled.</p> <p>Documented information retained as evidence of conformity is protected from unintended alterations.</p>

	<p style="text-align: center;">Mula Education Society's Shri Dnyaneshwar Mahavidyalaya, Newasa</p>
	<p style="text-align: center;">QUALITY MANUAL & SYSTEM PROCEDURES</p>

QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
8.1	ACA/PR/01 to 04, ADM/PR/11	<p>The Shri Dnyaneshwar Mahavidyalaya plans, implements and controls the processes needed to meet the requirements for the provision of services, and to implement the actions determined for addressing risks and opportunities and achieving quality objectives, by:</p> <p>a) Determining the requirements for the services; through UGC & SPPU requirements for the new course / subject</p> <p>b) Establishing criteria for:</p> <ol style="list-style-type: none"> 1) The processes; 2) The acceptance of services; such as criteria for internal evaluation and academics monitoring <p>c) Determining the resources needed to achieve conformity to the service requirements;</p> <p>d) Implementing control of the processes in accordance with the criteria;</p> <p>e) Determining, maintaining and retaining documented information to the extent necessary:</p> <ol style="list-style-type: none"> 1) To have confidence that the processes have been carried out as planned; 2) To demonstrate the conformity of services to their requirements. <p>The output of this planning is in terms of Academic calendar for the new course and Process Flow Chart and is suitable for the Shri Dnyaneshwar Mahavidyalaya's operations.</p> <p>The Shri Dnyaneshwar Mahavidyalaya controls planned changes and reviews the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.</p> <p>The Shri Dnyaneshwar Mahavidyalaya ensures that the processes whenever outsourced are controlled. Presently, no subjects are outsourced.</p>


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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES	
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
8.2	ADM/PR/01, 02	<p>Students and their parents are the direct customers of Shri Dnyaneshwar Mahavidyalaya.</p> <p>Communication with Students and their parents includes:</p> <ul style="list-style-type: none"> a) Providing information relating to course such as course structure, fees, duration, facilities available at Shri Dnyaneshwar Mahavidyalaya, etc. through Institute brochure; b) Handling enquiries, including changes in the course for second year students; c) Obtaining student feedback relating to the educational services and infrastructure, including student complaints; d) Handling or controlling student property such as original documents taken from the students at the time of admission; e) Establishing specific requirements for contingency actions, when relevant. <p>When determining the requirements for the services to be offered to the students, the Shri Dnyaneshwar Mahavidyalaya ensures that:</p> <ul style="list-style-type: none"> a) The requirements for the services are defined, including: <ul style="list-style-type: none"> 1) Any applicable statutory and regulatory requirements; 2) Those considered necessary by the Shri Dnyaneshwar Mahavidyalaya; b) Shri Dnyaneshwar Mahavidyalaya can meet the claims for the services it offers. <p>The Shri Dnyaneshwar Mahavidyalaya ensures that it has the ability to meet the requirements for services to be offered to the students. The Shri Dnyaneshwar Mahavidyalaya conducts a review before committing to supply services to students.</p> <p>Admission controlling authority controls the admission process. Students are made aware about the admission procedure, Courses offered, fees and other facilities.</p>





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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
8.3	Design and development of products and services	All the process including teaching-learning process, admission process and examination are carried out as per Curriculum, Academic calendar, rules and regulation designed by SPPU & UGC. We are not designing any Curriculum for the courses. Hence this clause is not applicable to us.
8.4	ACA/PR/13, ADM/PR/13, 18, LIB/PR/04, 05, SPT/PR/03	<p>It is ensured that purchased product / service conforms to specified purchase requirements through receiving inspection. At the receipt of product / service, respective department head will inspect the product / service for requirements.</p> <p>The purchase requirements of the departments and the college are identified through Principal meetings, departmental meetings, infrastructure review, student requirements, feedback from students, etc.</p> <p>The purchase requirements of the college are communicated to the Mula Education Society Trust Office.</p> <p>The Trust Office will call the quotations from the suppliers, evaluates and selects the suppliers. The Purchase Order shall be prepared and issued to the supplier from the Trust Office.</p> <p>One copy of P. O. shall be issued to the college from the Trust Office.</p> <p>The purchased products / services are inspected as according to the purchase requirements as explained on the Purchase Order issued by Mula Education Society (MES). College has considered MES as a self certified vendor.</p> <p>At present, institute or Student is not doing any verification at the supplier's premises. Whenever, we institute will intend to do that, the verification arrangements and method of Product / Service release in the purchasing information, and will be informed to supplier through purchase order.</p>

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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
8.5.1	ACA/PR/01 to 10, ADM/PR/03, 05, 06, 09 to 12, 20, LIB/PR/01, 02, 09, SPT/PR/01, 02	<p>The Shri Dnyaneshwar Mahavidyalaya implements production and service provision under controlled conditions.</p> <p>Controlled conditions include, as applicable:</p> <p>a) The availability of documented information that defines:</p> <p>1) The characteristics of the services to be provided, or the activities to be performed; such as course syllabus, academic calendar, departmental event calendar</p> <p>2) The results to be achieved;</p> <p>b) The availability and use of suitable monitoring and measuring resources;</p> <p>c) The implementation of monitoring and measurement activities at appropriate stages such as academic monitoring, student internal evaluation to verify that criteria for control of processes or outputs, and acceptance criteria for services, have been met;</p> <p>d) The use of suitable infrastructure and environment for the operation of processes;</p> <p>e) The appointment of competent persons, including any required qualification;</p> <p>f) The validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement - presently not applicable as the resulting outputs of all our processes can be verified by subsequent monitoring and measurement.</p> <p>g) The implementation of actions to prevent human error;</p> <p>h) The implementation of release, delivery and post-delivery activities.</p>
8.5.2	--	<p>Identification of student = identity card and Enrollment number given by SPPU.</p> <p>The staff / employees of Shri Dnyaneshwar Mahavidyalaya are identified by Employee I.D.</p> <p>Material is stored at designated locations with proper tagging at the locations.</p> <p>Instruments / equipments in the Institute are identified with labels.</p>


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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
8.5.3	ACA/PR/17	<p>The Shri Dnyaneshwar Mahavidyalaya exercises care with property belonging to students while it is under the Shri Dnyaneshwar Mahavidyalaya's control such as original documents of the students submitted at the time of the admission, journals, projects, completed jobs, etc.</p> <p>The Shri Dnyaneshwar Mahavidyalaya identifies, verifies, protects and safeguards student property.</p> <p>When the student property is lost, damaged or otherwise found to be unsuitable for use, the Shri Dnyaneshwar Mahavidyalaya reports this to the concerned student and retains documented information on what has occurred.</p>
8.5.4	ACA/PR/13, ADM/PR/15, 16, 17, LIB/PR/06, 07, 08, SPT/PR/05, 06, 07	<p>The Shri Dnyaneshwar Mahavidyalaya preserves the tools, instruments, equipments, stationary, materials, consumables, etc. in the concerned laboratory and Central store, to the extent necessary to ensure conformity to requirements.</p> <p>Preservation includes identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.</p>
8.5.5	--	<p>The Shri Dnyaneshwar Mahavidyalaya meets the requirements for post-delivery activities associated with the services such as alumni functions.</p> <p>In determining the extent of post-delivery activities that are required, the Shri Dnyaneshwar Mahavidyalaya considers:</p> <ul style="list-style-type: none"> a) Statutory and Regulatory requirements; b) The potential undesired consequences associated with its services; c) The nature, use and intended lifetime of its services; d) Student requirements; e) Student feedback.





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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
8.5.6	ACA/PR/22	<p>The Shri Dnyaneshwar Mahavidyalaya reviews and controls changes for service provision such as change of faculty, syllabus, UGC & SPPU requirements, to the extent necessary to ensure continuing conformity with requirements.</p> <p>The Shri Dnyaneshwar Mahavidyalaya retains documented information describing the results of the review of changes, the person(s) authorizing the change, and any necessary actions arising from the review.</p>
8.6	--	<p>The Shri Dnyaneshwar Mahavidyalaya implements planned arrangements, at appropriate stages, to verify that the requirements of the service have been met.</p> <p>The conduction of external examination of the students does not proceed until all the internal evaluation processes have been satisfactorily completed.</p> <p>The Shri Dnyaneshwar Mahavidyalaya retains documented information which includes evidence of conformity with the acceptance criteria and the traceability to the authority authorizing the release.</p>
8.7	ACA/PR/11	<p>Student complaints received through tutor meetings, Failures in teaching and learning processes and supporting processes are the various non-conformities encountered in Shri Dnyaneshwar Mahavidyalaya.</p> <p>The Shri Dnyaneshwar Mahavidyalaya takes appropriate action based on the nature of the nonconformity and its effect on the conformity of services.</p> <p>The Shri Dnyaneshwar Mahavidyalaya deals with nonconforming outputs in one or more of the following ways:</p> <ul style="list-style-type: none"> a) correction; b) segregation, containment, return or suspension of provision of products and services – Not applicable c) informing the Student; d) Obtaining authorization for acceptance under concession – Not applicable. <p>Conformity to the requirements is verified when nonconforming outputs are corrected.</p> <p>The Shri Dnyaneshwar Mahavidyalaya retains documented information that:</p> <ul style="list-style-type: none"> a) Describes the nonconformity; b) Describes the actions taken; c) Describes any concessions obtained; d) Identifies the authority deciding the action in respect of the nonconformity.

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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
9.1.1	ACA/PR/05 to 07, 14, ADM/PR/06	<p>The Shri Dnyaneshwar Mahavidyalaya determines:</p> <ul style="list-style-type: none"> a) What needs to be monitored and measured; b) The methods for monitoring, measurement, analysis and evaluation needed to ensure valid results; c) When the monitoring and measuring shall be performed; d) When the results from monitoring and measurement shall be analyzed and evaluated. <p>The Shri Dnyaneshwar Mahavidyalaya evaluates the performance and the effectiveness of the QMS.</p> <p>The Shri Dnyaneshwar Mahavidyalaya retains appropriate documented information as evidence of the results.</p>
9.1.2	ACA/PR/18	<p>The Shri Dnyaneshwar Mahavidyalaya monitors student's perceptions of the degree to which their needs and expectations have been fulfilled. Once in a year, Shri Dnyaneshwar Mahavidyalaya conducts student satisfaction survey for obtaining, monitoring and reviewing this information.</p>
9.1.3	QMS/PR/03, ACA/PR/14, 20	<p>The Shri Dnyaneshwar Mahavidyalaya analyses and evaluates appropriate data and information arising from monitoring and measurement.</p> <p>The results of analysis is used to evaluate:</p> <ul style="list-style-type: none"> a) Conformity of services; b) The degree of student satisfaction; c) The performance and effectiveness of the QMS; d) If planning has been implemented effectively; e) The effectiveness of actions taken to address risks and opportunities; f) The performance of external providers; g) The need for improvements to the QMS.
9.2	QMS / PR / 02	<p>The Shri Dnyaneshwar Mahavidyalaya conducts internal audits at planned intervals of once in six months to provide information on whether the QMS: But due to lockdown by covide-19 pandemic all Principal and HODs decided to conduct internal audit and Management review meeting once in the year. Necessary changes will be made in manual.</p> <ul style="list-style-type: none"> a) Conforms to: <ul style="list-style-type: none"> 1) The Shri Dnyaneshwar Mahavidyalaya's own requirements for its QMS; 2) The requirements of ISO 9001:2015 Standard; b) Is effectively implemented and maintained. <p>The Shri Dnyaneshwar Mahavidyalaya:</p> <ul style="list-style-type: none"> a) Plans, establishes, implements and maintains an audit programme(s) including the frequency, methods, responsibilities, planning requirements and reporting, which takes into consideration the importance of the processes concerned, changes affecting the Shri Dnyaneshwar Mahavidyalaya, and the results of previous audits;

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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
9.2	QMS / PR / 02	b) Defines the audit criteria and scope for each audit through audit schedule; c) Selects auditors and conducts audits to ensure objectivity and the impartiality of the audit process; d) Ensures that the results of the audits are reported to relevant management; e) Takes appropriate correction and corrective actions without undue delay; f) Retains documented information such as the audit report and the non-conformity reports as evidence of the implementation of the audit programme and the audit results.
9.3	QMS / PR / 03	Top management of Shri Dnyaneshwar Mahavidyalaya reviews the QMS, at planned intervals of once in a six months , to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the Shri Dnyaneshwar Mahavidyalaya. The management review is planned and carried out taking into consideration: a) The status of actions from previous management reviews; b) Changes in external and internal issues that are relevant to the quality management system; c) Information on the performance and effectiveness of the QMS, including trends in: 1) Student satisfaction and feedback; 2) The extent to which quality objectives have been met; 3) Process performance and conformity of services; 4) Nonconformities and corrective actions; 5) Monitoring and measurement results; 6) Audit results; 7) The performance of external providers; d) The adequacy of resources; e) The effectiveness of actions taken to address risks and opportunities; f) Opportunities for improvement. The outputs of the management review includes decisions and actions related to: a) Opportunities for improvement; b) Any need for changes to the QMS; c) Resource needs. The Shri Dnyaneshwar Mahavidyalaya retains documented information such minutes of MRM as evidence of the results of management reviews.

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QM / 07	ISO 9001 : 2015 CLAUSES VS PROCESSES CROSS REFERENCES		
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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
10.1	--	<p>The Shri Dnyaneshwar Mahavidyalaya determines and selects opportunities for improvement and implements any necessary actions to meet student requirements and enhance student satisfaction.</p> <p>These include:</p> <ul style="list-style-type: none"> a) Improving services to meet requirements as well as to address future needs and expectations; b) Correcting, preventing or reducing undesired effects; c) Improving the performance and effectiveness of the QMS. <p>Examples of improvement include correction, corrective action, continual improvement, breakthrough change, innovation and re-organization.</p>
10.2	ACA/PR/11, 20	<p>When a nonconformity occurs, including any arising from complaints, the Shri Dnyaneshwar Mahavidyalaya:</p> <ul style="list-style-type: none"> a) Reacts to the nonconformity and, as applicable: <ul style="list-style-type: none"> 1) Takes action to control and correct it; 2) Deals with the consequences; b) Evaluates the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by: <ul style="list-style-type: none"> 1) Reviewing and analyzing the nonconformity; 2) Determining the causes of the nonconformity; 3) Determining if similar nonconformities exist, or could potentially occur; c) Implementing any action needed; d) Reviewing the effectiveness of any corrective action taken; e) Updating risks and opportunities determined during planning, if necessary; f) Making changes to the QMS, if necessary. <p>Corrective actions are appropriate to the effects of the nonconformities encountered.</p>


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ISO 9001: 2015 Clause No.	Procedure / Document No.	Comment
10.2	ACA/PR/11, 20	<p>The Shri Dnyaneshwar Mahavidyalaya retains documented information such as internal non-conformity record as evidence of:</p> <p>a) The nature of the nonconformities and any subsequent actions taken;</p> <p>b) The results of any corrective action.</p>
10.3	--	<p>The Shri Dnyaneshwar Mahavidyalaya continually improves the suitability, adequacy and effectiveness of the quality management system.</p> <p>The Shri Dnyaneshwar Mahavidyalaya considers the results of analysis and evaluation, and the outputs from management review, to determine if there are needs or opportunities that shall be addressed as part of continual improvement.</p>




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QMS / PR / 01	CONTROL OF DOCUMENTED INFORMATION	
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Input	Internal and External Documented information
Process Ownership	Concerned Section In – Charges, HoDs, QMS Coordinator


Types of Documents	
Internal	External
Quality manual	National & International Standards
Departmental Process manuals	
Work Instructions, Lists	

Sr. No.	Sequential Activity	Process Owner	Stage Output	
A	DOCUMENTED INFORMATION APPROVAL PROCESS			
01	Prepare draft of manual in coordination with concerned section heads. Identify it with Title, Documented Information No., Revision No., Date and Page number.	Conc. Authority	--	
02	Get the draft reviewed for adequacy and approved for the suitability and adequacy from the authority.	Conc. Authority	--	
Type of Manual	Prepared By	Reviewed By	Approved By	Issued By
Quality manual	QMS Coordinator	Principal	Principal	QMS Coordinator
Academics Process manual	Concerned HoDs	Principal	Principal	QMS Coordinator
Administration Process manual	Concerned Section In – Charges	Office Superintendent	Principal	QMS Coordinator
Library Process Manual	Librarian	Principal	Principal	QMS Coordinator
Sports Process Manual	Director Of Physical Education	Principal	Principal	QMS Coordinator
03	Stamp approved copy as “MASTER COPY” in red on all the pages of the manual.	QMS Coordinator	--	
B	ISSUE OF CONTROLLED DOCUMENTED INFORMATION			
01	Take a Photocopy of master copy, put stamp of “CONTROLLED COPY” in RED on photocopy. Ensure that on controlled copy “MASTER COPY” stamp is in BLACK and “CONTROLLED COPY” stamp is in RED.	QMS Coordinator	--	
02	Issue the controlled copy to respective as per the controlled copyholders identified in Process B in process manuals. Maintain record of Issue.	QMS Coordinator	Document Record	Issue
03	Ultimately ensure that the contents of the Master Copy and Controlled copy are exactly same and pertinent issues of appropriate documents are available and suitable for use. where and when it is needed.	QMS Coordinator	--	

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QMS / PR / 01	CONTROL OF DOCUMENTED INFORMATION		
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Sr. No.	Sequential Activity	Process Owner	Stage Output
C	ISSUE OF UNCONTROLLED DOCUMENTED INFORMATION		
01	For issued manuals if there is no need of providing updated versions in future, identify the Reprint / Photocopy of Master Copy as “REFERENCE COPY” in red, get the approval from Principal and issue it.	QMS Coordinator	--
D	REVISION IN DOCUMENTED INFORMATION		
01	To revise any documented information, prepare a draft, incorporating the changes, revision no. and date.	QMS Coordinator	--
02	Get the draft reviewed and re-approved for content from the original approving authority.	QMS Coordinator	--
03	Stamp approved copy as “MASTER COPY” in red. Update Index of Procedures in respective process manual and List of Documented Information in respective procedure manuals.	QMS Coordinator	Master List of Processes, List of Documented Information
04	Identify the nature of change and reason in revision sheet in respective procedure manual.	QMS Coordinator	Revision Sheet
E	ISSUE OF REVISED DOCUMENTED INFORMATION		
01	Collect the obsolete copies from respective section and dispose them suitably by shredding / burning / re-using.	QMS Coordinator	--
02	If obsolete documented information is to be retained for future reference or any other purpose, retain only “Master Copy” by putting “OBSOLETE COPY” stamp in red for identification so as to avoid unintended use.	QMS Coordinator	--
03	Issue the latest controlled copy to maintain the relevant version at point of use.	QMS Coordinator	Document Issue Record
G	CONTROL OF EXTERNAL DOCUMENTED INFORMATION		
01	External Documented information means the Documented information, which can't be revised by organization and their control is outside with external organization. e.g. National and International Standards, Codes, Acts, Govt. Regulations etc.	Controlling Authority mentioned in list of standards	--
02	Stamp the original copy as “MASTER COPY” and prepare their individual lists as according to category and mention it in the list of Documented information of respective Manuals.	--“--	List of Standards

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QMS / PR / 01	CONTROL OF DOCUMENTED INFORMATION		
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Sr. No.	Sequential Activity	Process Owner	Stage Output
03	For temporary reference, Master Copy can be issued. However for permanent reference, issue photocopy of Master Copy by stamping "CONTROLLED COPY" in red on first page.	Controlling Authority mentioned in list of standards	--
04	Whenever there is revision in standards, codes and acts, retrieve copies of previous version, dispose them and issue the pertinent.	--"--	--
05	If obsolete Documented information is to be retained, identify Master Copy by stamping "OBSOLETE COPY" in red so as to avoid un-intended use.	--"--	--
H	PREPARATION OF SPECIMEN FORMATS		
01	Refer to ISO 9001:2015, process manuals and prepare list of Retained Documented Information. Design suitable formats for the records. Stamp them as "SPECIMEN COPY" in Red and store it in identified file.	QMS Coordinator and conc. Heads	List of Retained Documented Information Procedure C
I	CONTROL OF DOCUMENTED INFORMATION		
01	Identification: Identify each document by unique document no., title and revision number. Decide the language of the document and the format such as file, register or soft copy maintained in computer.	QMS Coordinator and conc. Heads	List of Retained Documented Information Procedure C
02	Store the records in well-identified file / folder and display index at storage location for quick retrieval.	Conc. heads	--"--
03	Determine the retention period for each record considering organizational and statutory and regulatory requirements.	QMS Coordinator and conc. Heads	--"--
04	When retention period is over, take approval from Principal to dispose of the particular records. Dispose them suitably by shredding / burning / re-using as according to the extent of their confidentiality.	Conc. heads	--
05	Protect the frequently handled records suitably to avoid unintended alterations, damage, loss of confidentiality / integrity or improper use and maintain legibility during their retention period.	Conc. heads	--


Output / Intended result	Controlled Documented information available at points of use
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QMS / PR / 01	CONTROL OF DOCUMENTED INFORMATION	
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Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely updation of Documented information	Numbers	Count number of revisions to the Documented information	Quarterly	QMS Coordinator	Process Manual Revision Sheet




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QMS / PR / 02	INTERNAL AUDITS	
Rev. 01 Dt. 15-03-2021	Ref. Clause: 9.2	Page : 01 / 02

Input	QMS requirements, past audit results, organizational requirements
Process Ownership	QMS Coordinator

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	SELECTION OF INTERNAL AUDITORS		
01	Identify prospective candidates with good working experience, communication skill and awareness regarding ISO.	Principal, QMS Coordinator	--
02	Train them as an internal auditor. Prepare List of Trained Internal Auditors.	QMS Coordinator	Certificate, List of Internal Auditors
B	AUDIT PLANNING		
01	Prepare an audit plan for the year considering frequency of at once in a year .	QMS Coordinator	Annual Audit Plan
02	According to importance of the functions to be audited, prepare and release Department wise “ Audit Schedule ”, describing the Date, Department to be audited, Auditee, applicable Clauses / Processes, Timings and Auditors. The audit schedule shall cover all Clauses and all departments each time. Release the audit schedule at least 07 days prior to audit.	QMS Coordinator	Audit Schedule
03	While scheduling, ensure that auditor should not have the direct responsibility of the area to be audited.	QMS Coordinator	--
04	Provide “ Audit Schedule ” and Blank copies of “ Audit Report ” and “ Non Conformity Report ” to auditor.	QMS Coordinator	Audit Report
C	EXECUTION AND REPORTING OF AUDIT		
01	Audit the Function w. r. t. to documented Processes and applicable ISO 9001:2015 clauses.	Auditor	--
02	Record the conformities as well as nonconformities on “ Audit Report ”. Identify conformities (Compliance to the requirements of standard and Operation Procedures) with “ C ” and nonconformities (Non-Compliance to the requirements of standard and Operation Procedures) with “ NC ”. Any suggestions for improvements shall be identified as “ OPI ” i.e. opportunities for improvements.	Auditor	Audit Report
03	Record nonconformities separately on Nonconformity Report. Give the filled Report to Auditee.	Auditor	Nonconformity Report
04	After the audit, verify the observation reports to conform that all clauses and functions as per the schedule has been audited.	Auditor	--
05	Fill up the proposed disposition and corrective action along with responsibility and target date, on Nonconformity Report.	Auditee	Nonconformity Report



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QMS / PR / 02	INTERNAL AUDITS		
Rev. 01 Dt. 15-03-2021	Ref. Clause: 9.2	Page : 02 / 02	


Sr. No.	Sequential Activity	Process Owner	Stage Output
06	Prepare an “ Audit Summary ” highlighting the clause wise, function wise status of nonconformities and improvement areas.	QMS Coordinator	Audit Summary
07	Forward the same to Principal.	QMS Coordinator	Audit Summary
08	Present the “ Audit Summary ” in Management Review Meeting for the discussion.	QMS Coordinator	Audit Summary
09	According to status, importance, performances during the audit decide the audit duration / frequency for respective Function. Incorporate the change in annual audit plan and schedule of forthcoming internal audit.	QMS Coordinator	--
D	CLOSING OF NCRS		
01	Complete the disposition and corrective action as according to target date and submit the NCRs along with evidences of action completed to QMS Coordinator.	Auditee	Nonconformity Report
02	Verify the disposition and corrective action for completion as on proposed date. If both the actions are completed, close the NCR.	QMS Coordinator or Auditor	Nonconformity Report
03	In the next audit, verify the effectiveness of corrective action taken and accordingly record the comment.	Auditor	Nonconformity Report

Output / Intended result	Conduction of internal audit as per the schedule
---------------------------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely conduction of Internal Audits	%	Plan Vs actual of Internal audits	Once in a year	QMS Coordinator	Annual Audit Plan, Internal audit reports







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QMS / PR / 03	MANAGEMENT REVIEW		
Rev. 01 Dt. 01-01-2022	Ref. Clause: 9.3, 8.4, 9.1.3	Page : 01 / 03	


Input	Student feedbacks and complaints, quality objective data, internal audit results, Non-conformity record
Process Ownership	Principal, QMS Coordinator

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	PLANNING FOR MRM		
01	Arrange Management Review Meeting once in a year.	QMS Coordinator	--
02	Communicate the date, time and agenda of the Management Review to all HoDs, section In-charges and other related persons suitably.	QMS Coordinator	Agenda for MRM
03	Before attending the MRM, gather respective information and data as per agenda to have a healthy participation along with realistic, effective and result-oriented discussion.	Concerned Head	--
04	One week prior to MRM, collect the data related to Quality Objectives achievement from all the departments and compile it.	QMS Coordinator	Quality Objective Status
B	AGENDA FOR MRM		
01	The status of Actions from Previous MRM: Discuss minutes of previous MRM for any pending action against as decided.	Principal, QMS Coordinator, Concerned Head	--
02	Changes in internal and external issues that are relevant to the QMS: Discuss any changes in internal or external issues to the context of the organization and any need for initiating actions.	--“--	--
03	Information on the performance and effectiveness of the QMS, including trends in:		
A	Student satisfaction and Feedback from relevant interested parties: Discuss the status of customer Satisfaction and Complaints and feedback from relevant interested parties such as visiting industries and necessary actions arising out of it.	Principal, QMS Coordinator, Concerned Head	--
B	The extent to which the Quality Objectives have been met: Review the function wise quality objectives, their targets and initiate action accordingly.	--“--	--
C	Process Performance: Monitor and measure the key Quality management System Processes such as syllabus coverage, student attendance, etc. Discuss the performance, characteristics and trends of Key Quality System Processes and actions arising out of it.	--“--  	--

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QMS / PR / 03	MANAGEMENT REVIEW	
Rev. 00 Dt. 01-01-2022	Ref. Clause: 9.3, 8.4, 9.1.3	Page : 02 / 03

Sr. No.	Sequential Activity	Process Owner	Stage Output
D	Conformity of Products and Services: Discuss conformity level of key parameters like result analysis, compliance to the teaching plan and internal non-conformities.	Principal, QMS Coordinator, Concerned Head	--
E	Non-conformities and Corrective Actions: Discuss the status and effectiveness of corrective actions initiated to avoid the recurrence of nonconformities observed in product, process and system.	--“--	--
F	Monitoring and Measurement Results: Discuss the efficiency and effectiveness of various processes as a result of monitoring and measurement and need for initiating actions arising out of it.	--“--	--
G	Result of Audit: Discuss the result of audits (internal and 3 rd Party) during the period from previous MRM for status of NCR and necessary action against the open NCRs.	--“--	--
H	The performance of external providers : Discuss the performance of external providers such as outsourced service providers and any need for action on them such as encouraging for improved performance, issuing warnings, black listing, etc.	--“--	--
04	The adequacy of resources: Discuss the requirements related to resource, infrastructure and work environment.	--“--	--
05	The effectiveness of actions taken to address risks and opportunities: Discuss various actions initiated for identified process risks and opportunities for the status and any need of resources required.	--“--	--
06	Opportunities for Improvements: Discuss the recommendations for the improvement of product, process and Quality management System.	--“--	--
C	RECORDING MINUTES		
01	Note down the output (decisions and important discussion) in the form of minutes.	QMS Coordinator	Minutes of MRM
02	The Minutes shall comprise decisions in the form of time-bound action plan specifically related to Opportunities for System, service and process improvements, Any need for changes to the Quality Management System and Resource needs.	QMS Coordinator   Principal Mula Education Society's Shri Dnyaneshwar Mahavidyalaya Newasa, Tal. Newasa, Dist. A'N'	Minutes of MRM

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QMS / PR / 03	MANAGEMENT REVIEW		
Rev. 00 Dt. 01-01-2022	Ref. Clause: 9.3, 8.4, 9.1.3		Page : 03 / 03


Sr. No.	Sequential Activity	Process Owner	Stage Output
03	Take approval from the Principal and circulate the copy of minutes to concern within 48 working hours and follow up accordingly for the decided actions.	QMS Coordinator	Minutes of MRM

Output / Intended result	Review of Institute QMS performance and Decisions and actions on important issues
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Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely conduction of MRM	%	Plan Vs actual of MRM	Six Monthly	QMS Coordinator	Agenda and Minutes of MRM




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QMS / PR / 04	PROCEDURE ON RISKS AND OPPORTUNITIES	
Rev. 00 Dt. 01-01-2022	Ref. Clause: 4.1, 4.2, 4.4, 6.1	Page : 01 / 03

Input	Context of the organization – Internal and external issues, needs and expectations of the interested parties
Process Ownership	All HoDs, Section Heads

Sr. No.	Sequential Activity	Process Owner	Stage Output
01	Take inputs from context of the organization and needs and expectations of interested parties and Identify Risk that can affect conformity of services i.e. for critical processes and Opportunities for any process which will be able to enhance student satisfaction.	Concerned HoD	Documented Information on Risks and Opportunities
02	Do rating of risk as per Severity and Probability rating chart which will affect Quality and delivery of services for severity and probability. Decide risk level as per the Risk assessment chart.	Concerned HoD	--“--
03	Do not carry out rating for any of the opportunities identified.	Concerned HoD	--“--
04	Determine the risks and opportunities decide actions that– a) Give assurance that the quality management system can achieve its intended result(s); b) Enhance desirable effects c) Prevent, or reduce, undesired effects; d) Achieve improvement.	Concerned HoD	--“--
05	Address risks can include- • Avoiding risk, • Taking risk in order to pursue an opportunity, • Eliminating the risk source, • Changing the likelihood or consequences, • Sharing the risk, • Retaining risk by informed decision.	Concerned HoD	--“--
06	Decide Opportunities as appropriate which can lead to – • Adoption of new practices, • Launching new products, • Opening new markets, • Addressing new customers, • Building partnerships, using new technology and other desirable • Viable possibilities to address the organization's or its customers' needs.	Concerned HoD	--“--




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QMS / PR / 04	PROCEDURE ON RISKS AND OPPORTUNITIES		
Rev. 00 Dt. 01-01-2022	Ref. Clause: 4.1, 4.2, 6.1		Page : 02 / 03

Sr. No.	Sequential Activity	Process Owner	Stage Output
07	Evaluate effectiveness of action taken to address risk and opportunity, if desired results not achieved, decide next action till desired result is achieved.	Concerned HoD	Documented Information on Risks and Opportunities
08	Review the effectiveness of actions taken to address risks and opportunities in Management Review meeting.	Top management	Minutes of MRM

Severity Rating				
1	Severity	Quality (Q)	Delivery (D)	Effect on Business
	No Effect	No quality problem & no chance of student complaints	No delay in delivery of product / service	No Effect
	Slight Effect	Slight quality problem & some chance of student complaints	Slight delay in delivery of product / service	Slight Effect
	Major Effect	Major quality problem & student complaints are certain	Major delay in delivery of product / service	Major Effect

Probability Rating for Quality and Delivery		Probability Rating for Business	
1	Probability	Occurrence	Occurrence
	Improbable	Once in a semester and above	Once in Five Years
	Occasional	Once in a month	Once in Three Years
	Frequent	Several times in a week	Every Year


Rating	Evaluation of Risks	Action	Classification
01	Low Risk	No action needed	Acceptable Risk
02	Tolerable Risk	No action needed	
03 & 04	Moderate Risk	Controls Procedures Required	
06	High Risk	Controls Procedures Required & Take up Improvement programs	Not Acceptable Risk
09	Very high Risk	Controls Procedures Required & Take up Improvement programs	

Risk Assessment		Severity Rating (harm to organization & customer) (S)		
		<i>No Effect</i>	<i>Slight Effect</i>	<i>Major Effect</i>
Probability Rating (P)	Very Improbable	Low Risk (1)	Tolerable (2)	Moderate (3)
	Rarely Occurring	Tolerable (2)	Moderate (4)	High Risk (6)
	Fairly Regular	Moderate (3)	High Risk (6)	Very High Risk (9)




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Output / Intended result	Actions on identified risks and opportunities
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QMS / PR / 04	PROCEDURE ON RISKS AND OPPORTUNITIES		
Rev. 00 Dt. 01-01-2022	Ref. Clause: 4.1, 4.2, 6.1	Page : 03 / 03	

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Correct identification of risks and opportunities as per the changing need of the institute	Number	Count no. of incidences where the changes took place but risks and opportunities are not reviewed.	Six months	Concerned HoD	Documented Information on Risks and Opportunities





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QM/ANX/A	LIST OF DOCUMENTED INFORMATION (DOCUMENTS)	
Rev. 01 Dtd. 15-03-2021	Ref. Clause: 7.5	Page: 01 / 01

Document No.	Document / File Name	Rev. No.	Distribution	Access	Storage	Use	Retention Period	Disposal Method
INTERNAL DOCUMENTS								
QM / A	Quality Manual & System Procedures	00	Principal, All HoDs, O.S.	ISO Coord.	File-01	All	Permanent	--
QMS/D/01	List of Internal Auditors	00	--	ISO Coord.	File-04	All	Permanent	--
QMS/D/02	List of Standards	00	--	ISO Coord.	File-05	All	Permanent	--
QMS/D/03	Context of Shri Dnyaneshwar Mahavidyalaya - External and Internal Issues	00	Principal, All HoDs, O.S.	ISO Coord.	File-01	All	Permanent	--
QMS/D/04	Needs and Expectations of Interested Parties	00	Principal, All HoDs, O.S.	ISO Coord.	File-01	All	Permanent	--
QM/5	Quality policy and quality objectives	01	---	ISO Coord.	File-01	All	Permanent	--
QM/7	Clauses V/s processes Cross References	01	---	ISO Coord.	File-01	All	Permanent	--
QMS/PR/02	Internal Audits	01	--	ISO Coord.	File-01	All	Permanent	--
QMS/PR/03	Management Review	01	--	ISO Coord.	File-01	All	Permanent	--
QM/ANX/A	List of Documented Information (Documents)	01	--	ISO Coord.	File-01	All	Permanent	--
EXTERNAL DOCUMENTS								






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QM/ANX/B	LIST OF RETAINED DOCUMENTED INFORMATION (RECORDS)		
Rev. 00 Dtd. 01-01-2022	Ref. Clause: 7.5	Page: 01 / 01	

Document No.	Document / File Name	Rev. No.	Distribution	Access	Storage	Use	Retention Period	Disposal Method
QMS/R/01	Document Issue Record	00	--	ISO Coord.	File-06	All	3 Years	Shred
QMS/R/02	Annual Audit Plan	00	--	ISO Coord.	File-04	All	3 Years	Shred
QMS/R/03	Audit Schedule	00	All HoDs, Principal, O.S.	ISO Coord.	File-04	All	3 Years	Shred
QMS/R/04	Audit Report	00	Concerned HoD	ISO Coord., Auditor	File-04	All	3 Years	Shred
QMS/R/05	Nonconformity Report	00	Concerned HoD	ISO Coord., Auditor	File-04	All	3 Years	Shred
QMS/R/06	Audit Summary	00	--	ISO Coord.	File-04	All	3 Years	Shred
QMS/R/07	Corrective Action Record	00	ISO Coord.	All HoDs	File	All	1 Year	Shred
QMS/R/08	Agenda of MRM	00	All HoDs, Principal, O.S.	ISO Coord.	File-07	All	3 Years	Shred
QMS/R/09	Minutes of MRM	00	All HoDs, Principal, O.S.	ISO Coord.	File-07	All	3 Years	Shred
QMS/R/10	Quality Objective Status	00	ISO Coord.	All HoDs	File-07	All	3 Years	Shred




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QM/ANX/C	ABBREVIATIONS		
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Sr. No.	Abbreviations	Expansion
1.	ACAD	Academics
2.	ADMN	Administration
3.	MES	Mula Education Society
4.	LIB	Library
5.	MR	Management Representative
6.	PUR	Purchase
7.	STR	Stores
8.	TPO	Training and Placement
9.	QM	Quality manual
10.	ENG	English
11.	MAR	Marathi
12.	BBA	Bachelor in Business Administration
13.	BCA	Bachelor in Computer Applications
14.	CHEM	Chemistry
15.	COM	Commerce
16.	EL	Earn & Learn
17.	ECO	Economics
18.	GEO	Geography
19.	HIN	Hindi
20.	DH	Department Head
21.	HOD	Head of the Department
22.	I/C	Incharge
23.	NC	Nonconformity
24.	R	Record
25.	D	Document
26.	PR	Procedure
27.	QMS	Quality Management System
28.	P	Professor
29.	AP	Asst. professor
30.	MRM	Management Review Meeting
31.	SEC	Security
32.	NSS	NSS
33.	MATH	Mathematics
34.	NCC	NCC
35.	PHY	Physical Education




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Mula Education Society's

Shri Dnyaneshwar Mahavidyalaya Newasa

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ADMINISTRATION PROCESS MANUAL

AS PER ISO 9001 : 2015 Standard

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ADMINISTRATION PROCESS MANUAL

ADM / A

Index of Procedures

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ADM/A	Index of procedures	00	01-01-2022	02
ADM/B	List of Documented Information (Documents)	00	01-01-2022	03
ADM/C	List of Retained Documented Information (Records)	00	01-01-2022	04
ADM/D	Staff Position	00	01-01-2022	06
ADM/E	Responsibility and authority	00	01-01-2022	07
ADM/F	Quality Objective	00	01-01-2022	09
ADM/PR/01	Admission UG/PG	00	01-01-2022	10
ADM/PR/02	Eligibility UG/PG	00	01-01-2022	15
ADM/PR/03	Issue of Certificates	00	01-01-2022	16
ADM/PR/04	Correspondence with Parents	00	01-01-2022	17
ADM/PR/05	Scholarships / Freeship	00	01-01-2022	18
ADM/PR/06	University Examinations	00	01-01-2022	19
ADM/PR/07	Teaching Staff Requirement	00	01-01-2022	23
ADM/PR/08	Non Teaching Staff Requirement	00	01-01-2022	24
ADM/PR/09	Time Office management	00	01-01-2022	25
ADM/PR/10	Leave management	00	01-01-2022	26
ADM/PR/11	New course addition, approval and affiliation	00	01-01-2022	27
ADM/PR/12	Issue of Documents to the Passed out Students	00	01-01-2022	29
ADM/PR/13	Purchasing Process	00	01-01-2022	30
ADM/PR/14	Annual Budget of purchasing	00	01-01-2022	31
ADM/PR/15	Material Receipt	00	01-01-2022	32
ADM/PR/16	Material Issue	00	01-01-2022	33
ADM/PR/17	Physical Stock Verification	00	01-01-2022	34
ADM/PR/18	Control of Outsourced Activities	00	01-01-2022	35
ADM/PR/19	Housekeeping Management	00	01-01-2022	36
ADM/PR/20	Security Management	00	01-01-2022	37
ANEX/A	Revision Sheet	00	01-01-2022	38
ANEX/B	Approval Note	00	01-01-2022	39



[Signature]
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ADM / B

List of Documented Information (Documents)

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Document No.	Title	Rev. No.	Rev. Date	Master Copy Holder	Controlled Copy Holder
ADM / A	Administration Process manual	00	01-01-2022	QMS Coordinator	Principal, O.S., Student, Exam, Accounts, Stores Section
ADM/D/01	List of Approved Suppliers	00	01-01-2022	Store Keeper	--
ADM/D/02	Fee Structure	00	01-01-2022	O. S.	Accounts, Student section
ADM/D/03	College Prospectus (Soft Copy)	00	01-01-2022	Principal	--
ADM/D/04	List of Outsourced Suppliers	00	01-01-2022	O. S.	--
ADM/D/05	Documented Information on Risks and Opportunities – Administration	00	01-01-2022	QMS Coordinator	Principal, O.S.



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ADMINISTRATION PROCESS MANUAL

ADM / C

List of Retained Documented Information (Records)

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Clause: 7.5

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D. I. No.	Title	Rev. No.	Storage Media	Retention Period	Disposal Method
ADM-R-01	Admission form	00	File – 01	5 Years	Shred
ADM-R-02	Final List of Admitted student	00	File – 02	5 Years	Shred
ADM-R-03	Eligibility Form	00	File –03	5 Years	Shred
ADM-R-04	Student Eligibility List	00			
ADM-R-05	Leaving Certificate	00	Issued to student		
ADM-R-06	Bonafide Certificate	00			
ADM-R-07	General Register	00	Hard Copy / Software	Permanent	--
ADM-R-08	Scholarship / Freeship statement	00	File –04	5 Years	Shred
ADM-R-09	EBC Scholarship	00	File –05	5 Years	Shred
ADM-R-10	Subject wise summary of Student appearing for exam.	00	File –06	5 Years	Shred
ADM-R-11	Hall Ticket	00	Distributed among student		
ADM-R-12	Seating Arrangement Plan	00	Soft copy	5 Years	Purge
ADM-R-13	Admission Report/Analysis	00	File –07	5 Years	Shred
ADM-R-14	Year/Branch wise summary of Admission	00			
ADM-R-15	Student document issue register	00	Register-1	Permanent	
ADM-R-16	Student Mark sheet Distribution Record	00	File –08	5 Years	Shred
ADM-R-17	Loan Fee Structure application	00	File –09	5 Years	Shred
ADM-R-18	Parent Communication file	00	File –10	5 Years	Shred
ADM-R-19	Staff Muster for teaching	00	Register-2	Permanent	
ADM-R-20	Staff Muster for admin staff	00	Register-3	Permanent	
ADM-R-21	Staff Leave Register (Annual)	00	Register-4	Permanent	
ADM-R-22	Leave application file	00	File –11	5 Years	Shred
ADM-R-23	LIC Record file (Visit & follow up)	00	File –12	5 Years	Shred
ADM-R-24	Notice and Circular (DHE/ University)	00	File –13	5 Years	Shred
ADM-R-25	Correspondence with (DHE/ University)	00	File –14	5 Years	Shred
ADM-R-26	Notice and Circular (University)	00	File –15	5 Years	Shred
ADM-R-27	Correspondence with (University)	00	File –16	5 Years	Shred
ADM-R-28	Notice and Circular (staff)	00	File –17	5 Years	Shred
ADM-R-29	Notice and Circular (student)	00	File –18	5 Years	Shred
ADM-R-30	Minutes of Meeting –LMC	00	File –19	5 Years	Shred



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ADM / C

List of Retained Documented Information (Records)

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D. I. No.	Title	Rev. No.	Storage Media	Retention Period	Disposal Method
ADM-R-31	Affiliation file of University	00	File -20	5 Years	Shred
ADM-R-32	BCUD Proposals	00	File -21	5 Years	Shred
ADM-R-33	Correspondence with other agencies	00	File -22	5 Years	Shred
ADM-R-34	Examination Correspondence	00	File -23	5 Years	Shred
ADM-R-35	Inward Register	00	Register- 5	5 Years	Shred
ADM-R-36	Outward Register	00	Register- 6	5 Years	Shred
ADM-R-37	University Documents	00	File -24	5 Years	Shred
ADM-R-38	Education Society documents	00	File -25	5 Years	Shred
ADM-R-39	Govt. Documents	00	File - 26	5 Years	Shred
ADM-R-40	NAAC documents	00	File - 27	5 Years	Shred
ADM-R-41	UGC document	00	File - 28	5 Years	Shred
ADM-R-42	UGC proposal documents	00	File - 29	5 Years	Shred
ADM-R-43	University proposal documents	00	File - 30	5 Years	Shred
ADM-R-44	Purchase Register	00	Register- 7	Permanent	
ADM-R-45	Supplier performance Report	00	File - 31	5 Years	Shred
ADM-R-46	Stock register	00	Register- 8	5 Years	Shred
ADM-R-47	Material Indent	00	File - 32	5 Years	Shred
ADM-R-48	Material Inward Register	00	Register- 9	5 Years	Shred
ADM-R-49	Annual Stock Verification Report	00	File - 33	5 Years	Shred
--	Examination Form	00	--	Submitted to University	
--	Mark sheet (Mark Memo)	00	--	Distributed among student	
--	Verification & Revaluation Form	00	--	Submitted to University	
--	List of Marks (Received from University)	00	Softcopy	5 Years	Purge \



[Signature]
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

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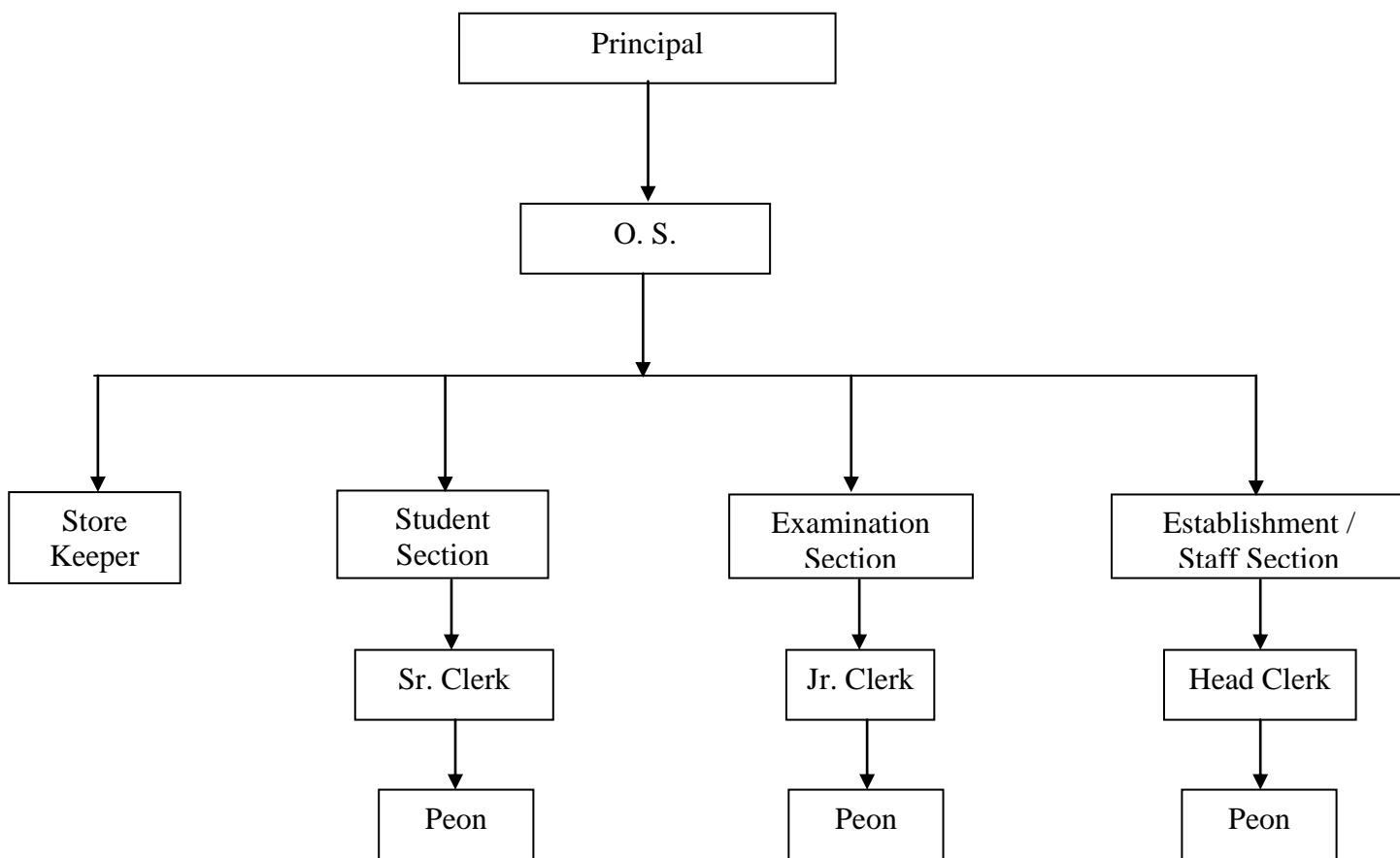
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Staff Position

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[Signature]
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



ADM / E

Responsibilities and Authorities

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Duties of Office Superintendent (O. S.)

1. To monitor and control activities of student, establishment and examination section.
2. To take actions on the nonconformities observed in administrative sections.
3. To take necessary affiliation from University, Maharashtra Govt. and other statutory bodies.
4. To coordinate activities related to academic non academic.
5. Execution of policies laid down by University, Maharashtra Govt., and other statutory bodies.
6. To provide necessary information to management, academics and other agencies whenever necessary.
7. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
8. To ensure that the processes are delivering their intended outputs.
9. To report on the performance of the quality management system and on opportunities for improvement, in particular to top management.
10. To ensure the promotion of student focus throughout the department.
11. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Student Section Clerk

1. Online admission announcement and filling forms.
2. Display merit list.
3. To carry out correspondence with University and other authorities involved in admission procedure.
4. To forward the student progress report to the parents.
5. To obtain approval to admission from the authorities.
6. Collecting admission form hard copy with necessary documents and fee.
7. Prepare class list and sequence of application form.
8. To process the student scholarships, eligibility.
9. Writing student general register.
10. Issue leaving certificate and bonafide certificate.
11. Any other duties assigned by the higher authority time to time.

Duties of examination section Junior Clerk

1. To display the notice related to examination.
2. To distribute examination form.
3. To submit filled up examination form and examination fees to university and college fees.
4. To collect exam. summary and hall ticket.
5. To make arrangement for supervision and seating.
6. Issue hall ticket with clearance.



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Responsibilities and Authorities

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- 7 To make arrangements for smooth conduct of examination.
- 8 To prepare subject wise and course wise result summary.
- 9 To control reevaluation and verification of marks process.
- 10 Distribution of mark sheet.
- 11 Any other duties assigned by the higher authority time to time.

Duties of Head Clerk, Establishment section

1. Staff leave management
2. Maintenance of Service Book
3. Maintenance of muster.
4. Inward and outward register maintenance and filling.

Duties of Store Keeper

1. To prepare list of required stationary, furniture, printing, laboratory equipment, chemicals, glassware.
2. To send requirement list to purchase authority.
3. To collect all material as per required list.
4. To check material as per required list.
5. To update purchase register.
6. To issue material to concerned section and maintain stock register.
7. To carry out physical stock verification annually.
8. To get the requirements of all departments and get it endorsed after Principal Approval for next year.

Duties of Peon

1. To maintain the section neat clean and state of order.
2. To help the clerk in preserving records and his / her day-to-day activities.
3. Any other duties assigned by the higher authority time to time.



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Quality Objectives

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Sr. No	Quality Objective	Indicator	Resources Required	Method of Measurement	Frequency of measuring Data	Responsibility
01	To ensure the completeness of documents submitted to university, Govt. and other statutory bodies.	Number of incidences.	Provision of required infrastructure Support Faculties and Staff as per norms	Count the number of incidences where university notice is received due to incomplete documentation submitted to various statutory authorities.	Monthly	Exam section. Student section
02	To ensure timely resolution of queries received for various proposals submitted	Numbers		To count number of queries replied within 15 days from the date of receipt per month	Monthly	O. S.
03	To increase student admissions for BBA and MA Courses.	Numbers		To count number of student admissions for BBA and MA Courses.	Yearly	O. S.

Sr. No.	Activity	Responsibility	Stage Out put
01	Establish the quality objectives at relevant functions, levels and processes.	Principal, Vice-Principal, O.S.	--
02	Ensure that quality objectives are : <ul style="list-style-type: none"> Consistent with the quality policy Are measurable and 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 and levels 	Principal, Vice-Principal, O.S.	--
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, Vice-Principal, O.S.	--
04	Maintain the data as per above requirements at relevant functions and levels.	O. S. / Conc. Section Head	Quality Objective Status
05	Compare it against the set target and determine level of performance.	O. S. / Conc. Section Head	Quality Objective Status
06	In case of non-achievement of the target, analyze, evaluate the failure and initiate necessary actions.	O. S. / Conc. Section Head	Quality Objective Status
07	Present the data and actions initiated (if any) related to Quality Objectives in the management Review meeting.	O. S. / Conc. Section Head	Quality Objective Status



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Shri Dnyaneshwar Mahavidyalaya, Newasa.**

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Admission UG / PG

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Input	Admission Rules, list of Candidates from online processor.
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
A	FY Admission		
01	After the declared HSC result, college giving notice to details related to: 1. Last date for collecting the online admission form 2. Address of web site for on line submission of admission form / or in Hard copy to be submitted personally 3. Documents to be submitted along with admission form. 4. Last date of submitting the duly filled admission form. 5. Date for display of Merit list.	Student	Admission
02	Review the admission forms received. Prepare merit list and display on main notice board.	Student Section	--
03	Admission committee scrutinizes the documents / certificates submitted by the students, handover the receipt giving details of fees to be deposited.	Student Section	Fees Receipt
04	Handover fees challan to the candidate.	Student Section	--
05	Deposit fees challan in the Bank (Yash Multistate)	Candidate	Fees Receipt
06	Confirmation of students admission in the college	Senior clerk	Conf. Receipt
07	Review the challan submitted by the student, update the admission and college receipt give to students.	Student Section	--
08	Admission conform and issuing I card for further process.	Student Section & Library	Students I Card



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Sr. No	Activity	Responsibility	Stage Out put
B	SY, TY Admission		
01	Eligibility criteria 1. All clear 2. Allow to keep turn (ATKT)	--	--
02	Get the admission by online filled up from the eligible student.	Student	Admission Form
03	Admission committee scrutinizes the documents / certificates submitted by the students.	Admission committee	Fee Receipt
04	Handover fees challan to the candidate.	Student Section	--
05	Deposit fees challan in the Bank (Yash Multistate)	Candidate	Fees Receipt
06	Confirmation of students admission in the college	Senior clerk	Conf. Receipt
07	Review the challan submitted by the student, update the admission and college receipt give to students.	Student Section	--
08	Admission conform and issuing I card for further process.	Student Section & Library	Students I Card
C	General		
01	Review student admissions after completion of admission process. Take extra efforts for increasing BBA Course admissions to avoid risk of course getting closed by SPPU.	Principal and all staff	Student admission record
02	For ensuring on time fees payment by the students, take undertaking from the parents & students for on time payment. Collect student fees in installments, if necessary. Review fees receivable on six monthly basis and initiate appropriate actions for fees recovery.	Principal, Vice-Principal, O.S. & Head Clerk	--



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Sr. No	Activity	Responsibility	Stage Out put
A	PG-I (M.A. / M.Com. / M.Sc) Admission		
01	After the declared degree result, college giving notice to details related to: <ol style="list-style-type: none"> 1. Last date for collecting the admission form 2. Address of web site for on line submission of admission form/or in Hard copy to be submitted personally 3. Documents to be submitted along with admission form. 4. Last date of submitting the duly filled admission form. 5. Date for display of Merit list. (Only for MSc course) 	Student	Admission
02	Review the admission form received. Prepare merit list and display on main notice board.	Student Section	--
03	Admission committee scrutinizes the documents / certificates submitted by the students, handover the receipt giving details of fees to be deposited.	Student Section	Fees Receipt
04	Handover fees challan to the candidate.	Student Section	--
05	Deposit fees challan in the Bank (Yash Multistate)	Candidate	Fees Receipt
06	Confirmation of students admission in the college	Senior clerk	Conf. Receipt
07	Review the challan submitted by the student, update the admission and college receipt give to students.	Student Section	--
08	Admission conform and issuing I card for further process.	Student Section & Library	Students I Card
B	General		
01	Review student admissions after completion of admission process. Take extra efforts for increasing MA Course admissions to avoid risk of course getting closed by SPPU.	Principal and all staff	Student admission record
02	For ensuring on time fees payment by the students, take undertaking from the parents & students for on time payment. Collect student fees in installments, if necessary. Review fees receivable on six monthly basis and initiate appropriate actions for fees recovery.	Principal, Vice-Principal, O.S. & Head Clerk	--



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Sr. No	Activity	Responsibility	Stage Out put
C	PG-II (M.A. / M.Com. / M.Sc) Admission		
01	Get the admission by online filled up from the eligible student.	Student	Admission Form
02	Admission committee scrutinizes the documents / certificates submitted by the students.	Admission committee	Fee Receipt
03	Handover fees challan to the candidate.	Student Section	--
04	Deposit fees challan in the Bank (Yash Multistate)	Candidate	Fees Receipt
05	Confirmation of students admission in the college	Senior clerk	Conf. Receipt
06	Review the challan submitted by the student, update the admission and college receipt give to students.	Student Section	--
07	Admission conform and issuing I card for further process.	Student Section & Library	Students I Card




Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

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Sr. No	Activity	Responsibility	Stage Out put
F	Admission Cancellation		
01	Received application form from the student. Ensure the same is authorized by the principal.	Student Section	Application form
02	Others: Receive application for admission cancellation from the students. Verify the reason for cancellation. Authorize the application.	Principal	Application for admission cancellation
03	Ensure that the full tuition fee is deposited by the student. Cancel the admission through on-line procedure, handover cancellation receipt to the student and fees refund according to rules.	Student Section	On line cancellation receipt NOC
04	Receive Authorized form from student, check for dues, obtain no dues form duly signed by concerned authorities. Handover NOC and TC.	Student Section	No Dues, NOC, TC
05	Finally prepare analysis report of admission	Student Section	Report of admission
06	Fill-up all information of students admitted in First, Second & third year such as Student name, parent's name, DOB, Date of admission, branch, birthplace, address, etc. in Vriddhi software. Also take a print out of the record and preserve carefully.	Student Section	General Register

Output	Student admitted for the courses.
---------------	-----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of Admission Process	Number	Calculate the number of admitted student against sanctioned Intake	Yearly	Admission Committee O.S., Student Section	List of admitted students



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Eligibility UG / PG

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Input	Student admitted, University Norms
--------------	------------------------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Collection of filled eligibility forms along with eligibility fee	Student Section	Eligibility form
02	Preparation of Excel sheet in given format by University	Student Section	Soft copy in Excel sheet
03	Upload the excel sheet in University portal	Student Section	Soft copy in Excel sheet
04	Print of eligibility report and fee challan	Student Section	Hard copy report and challan
05	Deposition of amount in bank as per challan generated	Account Section	Fee paid receipt
06	Submission of eligibility Report and Fee payment details in University	Student Section	Receipt of Submission
07	Getting Eligibility Numbers of each students in college login	Student Section	Eligibility Numbers

Output	Eligibility List
---------------	------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Error free eligibility process	Numbers	Count number of errors in eligibility process	Annually	Student Section I/C	Eligibility documents



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Issue of Certificates

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Input	Application from student, roll call list
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
01	Following certificates are issued to the students after receipt of their application: a. Bonafide certificate b. Fee structure c. Character certificate d. T.C.	--	--
02	Receive application from the student regarding requirement of certificate.	Student section clerk	Application
03	Take approval from Principal.	Student section clerk	Application
04	Prepare & verify the certificate and get it approved from Principal.	Student section clerk	Bonafide certificate, Fee structure, Character certificate, T.C.
05	Issue the certificate to the student. In case of T.C., take the receipt acknowledgement on photo copy of the certificate and for other certificates, maintain student acknowledgement record in Bonafide Register.	Student section clerk	Certificate photocopy, Bonafide Register
06	File the photocopy of T.C. in student section file.	Student section clerk	--

Output	Certificates issued to the students as per their requirement
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of certificates to the students	Numbers	Count number of certificates issued to the students delayed more than one week	Monthly	Student Section I/C	Applications and various certificates



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Correspondence with parents

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Input	Student performance
--------------	---------------------

Sr. No	Activity	Responsibility	Stage Out put
	General Communication		
01	Communicate with parents/student on the matters related to: a. Remaining fees to be deposited by notice b. Student performance by posting letter	Student Section	
	Academic Progress		
01	Compile a data related to Attendance and internal test result.	Subject Teacher	Semester record
02	Receive the Parent communication report duly signed by concern HOD and Principal. Send the progress report to parents by post	Student Section	Parent communication report
03	Maintain the record of correspondence	Student Section	--

Output	Communication with the parents.
---------------	---------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely and correct communication with the parents	Numbers	Count number of complaints received from students / parents related to communication	Monthly	Student Section I/C	--



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Scholarships / Freeship

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Input	Eligible Student
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Sr. No	Activity	Responsibility	Stage Out put
01	Display of notice for calling application giving details of eligibility to apply, documents required and last date for submitting the application.	Student Section	Application form for scholarship
02	Receive the duly filled online application form, required documents.	Student Section	--
03	Scrutinize the form and submitted documents.	Student Section	--
04	Prepare list as per Government format.	Student Section	Application form for scholarship
05	Submit the same along with received application concern government authority.	Student Section	--
06	Receive the scholarship amount from the Govt. Authority.	Student Section	--
07	Distribute it among the student by Cheque / online transfer	Student Section	--
08	Obtain signature of student on receipt.	Account Section	Account Voucher

Output	Scholarship distributed to the eligible student.
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accurate processing of scholarship or fee concession processes	Numbers	Count number of errors in student scholarship or fee concession processes	Annually	Student Section I/C	Scholarship and fees concession record



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

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University Examinations

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Input	Communication from university
--------------	-------------------------------

Sr.No	Activity	Responsibility	Stage Out put
01	Display of notice for filling examination form giving details a. Examination fees b. CAP fee c. Mark sheet fee d. Passing Fee e. Project fees f. Last date of submission	Examination Section	Notice
02	Filling & printing online form of examination by student.	Student Section	Examination Form
03	Ask the students to deposit examination fees in the college bank account in stipulated period.	Examination Section	--
04	Issue of receipt after collecting the fees deposited challan.	Accounts	Receipt
05	Receive & submit the examination form, scrutinize the forms.	Examination Section	Examination Form
06	Prepare name list and summary – subject wise number of student appearing for the examination by using university online portal.	Examination Section	Name List, Subject wise Summary of student appearing for exam.
07	Submit Examination form, name list and summary (soft and hard copy) along with examination fees DD to the university as per the challan generated	Examination Section	--
08	Prepare Hall tickets and handover them to the students.	Examination Section	Hall ticket.
09	In case the Hall ticket is misplaced by the students, receive application from the student duly authorized by Principal and / or HOD. Issue him / her Duplicate Hall Ticket.	Examination Section	Duplicate Hall Ticket



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Shri Dnyaneshwar Mahavidyalaya, Newasa.**

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University Examinations

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Sr. No	Activity	Responsibility	Stage Out put
Conduct of Examination			
01	Allocate the class room as examination hall	Examination Section	--
02	Chalk out the seating arrangement plan and display it on the notice board.	Examination Section	Seating Arrangement Plan
03	Issue orders to the identified supervisor.	Examination Section	Letter
04	Prepare examination hall before the examination i.e. 1. Pasting serial number sticker on the benches. 2. Pasting seating arrangement on door according to serial number of bench and exam. Seat number. 3. Writing the name of subject, seat numbers and total strength of the examination hall on the blackboard according to morning and evening session.	Examination Section	--
05	Submit answer papers to the CAP center notified by the university. Verify the address on sealed bundle of answer scripts to avoid risk of sending answer sheets to wrong evaluation center.	Examination Section	--
06	After end of examination, prepare remuneration bills of all staff involved in examination duty.	Examination Section	Remuneration Bill
07	Forward the bills to the accounts section for final settlement of bill in stipulated period.	Examination Section	--
Results			
01	Receive the information related to result declaration date and also for collecting the results from the university.	Examination Section	--
02	Collect the result as per schedule from the university.	Examination Section	--



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

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University Examinations

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Sr. No	Activity	Responsibility	Stage Out put
03	Handover the Mark sheet to the authorized admin for distribution.	Examination Section	Mark Sheet
04	Handover the Mark sheet to the concerned student by verifying the Identity Card.	Authorized admin	--
05	Make subject wise and course wise summary of the result.	Subject Teacher & HOD	Subject wise Summary of Result Course wise summary of Result
Verification and Revaluation			
01	Display of notice for filling Photocopy form giving details a. Photocopy fees b. Last date of submission	Examination Section	Notice
02	Filling & printing online form of Photocopy	Student Section	Photocopy Form
03	Ask the students to deposit Photocopy fees in the college bank account in stipulated period.	Examination Section	--
04	Issue of receipt after collecting the fees bank challan.	Accounts	Receipt
05	Receive & submit the Photocopy form, scrutinize the forms	Examination Section	Photocopy Form
06	Prepare name list and summary – subject wise number of student appearing for the Photocopy by using university online portal.	Examination Section	Name List, Subject wise Summary of student
07	Submit Photocopy form, name list and summary (soft and hard copy) along with Photocopy fees DD/online to the university as per the challan generated	Examination Section	--
08	Receive the photocopy from the university & distributed to the student.	Examination Section	List of Marks
09	Filling & printing online form of Reevaluation / Verification	Examination Section	--
10	Ask the students to deposit Reevaluation / Verification fees in the accounts section.	Examination Section	--



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

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University Examination

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Sr. No	Activity	Responsibility	Stage Out put
11	Issue of receipt after collecting the fees bank challan.	Accounts	Receipt
12	Receive & submit the Reevaluation / Verification form, scrutinize the forms	Examination Section	Reevaluation / Verification Form
13	Prepare name list and summary – subject wise number of student appearing for the Reevaluation/Verification by using university online portal.	Examination Section	Name List, Subject wise Summary of student
14	Submit Reevaluation / Verification form, name list and summary (soft and hard copy) along with Reevaluation / Verification fees DD/online to the university as per the challan generated	Examination Section	--
15	Receive the result of Reevaluation / Verification from the university and inform to the students.	Examination Section	List of Marks
16	Collect the Old Mark sheet form the student in case of change in Marks.	Examination Section	--
17	Handover the old mark sheet and collect the revised mark sheet from the university and distribute to the student.	Examination Section	Mark Sheet

Output	Examination conducted, Distributed marks sheets
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Fair conduction of exam	Number	Number of unfair means cases	Every exam	Invigilator / Senior Supervisor	Report of unfair means



P. Kulkarni
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

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Teaching Staff Recruitment

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Input	Requirement from department
--------------	-----------------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Verify cadre ratio and norms of SPPU for teaching staff recruitment and initiate actions to fulfill cadre ratio.	Principal	--
	A. Before date of Interview		
01	Collect the requirement from each department for the recruitment of staff.	Estt. Section	--
02	Review the requirement and send the requirement to Mula Education Society (MES).	Principal & O.S.	Letter
	B. After the date of Interview		
03	Collect the selected staff appointment order from MES.	O. S.	Staff Appointment Order
04	Verify appointment letter with interview panel recommendation to avoid errors in the letter.	O. S. & Estt. Section	Staff Appointment Order
05	Collecting the documents.	Estt. Section	--
06	Joining of staff.	Principal	Joining of staff

Output	Joining of staff
---------------	------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Recruitments as per norms and workload	Number	Calculate the no. of recruited staff against requirement	Once in a semester	Principal, Office Superintendent	Staff requirement



(Signature)
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

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Non Teaching Staff Recruitment

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Input	Requirement from department		
Sr. No	Activity	Responsibility	Stage Out put
	A. Before date of Interview		
01	Collect the requirement from each department for the recruitment of staff.	Estt. Section	--
02	Review the requirement and send the requirement to Mula Education Society (MES).	Principal & O.S.	Letter
	B. After the date of Interview		
03	Collect the selected staff appointment order from MES.	O. S.	Staff Appointment Order
04	Collecting the documents.	Estt. Section	--
05	Joining of staff.	Principal	Joining of staff

Output	Joining of Staff
--------	------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Recruitments as per norms and workload	Number	Calculate the no. of recruited staff against requirement	Once in a semester	Principal, Office Superintendent	Staff requirement



(Signature)
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

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Time Office Management

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Input	College Schedule
--------------	------------------

Sr.No	Activity	Responsibility	Stage Out put
	General Guidelines-		
	College time – 8.30 am to 4.30 pm		
01	Collect the signing muster after 8.30 am after signing of in time reporting staff	Estt. section	Incoming staff sign
02	Keep the muster for outgoing sign of staff at 4.30 pm and collect at 4.45 pm	Estt. section	Outgoing staff
	Income tax compliance		
01	Appoint agency for ensuring income tax compliance of all the staff.	Principal, O.S., Head Clerk	--
02	Calculate tax liabilities of all the staff, conduct counseling of the staff. Take follow-up and ensure timely compliance of the same through agency.	Principal, O.S., Head Clerk	--
03	On a yearly basis, review the notices received from Income tax office to the staff. Analyze the same and take appropriate corrective actions for reducing the same.	Principal, O.S., Head Clerk	--

Output	Ensuring college time process
---------------	-------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of Attendance	No. of complaints	No. of complaints received because of miscalculation of attendance.	Monthly	Office Superintendent, Establishment section clerk	Staff attendance report



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

ADMINISTRATION PROCESS MANUAL

ADM / PR / 10

Leave Management

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

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Input	Leave availability, Staff requirement for leave
--------------	---

Sr. No	Activity	Responsibility	Stage Out put
	For Casual Leave		
01	Receive the leave application from the staff who want to avail leave	Estt. Section	Leave application
02	Give the remark considering requirement and leave of concern staff available	Estt. Section	Leave application
03	Get Sanction/appropriate remark by Principal with signature	Estt. Section	Leave application
04	Mark the leave on muster	Estt. Section	Leave Muster
	For Medical Leave		
01	Receive leave form with medical certificate	Estt. Section	Leave application
02	Give the remark considering requirement and leave of concern staff available	Estt. Section	Leave application
03	Get Sanction/appropriate remark by Principal with signature	Estt. Section	Leave application
04	Mark the leave on muster	Estt. Section	Leave Muster
	For OD/DL		
01	Receive the leave application with OD / DL sanction letter	Estt. Section	Leave application
02	Give the remark considering requirement of leave on leave form.	Estt. Section	Leave application
03	Get Sanction/appropriate remark by Principal with signature	Estt. Section	Leave application
04	Receive the necessary document from the staff after availing the leave	Estt. Section	--
05	Mark the leave on muster	Estt. Section	Leave Muster

Output	Regularization of employee attendance
---------------	---------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Regularization of Leaves and attendance of Faculty and staff	Number	Count no. of errors in Leave granted against leave applied as per rules and vacation as per policy	Monthly	Estt. Section	Leave application, Leave Muster



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Shri Dnyaneshwar Mahavidyalaya, Newasa.**

ADMINISTRATION PROCESS MANUAL

ADM / PR / 11

New Course Addition, Approval and Affiliation

Rev.: 00 Date: 01-01-2022

Clause: 8.1, 8.5.1

Page: 01 / 02

Input	Govt. Of Maharashtra / University guideline,
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
	A. Affiliation		
01	Collect necessary documents / certificates in prescribed format from each section and department.	OS/ affiliation committee	Documentation
02	Applying every year in time as per the notification of University. Study, review and implement the changes in affiliation requirements, if any.	OS/ affiliation committee	Application
03	Report/challan generation through respective portal	OS /affiliation committee	Report & challan
04	Payment of affiliation fee and report submission to respective agencies	OS /affiliation committee	Payment & report submission
05	Invite Expert committee / Enquiry committee on suitable date	Principal & OS affiliation committee	Date finalization
06	Document verification and personal visit of committee	Principal, OS affiliation committee & HOD	Inspection
07	Make the compliance and Submit to respective agencies, if any.	Principal, OS/ Affiliation committee	Compliance report
08	Review notices and reminders from statutory and regulatory bodies such as SPPU / UGC / JDHE related to changed requirement compliance and take appropriate corrective actions.	Principal, OS/ Affiliation committee	--
	B. New course addition & deletion		
01	Management resolution for addition / reduction of new course / intake	Trust Management	MOM
02	Collect necessary documents / certificates in prescribed format from each section and department	OS /Affiliation committee	Documentation
03	Applying every year as per the notification of University	OS /Affiliation committee	Application
04	Report / challan generation through respective portal	OS /Affiliation committee	Report & challan



Mula Education Society's
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ADMINISTRATION PROCESS MANUAL

ADM / PR / 11

New Course Addition, Approval and Affiliation

Rev.: 00 Date: 01-01-2022

Clause: 8.1, 8.5.1


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Sr. No	Activity	Responsibility	Stage Out put
05	Payment of affiliation fee and report submission to respective agencies	OS /Affiliation committee	Payment & report submission
06	Invite Expert committee / Enquiry committee on suitable date	Principal & OS/ Affiliation committee	Date finalization
07	Document verification and personal visit of committee	Principal, OS/ Affiliation committee & HOD	Inspection
08	Make the compliance and Submit to respective agencies if any	Principal, OS / Affiliation committee	Compliance report

Output	Affiliation letter and addition/ reduction letter
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Approval and Affiliation of College	Number	Approval and Affiliation as per application and compliance made	Every year	Office Superintendent, Principal	Approval and Affiliation Letters




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ADMINISTRATION PROCESS MANUAL

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Issue of Documents to the Passed out Students

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

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Input	Passed out students
--------------	---------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Receive no dues form from student duly signed by respective section / department	Student	No dues form
02	Receive request from the student for Transfer Certificate	Students Section	Application
03	Issue Mark sheet, provisional passing certificate and Leaving Certificate. Take signature on Office copy of TC	Students Section	TC, List of Student, Provisional passing certificate, Statement of Marks

Output	Documents issued to students
---------------	------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Non Issue of certificates to students	Number	Calculate the number of Certificates issued within two days against application received	Weekly	In charge Student section	Copy of certificate issued




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ADMINISTRATION PROCESS MANUAL

ADM / PR / 13

Purchasing

Rev.: 00 Date: 01-01-2022

Clause: 8.4.1, 8.4.2

Page: 01 / 01

Input	Requirement received from the departments / stores / library
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	This procedure is applicable for purchasing of departmental equipments / instruments, departmental stationary, purchasing of college stationary, purchasing of books.	HOD	All requirement list
02	Requirement list send to the Mula Education Society	Principal and Store Keeper	
A	Purchasing Procedure		
01	Receive one copy of P.O. and collect the purchased material from Mula Education Society.	Store Keeper	Storage
02	Prepare / update list of Approved Suppliers.	Store Keeper	List of Approved Suppliers
B	Emergency Purchasing : For purchase of items below Rs. 10,000		
01	Receive the requirement from indenter approved by HOD, review the requirement and decide the need for purchase, put appropriate remark. Get it approved from the Principal.	Store Keeper	Requirement
02	Purchase the required material from the market and handover the material to concerned section after receipt of indent.	Store Keeper	Material Indent
03	For maintenance related purchases, get approval from Principal for departmental requirement and purchase from local market.	Store Keeper	Approved Requirements
C	Post Purchasing Activities		
01	If any non-conformities (failures) like bad quality of the material are observed, communicate the Mula Education Society.	Conc. Section HOD	--

Output	Purchased material list send to MES, Material received from MES.
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Non receipt of equipment and material	Number	Calculate the number of not received material against Purchase Order	Once in a year	Principal and Store Keeper	Stock Register



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ADMINISTRATION PROCESS MANUAL

ADM / PR / 14

Annual Budget of purchasing

Rev.: 00 Date: 01-01-2022

Clause: 7.1.1

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Input	Maintenance and enhancement of existing facilities and infrastructure.
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	Send a request to all the departments to prepare purchase budget for the next academic year considering maintenance and enhancement of existing facilities and infrastructure in the department in the month of January every year.	Store Keeper and OS	Notice
02	Receive the annual budget from all the department HODs and consolidate the data.	Store Keeper	Annual Budget for the College
03	Put the budget to the Local Management Committee and seek suggestions for same.	Principal & Store Keeper	--
04	Get the approval of the budget from the Local Management Committee.	Store Keeper	Approved Annual Budget
05	Communicate the copy of approved budget to all the departments.	Store Keeper	--

Output	Provision of financial resources for improvement
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
On time preparation of approved Budget	%	Calculate the utilization vs allocation of Budget	Every month.	Principal, Office Superintendent, Accountant	Budget review record



[Signature]
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ADMINISTRATION PROCESS MANUAL

ADM / PR / 15

Rev.: 00 Date: 01-01-2022

Material Receipt

Clause: 8.5.4

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Input	Material received from MES, Purchase Order
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	Receive the material from the MES along with delivery challan / invoice.	Store Keeper	Delivery Challan, Invoice
02	Verify the material for quantity received against requirement list.	Store Keeper & Conc. Lab I/C	Delivery Challan, Invoice
03	Check the received material and verify as per requirement list.	Store Keeper & Conc. Lab I/C	Requirement list.
04	In case of Rejection, identify the rejected material and keep it separately. Make arrangements to send back the rejected material.	Store Keeper & Conc. Lab I/C	Delivery Challan, Invoice
05	If material is accepted by the concerned dept., get the material indent form duly filled from the concerned department.	Store Keeper	Material Indent
06	For OK material, Update the Material Inward register & Item wise stock register after receipt of departmental indent.	Store Keeper	Material Inward Register, Stock register
07	Store the material in the stores at identified location.	Store Keeper	--
08	Put indent no. on the Bill. Get it approved from Principal.	Store Keeper	--
09	Forward the reviewed bill to accounts section for final settlement of bill.	Store Keeper	--
10	For technical purchases of material / equipment, after receipt of material / equipment, call the supplier for demo / installation in college.	Concerned HoD	--
11	Arrange the demo in presence of concerned HoD, lab I/C and concerned faculties.	Concerned HoD	--
12	After successful demo, give approval of the instrument / equipment to stores dept.	Concerned HoD	Approved Memo
13	Put indent no. on the Bill. Get it approved from Principal after receipt of approved memo.	Store Keeper	--
14	Forward the reviewed bill to accounts section for final settlement of bill.	Store Keeper	--

Output	Accepted material kept at designated location
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Material receipt as per P.O.	Numbers	Count number of incidences of non-conformities in material receipt	Yearly	Store Keeper	Supplier rejection record



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Shri Dnyaneshwar Mahavidyalaya, Newasa.

ADMINISTRATION PROCESS MANUAL

ADM / PR / 16

Material Issue

Rev.: 00 Date: 01-01-2022

Clause: 8.5.4

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Input	Material in stock, requirement received from department / individual
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	Receive the material indent approved by concerned HoD.	Store Keeper	Indent
02	Check for the availability of material in stock; issue the material as per requirement.	Store Keeper	--
03	Update the Stock Register with issued quantity, put indent reference on Stock register and Stock register reference on Indent.	Store Keeper	Stock register, Indent

Output	Material Issued as per requirement
---------------	------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Issue of material to the departments as per the requirement	Numbers	Count number of indents for which material is not issued to the departments	Monthly	Store Keeper	Material Indent



[Signature]
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ADMINISTRATION PROCESS MANUAL

ADM / PR / 17

Physical Stock Verification

Rev.: 00 Date: 01-01-2022

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Input	Material in stock
--------------	-------------------

Sr.No.	Activity	Responsibility	Stage Out put
01	Yearly once i.e. at the end of the financial Year, carry out physical stock verification. A committee is formed. The committee verifies the stock and submits the report to the Principal.	Store Keeper	Annual Stock Verification Report
02	During verification, ensure the quantity of material as per stock record and Physical stock in the stores. Submit report to the Principal for necessary action.	Store Keeper	Annual Stock Verification Report

Output	Annual Stock Verification Report
---------------	----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Smooth conduction of physical inventory of store stock	Numbers	Count number of materials with shortages / excesses in store in annual inventory	Annually	Store Keeper	Annual Stock Verification Report



[Signature]
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ADMINISTRATION PROCESS MANUAL

ADM / PR / 18

Control of Outsourced Activities

Rev.: 00 Date: 01-01-2022

Clause: 8.4

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Input	List of service providers, list of outsourced jobs.
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Study and identify the processes for outsourcing. Presently following services are outsourced: 1. Repairing electric supply and appliances. 2. Sanitation of latrines, toilet and drainage 3. Repairing the plumbing system 4. Repairing the furniture 5. Gardening services 6. Sport ground maintenance	Principal and O.S.	--
02	Identify the suppliers for outsourcing, discuss rates for the services and finalize the suppliers.	Principal and O.S.	--
03	Prepare list of the outsourced suppliers.	O. S.	List of Outsourced Suppliers
04	Prepare work order for the outsourced activity and take approval from Principal and Management.	O. S.	Work Order
05	Call the suppliers as per the need, explain the work to be carried out, the discipline to be maintained while working.	O. S.	--
06	Supervise the suppliers work.	O. S.	--
07	Verify that the work is done as per the requirements up to the satisfaction.	O. S.	--
08	Certify the suppliers invoice, record the details of the invoice and forward it to the Principal for final approval.	O. S.	--
09	Release the supplier's payment for the work done.	Accounts Section	--

Output	Maintenance of college infrastructure
---------------	---------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of outsourced service providers	Number	Calculate the Number of Complaints received on the service provided by outsourced agency	Every Year	O.S. and Principal	List of outsourced agencies



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ADMINISTRATION PROCESS MANUAL

ADM / PR / 19

Housekeeping Management

Rev.: 00 Date: 01-01-2022

Clause: 7.1.4

Page: 01 / 01

Input	List and contact numbers of the service providers.
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Hiring maid servants for sweeping and mopping.	O.S./Esst. section	Sanitation
02	Hiring services for pantry.	O.S./Esst. section	Services
03	Updating the proper arrangements- files, documents, furniture etc.	O.S./Esst. section	Maintenance
04	Compiling, binding and preserving the record in proper manner. Fixing the date for write-off the records.	O.S./Esst. section	Maintenance
05	Write-off the outdated documents	O.S./Esst. section	Availing the space

Output	Smooth functioning and maintenance of environment
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of housekeeping process	Numbers	Count number of observations related to housekeeping in the college rounds per month	Monthly	O.S./Esst. section	--



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ADMINISTRATION PROCESS MANUAL

ADM / PR / 20

Security Management

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

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Input	List and contact number of security service provider.
--------------	---

Sr.No.	Activity	Responsibility	Stage Out put
01	Demanding the security service as per requirements	Principal	Requirement letter to MES
02	Receiving the security services for campus.	MES	--
03	<ul style="list-style-type: none"> Ensure all security guards are always alert on their respective post. Always make sure that no unauthorized person enters in the college campus without any proper reason. Verify student I.D. cards time to time to ensure the same. Review number of incidences related to campus discipline disturbances due to unauthorized persons and take appropriate actions. 	Security Supervisor and Guards, Discipline Committee	--
04	Protect the college property from any damage and theft.	Security Supervisor and Guards	--
05	<p>In case of theft, the concerned department gives in writing regarding the theft details to Principal.</p> <p>On receiving the written complaint regarding theft, Principal asks the committee to inquire into the theft incidence and report.</p> <p>If the theft is detected, the item or theft material is recovered from the individual or the cost of material is recovered from the guarding agency.</p>	Security supervisor and guards	Theft Report
06	If the theft is bigger, the case is registered with police.	Security contractor	--
07	Ensure that no person is present in the building before locking the main gate of the building.	Security Guard	--
08	Check all outside vehicles of other than college staff / students in the entrance gate.	Security Supervisor and Guards	--

Output	Overall campus security.
---------------	--------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of campus security process	Numbers	Count number of theft incidences in the college campus per month	Monthly	Security I/C	Theft incidence record



Mula Education Society's
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ADMINISTRATION PROCESS MANUAL

ANEX/A

Revision Sheet

Rev.: 00 Date: 01-01-2022

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D. I. No.	Rev. No.	Rev. Date	Nature of Change	Approved By
All	00	15-06-2015	Original Issue, Issue No. 01 dtd. 15-06-2015.	Principal
All	00	15-06-2018	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 02 dtd.. 15-06-2018	Principal
All	00	01-01-2022	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 03 dtd.. 01-01-2022	Principal



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ADMINISTRATION PROCESS MANUAL

ANEX/B

Rev.: 00 Date: 01-01-2022


Approval Note

Clause: 7.5

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ALL THE PROCEDURES IN THIS MANUAL ARE				
Establishment				
Student				
Examination				
Store				
Prepared By: Section Head		Reviewed By: O. S.	Approved By: Principal	Issued By QMS Coordinator




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Mula Education Society's

Shri Dnyaneshwar Mahavidyalaya Newasa

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**Affiliated to Savitribai Phule Pune University (Formerly University of Pune), Pune
(I.D. PU/AN/ASCII/1968, H.S.C./1077/31029/XII/H.S.) Dt.10/06/1977**

Jr. College.Index No. J.12.06.001

NAAC Re-accredited 'A' grade with CGPA 3.08

ISO 9001 : 2015 Certified

ACADEMIC PROCESS MANUAL

AS PER ISO 9001 : 2015 Standard

Issue No. 03 dtd. 01-01-2022



Mula Education Society's
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ACADEMIC PROCESS MANUAL

ACA / A

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ACADEMIC PROCESS MANUAL

ACA / B

List of Documented Information (Documents)

Rev.: 00 Date: 01-01-2022

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Document No.	Title	Rev. No.	Rev. Date	Master Copy Holder	Controlled Copy Holder
ACA / A	Academics Process Manual	00	01-01-2022	QMS Coordinator	Principal, All HODs
--	Syllabus	--	--	Library	All Faculty
--	Course file	--	--	Individual Teacher	--
ACA-D-01	Preventive maintenance schedule	00	01-01-2022	Lab In charge	--
ACA-D-02	List of Work Instructions	00	01-01-2022	Lab In charge	--
ACA-D-03	List of Academic committee members	00	01-01-2022	Principal	HOD
ACA-D-04	List of Monitoring & Measuring Equipments	00	01-01-2022	HOD	--
ACA-D-05	Documented Information on Risks and Opportunities – Academics	00	01-01-2022	QMS Coordinator	Principal, All HODs
ACA-D-06	Documented Information on Organizational Knowledge Database	00	01-01-2022	QMS Coordinator	Principal, All HODs



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa**

ACADEMIC PROCESS MANUAL

ACA / C

List of Retained Documented Information (Records)

Rev.: 00 Date: 01-01-2022

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D. I. No.	NAAC Criterion No.	Title of D. I.	Maintained by	Rev. No.	Storage Media	Retention Period	Disposal Method
ACA-R-01A		IQAC Academic calendar	HOD	00	File – 1	5 Years	Shred
ACA-R-01B		College Academic calendar	HOD	00	File – 1	5 Years	Shred
ACA-R-01C		Departmental Academic calendar	HOD	00	File – 1	5 Years	Shred
ACA-R-02	1.1.1	Departmental Staff	HOD	00	File – 1	5 Years	Shred
ACA-R-03		Course & Workload Distribution	HOD	00	File – 1	5 Years	Shred
ACA-R-04		Department Work Load	HOD	00	File – 1	5 Years	Shred
ACA-R-05		Class & Classroom Time Table	Faculty	00	File – 2	5 Years	Shred
ACA-R-06		Laboratory Time Table	Faculty	00	File – 2	5 Years	Shred
ACA-R-07		Individual Time Table	Faculty	00	File – 2	5 Years	Shred
ACA-R-08		Master Time Table	HOD	00	File – 2	5 Years	Shred
ACA-R-09A		Practical Plan & Completion Report	Faculty	00	File – 3	5 Years	Shred
ACA-R-09B		Percentage of Practicals Conducted	Faculty	00	File – 3	5 Years	Shred
ACA-R-10A		Teaching Plan & Syllabus Completion Report	Faculty	00	File – 3	5 Years	Shred
ACA-R-10B		Percentage of Lectures Conducted	Faculty	00	File – 3	5 Years	Shred
ACA-R-11	1.3.1	Course Description – Gender, Env't, ... (Page 74)	HOD / Faculty	00	File – 1	5 Years	Shred
ACA-R-12	2.3.2	Use of ICT Resources in Teaching & Learning (Page 88) - Faculty	Faculty	00	File – 1	5 Years	Shred
ACA-R-13	2.3.2	Use of ICT Resources in Teaching & Learning (Page 89) - HOD	HOD	00	File – 1	5 Years	Shred
ACA-R-14	2.3.4	Innovation & Creativity in Teaching / Learning (Page 95)	Faculty	00	File – 1	5 Years	Shred
ACA-R-15		Class wise Roll call list of students (Class List)	Faculty / Class Teacher	00	File – 4	5 Years	Shred
ACA-R-16	1.1.1	Student Strength of the Department	HOD	00	File – 4	5 Years	Shred
ACA-R-17		Monthly Student Attendance	Faculty	00	File – 4	5 Years	Shred
ACA-R-18		List of Low Attendance Students & Acknowledgement (Format 11&12)	Faculty & HOD	00	File – 4	5 Years	Shred
ACA-R-19		Class Test / Internal Exam / Tutorial Time Table	Faculty & Exam	00	File – 5	5 Years	Shred
ACA-R-20		Question Paper	Faculty	00	File – 5	5 Years	Shred
ACA-R-21		Test Attendance Cum Result Sheet	Faculty	00	File – 5	5 Years	Shred
ACA-R-22		Parents Communication Letter	Faculty	00	File – 5	Sent to the parent	
ACA-R-23		Corrective action for non-conformity	Faculty & HOD	00	File – 6	5 Years	Shred
ACA-R-24		Time Table For Extra Lecture	Faculty	00	File – 6	5 Years	Shred
ACA-R-25		Final Practical, Oral Time Table	HOD	00	File – 7	5 Years	Shred
ACA-R-26		University / Board Exam Result Analysis	HOD	00	File – 8	5 Years	Shred
ACA-R-27		Year wise Toppers List / College Toppers List	HOD	00	File – 8	5 Years	Shred
ACA-R-28		Departmental Notices and circulars	HOD	00	File – 9	5 Years	Shred
ACA-R-29		Teachers Meeting Report	HOD	00	File – 10	5 Years	Shred
ACA-R-30		Action Taken Report – Result	HOD	00	File – 10	5 Years	Shred



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D. I. No.	NAAC Criterion No.	Title of D. I.	Maintained by	Rev. No.	Storage Media	Retention Period	Disposal Method
ACA-R-31	5.4.3	Alumni Meet Conduction Record (Page 188)	HOD	00	File – 24	5 Years	Shred
ACA-R-32A		Departmental Event Budget with Permission Letter	HOD	00	File – 11	5 Years	Shred
ACA-R-32B		Departmental Event Conducted / Organized Committee	Com. Incharge	00	File – 11	5 Years	Shred
ACA-R-32C		Departmental Event Participation Attendance	Com. Incharge	00	File – 11	5 Years	Shred
ACA-R-32D		Departmental Event Feedback	Com. Incharge	00	File – 11	5 Years	Shred
ACA-R-32E	1.1.1	Departmental Event Report (As per format 9 of 1.1.1)	Com. Incharge	00	File – 11	5 Years	Shred
ACA-R-33		Summary of Faculty Achievement Record	HOD	00	File – 12	5 Years	Shred
ACA-R-34		Summary of Student Achievement Record	HOD	00	File – 12	5 Years	Shred
ACA-R-35		Seminar Topic List with Guide (Only for Sr. College)	Faculty	00	File – 13	5 Years	Shred
ACA-R-36A		Student Seminar Presentation Schedule	Faculty	00	File – 13	5 Years	Shred
ACA-R-36B		Student Seminar Presentation Attendance	Faculty & HOD	00	File – 13	5 Years	Shred
ACA-R-36C		Student Seminar Evaluation Record	Faculty	00	File – 13	5 Years	Shred
ACA-R-37A		Project Title list For BCA, P.G.	Faculty	00	File – 14	5 Years	Shred
ACA-R-37B		Project Evaluation Schedule, Attendance & Record	Faculty	00	File – 14	5 Years	Shred
ACA-R-38A		Field visit Permission letter	Faculty	00	File – 15	5 Years	Shred
ACA-R-38B		Field visit student & parent undertaking	Faculty	00	File – 15	5 Years	Shred
ACA-R-38C		Field visit Student attendance & Report	Faculty	00	File – 15	5 Years	Shred
ACA-R-39		Departmental library book list	HOD	00	File – 16	5 Years	Shred
ACA-R-40		Annual Stock verification list	Dept. Lab Asst. / HoD	00	File – 16	5 Years	Shred
ACA-R-41		List of missing items & Report	Dept. Lab Asst. / HoD	00	File – 16	5 Years	Shred
ACA-R-42		Equipment maintenance record	Dept. Lab Asst. / HoD	00	File – 17	5 Years	Shred
ACA-R-43		Equipment Verification Report (Internal Calibration)	Dept. Lab Asst. / HoD	00	File – 17	5 Years	Shred
ACA-R-44		Individual Annual report	Faculty	00	File – 18	5 Years	Shred
ACA-R-45		Departmental Annual report (Page 242 to 256)	HOD	00	File – 18	5 Years	Shred
ACA-R-46		Format for Best Practice (Page 257)	HOD	00	File – 19	5 Years	Shred
ACA-R-47		Report of Workshop / Conference / Seminar (Page 260 – 3 pages)	Event Coordinator	00	File – 19	5 Years	Shred
ACA-R-48		Lab manuals for Science & BCA	Faculty & Lab Asst.	00	File – 20	5 Years	Shred



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ACA-R-49A		Student Feedback Form	Faculty Incharge	00	File – 21	5 Years	Shred
ACA-R-49B		Student feedback analysis Report	Faculty Incharge	00	File – 21	5 Years	Shred
ACA-R-49C		Faculty Improvement letter	Principal	00	File – 21	5 Years	Shred
ACA-R-49D		Faculty Appreciation letter	Principal	00	File – 21	5 Years	Shred
ACA-R-50		Course File Index & Course File	Faculty	00	Individual File	5 Years	Shred
ACA-R-51	2.6.1	Program Outcomes (Page 109 & 110)	HOD	00	File – 22	5 Years	Shred
ACA-R-52	2.6.1	Program Specific Outcomes (Page 112)	HOD	00	File – 22	5 Years	Shred
ACA-R-53	2.6.1	Course Outcomes (Page 111)	Faculty	00	File – 22	5 Years	Shred
ACA-R-54		Teacher's Dairy	Faculty	00	Reg. – 1	5 Years	Shred
ACA-R-55A		Lab. Material Utilization Record	Lab Asst.	00	Reg. – 2	5 Years	Shred
ACA-R-55B		Dead Stock Register	Lab Asst.	00	Reg. – 3	5 Years	Shred
ACA-R-55C		Departmental Consumable register	Lab Asst.	00	Reg. – 4	5 Years	Shred
ACA-R-56		Passing out Alumni Feedback form (Page 58)	HOD	00	File – 24	5 Years	Shred
ACA-R-57		Analysis of Alumni Feedback & Action Taken Report	HOD	00	File – 24	5 Years	Shred
ACA-R-58	1.4.2	Stakeholder's Feedback on Curriculum (Page 59 - 60)	HOD	00	File – 24	5 Years	Shred
ACA-R-59		Analysis of feedback Collected (Curriculum)	HOD	00	File – 24	5 Years	Shred
ACA-R-60		List of files to be maintained by the Department	HOD	00	File – 25	5 Years	Shred
ACA-R-61		Co- and Extra Curricular Activities	HOD	00	File – 25	5 Years	Shred
ACA-R-62		Skill Matrix	HOD	00	File – 26	5 Years	Shred
ACA-R-63		Training Plan	HOD	00	File – 26	5 Years	Shred
ACA-R-64		Training Record	HOD	00	File – 26	5 Years	Shred

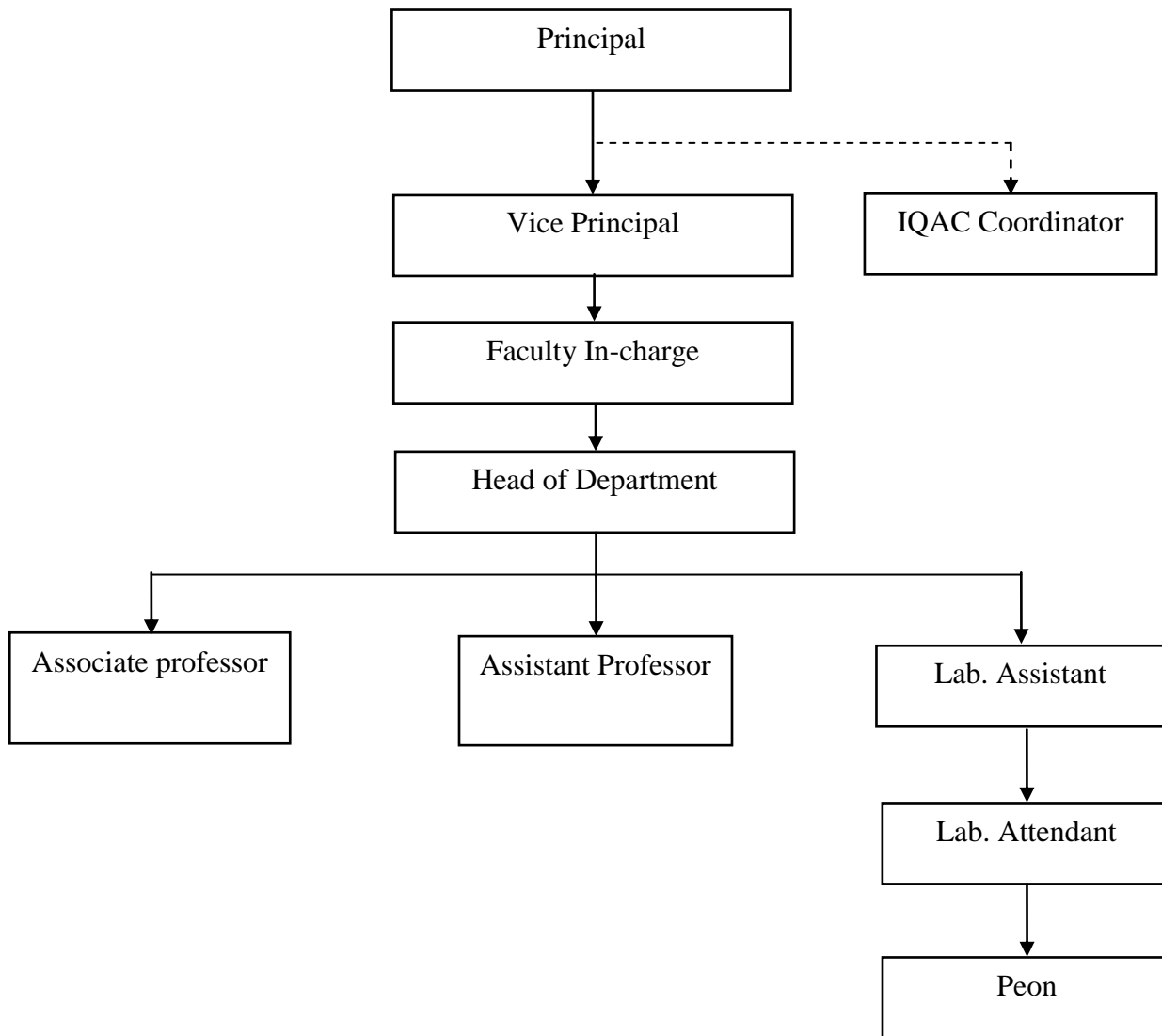
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Staff Position

Clause: 5.3 / 7.1.2

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**** In absence of higher authority, second – in – command shall hold the responsibility.**



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1. Duties of Faculty In-charge :

- A) The Faculty In-charge is overall In charge of his branch. He is required to ensure smooth functioning of the faculty in addition to his teaching load.
- B) He is to ensure that all the staff in his branch to perform their duty effectively and efficiently and also to ensure better teaching learning process.
- C) To teach the subject to the students in the college with the help of assistances such as Associate Professor, Assistant Professor etc.
- D) To guide the staff in his departments in their teaching and bring their knowledge of the subject up-date.
- E) To develop his faculty and maintain it up-date.
- F) To promote research in the concerned subjects.
- G) To supervise the staff in his faculty.
- H) He is Responsible for routine work of his faculty.
- I) To carry out any other duties as may be assigned to him by the Principal of the college.
- J) Any other duties assigned from time to time.
- K) To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
- L) To ensure that the processes are delivering their intended outputs.
- M) To report on the performance of the quality management system and on opportunities for improvement, in particular to top management.
- N) To ensure the promotion of student focus throughout the department.
- O) To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

2. Duties of IQAC Coordinator:

- A) Carry out planning of Academic year.
- B) To monitor the working of all Academics departments.
- C) To monitor the teaching programs.
- D) To monitor the achievement of quality objectives.
- E) To contribute in institute level QMS & NAAC activities.
- F) To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
- G) To ensure that the processes are delivering their intended outputs.
- H) To report on the performance of the quality management system and on opportunities for improvement to top management.
- I) To ensure the promotion of student focus throughout the departments.
- J) To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.



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3. Duties of Head of Department

- A. 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.
- B. 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.
- C. He has to ensure that the laboratories if 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.
- D. He will decide the meaningful project work of the students in consultation with other faculties and monitor performance of every student.
- E. To recommend the requirement of staff selection (Teaching / Non Teaching)
- F. To decide the annual requirement of Lab equipments books, stationery & consumable.
- G. Carry out planning of academic year.
- H. To take action on students test & attendance performance.
- I. To submit NAAC information and reports as and when required.
- J. To collect paper wise results from the faculty and forward to the principal.
- K. To assign subject papers, examination and all types of duties to faculty.
- L. Any other duties assigned from time to time.
- M. To approve process manual.
- N. Report to Top Management for performance of quality management system.
- O. To plan the budget requirement for the next academic year for UG/PG courses.
- P. To supervise the regular conduct of theory/practical courses as per the timetable of UG courses.
- Q. To plan and arrange study tours which is the part of curriculum.
- R. To check the attendance records maintained by staff.
- S. To recommend for the sanction of different kind of leaves.
- T. To organize programs such as seminars, workshops or guest lecture or expert lectures.
- U. To conduct theory or practical internal examination of College and University.
- V. To submit the proposals to various funding agencies.
- W. To comply with the notices or circulars or letters issued by the college office and University.
- X. To verify the stock register.
- Y. To maintain the records of important documents.
- Z. To look after the maintenance of the infrastructure of the department.
- AA. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
- BB. To ensure that the processes are delivering their intended outputs.
- CC. To report on the performance of the quality management system and on opportunities for improvement, in particular to top management.



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DD. To ensure the promotion of student focus throughout the department.

EE. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

4. Duties of Associate Professor :

- A) Teaching including Laboratory work
- B) To assist the professor of the department in various activities
- C) Research activities and research guidance.
- D) Leading consultancy projects and extension services.
- E) Curriculum Development and developing resource materials.
- F) To comply with the duties including NAAC work assigned by HOD.
- G) Co-curricular and extracurricular Activities.
- H) Student's assessment and evaluation.
- I) Any other duties assigned from time to time.
- J) To guide the UG/PG students for project work.
- K) To arrange study tour.
- L) To ensure that the processes are delivering their intended outputs.
- M) To report on the performance of the quality management system and on opportunities for improvement, in particular to top management.

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

5. Duties of Assistant Professor :

- A) Teaching including Laboratory work
- B) Instruction in Laboratory.
- C) Student's assessment and evaluation.
- D) Assisting in consultancy and Research. & Development Services.
- E) Developing resource material and laboratory development.
- F) Co-curricular and extracurricular Activities.
- G) Assisting in departmental administration.
- H) Curriculum Development and developing resource materials.
- I) To comply with the duties including NAAC work assigned by HOD.
- J) To display the list of experiments and other laboratory specifications in the laboratory with the help of lab assistant.
- K) To take some remedial action for malfunctioning of any equipment with the help of lab assistant.
- L) Any other duties assigned from time to time. To arrange study tour.
- M) To ensure that the processes are delivering their intended outputs.
- N) To report on the performance of the quality management system and on opportunities for improvement, in particular to top management.



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6. Duties of Laboratory Assistant :

- A) To maintain the dead stock register for equipment as well as for consumables and non consumable items.
- B) To check the working condition of equipments periodically.
- C) To perform periodical maintenance and calibration of equipments if necessary.
- D) To give purchase requirement for any equipment or consumables to the head of the department.
- E) Responsible for Lab. Equipment, repairs and replacement.
- F) To purchase of chemicals / equipment. To distribute workload to other nonteaching staff and supervise.
- G) To follow the instruction given by Head ,Associate and Assistant Professor time to time.

7. Duties of Laboratory Attendant :

- A) To handle the equipment in the Laboratories
- B) To assist in class room or Lab. Demonstration.
- C) To maintain the cleanliness of the laboratory.
- D) Opening & closing of laboratories.
- E) They should control unauthorized entry of outsiders to laboratory premises.
- F) They should maintain laboratory secrecy.
- G) They should be responsible for putting on putting off lights & fan in the laboratory & premises.
- H) Any other work assigned from time to time.

8. Duties of Peon :

- A. To ensure the cleanliness of the department.
- B. Opening & closing of the department.
- C. They should control unauthorized entry of outsiders to the department.
- D. They should be responsible for putting on putting off lights & fan in the department.
- E. Any other work assigned from time to time.



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Quality Objectives

Clause: 6.2

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Sr. No.	Quality Objective	Indicator	Resources Required	Method of Measurement	Frequency of measuring Data	Responsibility of collecting data	Class/ Year	Target A. Y. 2018-19
1	To improve students satisfaction	Student Satisfaction Index.	Competent staff, availability of required infrastructure, materials	To measure through questionnaires.	Once in a semester	HOD	Arts Commerce Science (UG & PG)	--
2	To increase student results	%		To measure subject / class wise passing result of university examination.	Six Monthly / Yearly as applicable	Faculty & HoD	Arts (Jr.)	60 %
							Arts (Sr.)	70 %
							Commerce (Jr.)	93 %
							Commerce (Sr.)	70 %
							Science (Jr.)	95 %
							Science (Sr.)	80 %
							B.C.A.	95 %

Sr. No.	Activity	Responsibility	Stage Out put
01	Establish the quality objectives at relevant functions, levels and processes.	Principal, Vice-Principal, Faculty I/C, HoD	--
02	Ensure that quality objectives are : <ul style="list-style-type: none"> Consistent with the quality policy Are measurable and 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 and levels 	Principal, Vice-Principal, Faculty I/C, 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, Vice-Principal, Faculty I/C, HoD	--
04	Maintain the data as per above requirements at relevant functions and 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 of the target, analyze, evaluate the failure and initiate necessary actions.	HoD	Quality Objective Status
07	Present the data and actions initiated (if any) related to Quality Objectives in the management Review meeting.	HoD	Quality Objective Status



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ACA/PR/01

Academic year Planning

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Clause: 8.1, 8.5.1

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Input		UoP Academic calendar, Circular regarding holidays of UoP	
Sr. No.	Activity	Owner	Process Out put
01	Assign the work of planning to responsible faculty.	Principal	List of academic committees
02	Finalizing activities in academic session.	Principal & Coordinator	--
04	Preparation of Department wise event calendar in consideration with departmental activities.	HOD & departmental Coordinator	Departmental Event calendar
05	Enlisting the academic activities.	Faculty Coordinator	List of academic committees
06	Prepare & finalize academic calendar of institute consisting of – <ul style="list-style-type: none"> • Curricular Activities such as Lectures, Practical, Seminars and Projects. • Excursions. • Co-curricular activities such as Student welfare activities, Elocution, Extra mural activities, Science association etc. • Extracurricular activities like annual social gathering, sports. Ladies club, Soft skill development etc. • Class Tests, preliminary exam, Practice exam. • Principal Meeting. Department meeting. 	Principal & Coordinator	Academic calendar
07	Mention total number of working days in academic calendar.	Faculty Coordinator	Academic calendar
08	Authentication by higher authorities.	Principal	Academic calendar
09	Circulate to each concern section & department	Faculty Coordinator	Academic calendar
10	Track the academic calendar and event calendar for completion of events as planned. Take follow-up, make alternate arrangements if required and ensure completion of events.	Principal, HOD, Faculty Coordinator	Academic calendar, Event calendar
Output		Prepared academic year plan	



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Academic year Planning

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Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of Academic calendar and departmental event calendar	Days	No. of days the finalized calendar is circulated to all the departments prior to the commencement of the academic year / semester	Each Year / Semester	IQAC Coordinator and HoD	Academic Calendar, departmental event calendar
Execution of Academic calendar and departmental event calendar	%	Calculate the percentage execution of the calendar events	Each Year / Semester	IQAC Coordinator and HoD	Compliance of Academic Calendar, departmental event calendar



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ACA/PR/02

Preparation of Timetable

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Clause: 8.1, 8.5.1

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

Sr. No.	Activity	Owner	Process Out put
01	Assign responsibility for preparation of time tables to the Faculty in-charge and communicate to the concerned faculty.	Principal	Notice
02	Analyze last year's time table and indentify drawbacks / overlapping.	Faculty in-charge	--
03	Consideration of the status of available classrooms, laboratories, number of admitted students, Number of subjects and faculties.	Faculty in-charge	
04	Prepare the classroom time table, subject time table, Individual time table and Laboratory Time Table ensuring no overlapping of faculties, classrooms and laboratories.	Faculty in-charge	classroom time table, subject time table, Individual time table, Laboratory Time Table
05	Circulate the time tables to the entire HOD and all faculties for verification and any corrections.	Faculty in-charge	--“--
06	Finalize the time tables after review by all HOD and faculties.	Faculty in-charge	--“--
07	Take approval from Principal and circulate to all concerned.	Faculty in-charge	--“--
08	Prepare stream wise Master time table and take approval from Principal.	Faculty in-charge	Stream wise Master time table
09	Display all the time tables on relevant notice boards.	Peon	--

Output	Prepared Time Tables, Circulate the time table. Carry out the time-table bound activity.
---------------	--

Process Monitoring and measurement					
Parameter	Indicator	Measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of time table	Days	No. Of days the finalized time tables are circulated to all the faculties in the department prior to the commencement of the semester	Each semester	Time table In-charge / HOD	All time tables
Accuracy of time tables	Numbers	No. Of revisions / modifications made in the time tables in the semester due to incorrect input	Each semester	Time table In-charge / HOD	All time tables



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ACA/PR/03

Planning for Teaching & Practical

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Clause: 8.1, 8.5.1

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Input	Syllabus, academic calendar, text and reference books, Faculty Time Table, Workload Distribution
--------------	--

Sr. No.	Activity	Owner	Process Out put
01	The prescribed syllabus and the co-ordination the number of lectures to each unit. In case of practical, allocate number of practical hours to each practical.	Faculty	--
02	Prepare teaching plan as per university curriculum in prescribed format with following details. a. Number of lectures b. Planned Date c. Topics planned	Faculty	Teaching plan
03	Prepare batch wise practical plan as per university curriculum in prescribed format with following details. a. Number of Practical b. Planned Date c. Practical/Experiment planned d. Actual date of conduction	Faculty	Practical plan
04	Ensure that syllabus should complete within allotted time.	Faculty	--
05	Authenticate teaching and practical plan from higher authorities.	Faculty	--
06	Ensure the syllabus completion as per teaching plan & authenticate the month report.	Faculty	Monthly report
07	Check & Identify Non conformity in lecture / practical (Absent/Non completion of topic within lecture)	Faculty	--
08	Initiate the action for Non conformity in lecture/practical and ensure to complete whole syllabus within stipulated time.	Faculty	--

Output	Plan for syllabus coverage within time
---------------	--

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of teaching Plan / Practical plan	Days	No. of days the finalized plan is prepared and approved from HoD prior to the commencement of the A. Y. / semester	Each A.Y. / Semester	Faculty	Teaching Plan Practical plan
Execution of plan	%	% Curriculum coverage as per plan.	End of month	Faculty	Curriculum coverage Report



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ACA/PR/04

Preparation of course delivery

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Clause: 8.1, 8.5.1

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Input	Time table
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Sr. No.	Activity	Owner	Process Out put
1	Prepare the laboratory manuals of all practical.	Faculty	Laboratory manual
2	Preparation of supporting materials such as reference books, internet, text-book ,notes, assignment exercise etc.	Faculty	lecture
3	Revision of syllabus , solving the board question paper	Faculty	
4	Prepare unit wise notes & ppts.	Faculty	Notes & PPTs
5	Prepare unit wise question bank.	Faculty	Question bank
6	Prepare unit wise assignments.	Faculty	Assignment
7	Verify & Update the course file. Teaching & Practical Plan (if applicable) University question papers Test question paper Unit wise notes & ppt handouts (Sample) Unit wise question bank Unit wise assignment	Faculty	Course file
8	Preparation of the laboratory for conduction of experiments	Faculty & Lab assistant	--
9	Ensure practical wise oral question bank in the practical book.	Faculty	Practical oral question bank

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

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely preparation of notes, lab manual and course file.	Days	No. of days before commencement of A.Y. / semester.	Each A. Y. / Semester	Faculty	Course File



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Teaching

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Clause: 8.5.1, 9.1.1

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Input	Teaching Plan, Notes, Teaching aids, Lab Manual
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Sr. No.	Activity	Owner	Process Out put
A	Theory Sessions		
01	Ensure availability of notes / power point presentation / university question papers.	Faculty	Course file
02	Summarize the topic covered in the previous lecture. Sort out the Queries (if any) related to that topic.	Faculty	--
03	Cover today's topic.	Faculty	--
04	In end conclude and sort out student queries (if any).	Faculty	--
05	Take student attendance. (Can be conducted at the start or end of Lecture)	Faculty	Attendance Register
06	Keep record of classroom session in the staff diary.	Faculty	Staff Diary
07	Faculty those who wants to avail leave shall adjust his / her load responsibility with other faculty of the respective class.	Faculty	Departmental Leave register
B	Practical Session.		
01	Prepare experimental set-up.	Tech. Assistant	--
02	Explain the students about experiment.	Faculty	Lab Manual
03	Conduct the experiment	Student, Faculty	--
04	Resolve queries / difficulties faced by the student while performing an experiment.	Faculty	--
05	Verify the results and conclusion.	Faculty	Attendance Register
06	Review and verify the Journals. Share the result of assessment with the student.	Faculty	--
07	Take student attendance.	Faculty	Attendance Register
08	Update the practical evaluation sheet	Faculty	--
09	Keep record of practical session in the staff diary.	Faculty	Staff Diary

Output	Syllabus coverage as per plan, student ready to appear for internal / external examination.
---------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Curriculum (Theory and practical) completion as per plan	%	Monitoring of Curriculum completion	Monthly	Faculty	Monthly Curriculum completion report



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ACADEMIC PROCESS MANUAL

ACA/PR/06

Preparation & Conduction of University Examination

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1, 9.1.1

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Input	Stationary from SPPU, University Examination Time table
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Sr. No.	Activity	Owner	Process Output
	A. Theory Examination		
1	Assign the work to the respective faculty	Principal	Notice
2	Requirement of stationary for Practical, Oral & theory examination to SPPU	Stationary clerk	Letter
3	Refer & display SPPU examination time table.	CEO	examination time table
4	Appointment of Internal & Assistant senior supervisor	Principal and CEO	Office order
5	Allotment of supervision duties & issuing junior supervisor order.	Internal senior supervisor	Office order
6	Receiving stationary from University	Stationary clerk	--
7	Distribution of hall tickets to the students	Office clerk	hall tickets
8	Examination Block Arrangement	Internal senior supervisor	--
9	Display of seating arrangement of candidates on notice board two hours before examination	Exam Staff	Seating arrangement
10	Downloading & Printing of question papers	CEO	--
11	Conduction of examination	Senior & Junior supervisor	--
12	Submission of answer sheet to examination control room	Junior supervisor	--
13	Sealing & dispatch of answer sheets to respective CAP center	Senior Supervisor	answer sheets
14	Issuing conduction certificate & remuneration to External Senior Supervisor	Exam Clerk & accountant	Certificate



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Sr. No.	Activity	Owner	Process Output
15	Prepare, Audit & submit bill of examination to SPPU	Exam Clerk	Exam Bill
16	Distribute examination remuneration to all Teaching & Non-teaching staff	Accountant	--
17	Display of Result	Faculty	Result Sheet.
18	Rechecking and revaluation	Faculty	Result Sheet.
B. Practical / Oral Examination			
1	Appointing of staff for exam.	Principal/CEO	Exam orders
2	Display of exam circulars	CEO	Notices
3	Filling the exam online forms & fees	CEO	--
4	Appointing the examiners through district coordination	HOD	--
5	Appointing the staff	HOD	--
6	Conduction of practical exam	HOD	--
7	Dispatch of papers to CAP	HOD	--
8	Dispatch of result hard copy to the district coordinator and soft copy to university	HOD	--

Output	Smooth conduction of SPPU theory and practical exam
---------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Fair conduction of exam	Number	Number of unfair means cases	Every exam	Invigilator / controller	Report of unfair means



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ACADEMIC PROCESS MANUAL

ACA/PR/07

Seminar & Project

Rev.: 00 Date: 01-01-2022

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Input	Project topics, Timetable, Guide list, Students' list
--------------	---

Sr. No.	Activity	Owner	Process Out put
A.Seminar (Applicable to PG Students only)			
1	Allotment of guides and students	HOD	Notice
2	Allotment of topics	Faculty	Notice
3	Prepare and finalize the seminar.	Guide & Student	--
4	Deliver the seminar.	Student	
5	Supervising the seminar	Guide	--
6	Seminar evaluation and allocation of marks.	Guide	Student Mark Statement
7	Prepare and finalize the Student Mark List.	Subject Teacher	Student Mark List
8	Submit the Student Mark List to the examination section for onward submission to the university.	Subject Teacher	Student Mark List
B. 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	Guide/ External	--
5	Finding the output	Guide	Output
6	Compilation of the project report and submission to the HoD.	Student	Project Report
7	Project evaluation and allocation of marks.	Guide/External	Marks or Grade
8	Prepare and finalize the Student Mark List.	Subject Teacher	Mark List
9	Submit the Student Mark List to the examination section for onward submission to the university if applicable or keep the record in the dept.	Subject Teacher	Final Mark List

Output	Smooth conduction of seminar and project examination
---------------	--

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of seminar and project as per schedule	%	Plan V/s actual of seminar and project schedule	Each semester / A.Y.	Guide / Project Coordinator	Schedule of seminar and project, student project report.



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ACADEMIC PROCESS MANUAL

ACA/PR/08

Excursion / Industrial Visit

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

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

Sr. No.	Activity	Owner	Process Out put
1	Selection of industrial / Excursion spots	HOD	--
2	Contacting and seeking permission from plants, firms authority	HOD	Correspondence
3	Issue notices regarding the visit	Faculty	Notice
4	Raising the funds	Faculty	--
5	Arranging the vehicle.	Faculty	--
6	Observation of the machinery and its working	Student	--
7	Preparing the tour report	Student	Visit Report

Output	Students' Development of Practical Knowledge, knowledge enrichment
---------------	--

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of the visit as per the schedule	Plan Vs Actual	Plan Vs Actual of industrial visit	Each Semester / A.Y.	Industrial visit Coordinator	Visit Report



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ACADEMIC PROCESS MANUAL

ACA/PR/09

Curricular & Co-curricular Activities

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

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Input	Academic Calendar, Event calendar, Prospectus, Students' List, Teachers' List, Syllabus.
--------------	--

Sr. No.	Activity	Owner	Process Out put
A. Curricular Activities:			
1	Forming the committees for curricular activities	Principal	List of Academic Committee Members
2	Planning the activities by the coordinator	Coordinator	Academic Calendar
3	Selection of students	Coordinator	Notice
4	Smooth conduction of events as per the plan	Coordinator	Activity Conduction Record
5	Distribution of results and certificates	Coordinator	Certificates, Result sheet
6	Feedback of the Students	Coordinator	Feedback form
B. Co-curricular Activities:			
1	Forming the committees for co-curricular activities	Working Chairman of Students' Council / Principal	Notice
2	Planning the activities by the concerned coordinator of the activities	Coordinator	Academic Calendar
3	Selection of students, Faculty, Team member for the event.	Coordinator	Notice
4	Preparation and take approval of budget.	Coordinator	Budget approval.
5	Arranging the program	Coordinator	Activity Conduction Record
6	Publication of the news	Coordinator	News
7	Submission of event report & audit report	Coordinator	Event & Audit report

Output	Smooth conduction, Skill Development, Updating knowledge, Personality Development, Creation of Awareness.
---------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Conduction of activities	Number	Number of activities conducted Plan Vs Actual	Every Semester / A.Y.	Departmental Coordinator / Working Chairman of Students' Council	Record of student participation and Publication and Awards won by Students, Activity Conduction Record



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ACADEMIC PROCESS MANUAL

ACA/PR/10

Submission Of Departmental Reports To IQAC

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

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Input	Format for Departmental purport (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 Co-ordinator	--
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 & details	HOD	--
04	Submission of departmental report to IQAC through e-mail in soft copy and keeping a soft copy for record.	HOD	IQAC Departmental Report
Renewal of NAAC Accreditation			
01	Monitor the compliance of NAAC requirements of the college. Ensure timely renewal of NAAC accreditation.	Principal, Vice-Principal, all HODs & IQAC	--
02	Ensure in time submission of AQAR and SSR to NAAC for completion of renewal process in time.	Principal, Vice-Principal, all HODs & IQAC	--
03	Review the findings of the NAAC inspection and ensure compliance of all the findings of the inspection.	Principal, Vice-Principal, all HODs & IQAC	--

Output	A detailed record of departmental activities & personal achievement & activities.
---------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
On time submission of IQAC reports	Days	Count the number of days delayed for submission of IQAC reports	Annually	IQAC Co-ordinator / Faculty / HoD	IQAC Departmental Report



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ACADEMIC PROCESS MANUAL

ACA/PR/11

Nonconforming Outputs in Teaching & Learning Process

Rev.: 00 Date: 01-01-2022

Clause: 8.7, 10.2

Page: 01 / 01

Input	Teaching Cum Monitoring Plan, Syllabus, Attendance register, Term work, test results
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
A. Nonconformities related to Students Performance			
01	Following are the nonconformities related to students: i) Poor attendance- Aggregate(Theory & Practical)<75% ii) Failure in class test/Internal Test		
02	Consolidate the data related to student's attendance at the end of mid-semester. Forward the data to Parents in case of defaulter student (Student with poor attendance)	Subject Teacher / HOD	Parents communication report
03	At the end of semester, identify students with aggregate attendance <75% (Theory & Practical). Display the list defaulter student	Subject Teacher / HOD	Provisional detention list.
04	Decide appropriate disciplinary action.	Principal & HOD	Minutes of Principal-HOD's meeting
05	Display final list of detained students	Principal & HOD	Detention list
B. Nonconformities related to Conduct of Theory and Practical sessions			
01	In case non-completion to the Teaching cum Monitoring Plans, planning for extra Lecture/Practical session to cover the syllabus is prepared.	Faculty	-
02	On weekly & monthly basis, take review percentage of syllabus covered against planed. In case variation of more than 5% is seen, necessary corrective action to cover 100% syllabus is taken at end of year.	Faculty & HOD	-
C. Nonconformities observed in Teaching-Learning Process			
01	Student Attendance	Poor students attendance i.e. less than 75% at the end of semester	Monitor students' attendance twice in the semester and communicate the same to student & parents.
02	Teaching	Lectures are not conducted as planned.	Monitoring monthly.
03	Syllabus	Syllabus not covered as planned.	Monitoring monthly.
04	Learning	Failure in the internal tests	Counseling, re-test.
05	Students satisfaction	Poor students' feedback.	Special attendance & monitoring by HOD per semester.
06	Students complaint	Major and repetitive complaint.	Initiate necessary actions after due investigation.
07	Internal assessments	Not done as per plan	Alternate arrangements

Out Put	Coverage of syllabus & students eligibility to appear for university examination.
----------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Redressal of internal non-conformities	Numbers	Number of internal non-conformities in the department	Monthly	HoD	Minutes of departmental meeting



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ACA/PR/12 Faculty Development Programme and Organizational Knowledge Management

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Clause: 7.2, 7.1.6

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Input	BCUD / UGC / Concern Authority Circulars		
Sr. No.	Activity	Owner	Process Out put
a. In house FDP			
01	Organization of training program	Co-Ordinator	Training
02	Organization of National/State/University/District level seminars	Co-Ordinator	Faculty Development
03	Arranging concurrent seminars of teachers who presented articles overseas	Co-Ordinator, Staff Academy	Faculty Development
b. FDP – External			
01	Applying for FDP program e.g. Refresher/ Orientation/ Short Term Course/Other Training Program/Ph.D.(FIP)	Faculty	Faculty Development
02	Selection of the eligible candidates	Concerned authority	---
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 Seminar / Workshop / CAP / Orientation / Refresher / Short Term courses, etc. to the IQAC and one copy to the office along with leave application form.	Faculty	Academic development
c. Organizational Knowledge			
01	Identify the required knowledge for delivery of required teaching learning process such as latest innovations and developments in the concerned field, teaching and learning methodologies, Online expert lectures on various topics like emerging trends, soft skills etc.	HOD	--
02	HOD will make the faculty aware about the identified knowledge related to his / her subject.	HOD	--
03	Acquire knowledge from the available resources eg. ICT Lectures, trainings, conferences, Workshops etc.	Concerned faculty	--
04	Deliver updated knowledge through lectures and practicals	--“--	Student feedback



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Output	Academic improvement of teachers, extra knowledge of the concerned subjects.
---------------	--

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Participation in Trainings / Workshop / Conference attended	Number	Number of Trainings / Workshop / Conference undergone by the faculty	Every Academic Year	HOD	Record of Trainings / Workshop / Conference attended
Faculty Publication / Paper presentation	Number	Number of Publications	Every Academic Year	HOD	Faculty Publication Record



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ACADEMIC PROCESS MANUAL

ACA/PR/13

Indenting Requirement

Rev.: 00 Date: 01-01-2022

Clause: 8.4.3, 8.5.4

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

Sr. No.	Activity	Owner	Process Out put
01	Collection of requirements from the faculty	Principal	Departmental Requirements
02	Amalgamation of academic requirements	Principal	College Requirements
03	Giving priority to the requirements	Principal	--
04	Observing the budgetary provision	Principal	--
05	Processing for sanction / approval by Top Management and further purchasing by Purchase Committee.	Principal	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 Head of Department.	Store Keeper	--
09	If material is accepted, then update the stock register.	Store Keeper	Stock register
10	Receive material indent duly approved from the Head of Department 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
---------------	----------------------

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Receipt of material on time	Number	Count number of incidences of non-receipt of material on time	End of semester / A.Y.	Concerned Staff	Review of Material requirements and stock register



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ACADEMIC PROCESS MANUAL

ACA/PR/14

Internal Academic Monitoring

Rev.: 00 Date: 01-01-2022

Clause: 9.1.1, 9.1.3, 7.4

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

Sr. No.	Activity	Owner	Process Out put
01	Taking roll call everyday and submitting report monthly.	Faculty	Attendance report
02	Conducting class as per teaching plan and submitting syllabus completion report to HOD on monthly basis.	Faculty	Syllabus completion Report
03	Analyzing the attendance and teaching report. Ensure implementation of knowledge beyond syllabus through teaching by each faculty through academics monitoring.	HOD	Action report
04	Communicate the student attendance to the parents once in semester.	Principal	Parent Communication Letter

Output	Increase in attendance and syllabus completion in time.
---------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of Teaching and learning processes	%	Plan Vs Actual of syllabus completion	Monthly	Faculty / HoD	Syllabus completion Report



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ACA/PR/15

Monitoring and Measuring Resources

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

Sr.No.	Activity	Responsibility	Stage Out put
01	Codify all monitoring & measuring equipments in the department.	Lab I/C	--
02	Identify the equipments which require calibration or internal verification.	Lab I/C	List of Monitoring & Measuring Equipments
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 equipments.	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	Ensure use of only calibrated or verified instruments or equipments in use.	HOD	--

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

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Calibration / verification of equipment / instruments	Plan Vs Actual	Plan Vs Actual of calibration schedule of individual equipment / instrument	As per calibration schedule	HoD and Lab. In-charge	Calibration / verification Certificate / report



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ACADEMIC PROCESS MANUAL

ACA/PR/16

Work Environment

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Clause: 7.1.4

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

Class room

Sr. No.	Activity	Owner	Process Out put
01	Preparing the deficiency report related to classroom furniture	HOD	deficiency report
02	Preparing the deficiency report related to classroom teaching aids	HOD	deficiency report
03	Preparing the deficiency report related to classroom electricity arrangement	HOD	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



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Work Environment

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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 and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Ensure adequate work environment	Numbers	Count no. of deficiencies not complied related to class rooms, labs and premises	Every Year	HOD	Deficiency report
Ensure pleasant work environment	Observation	Timely cleanliness	Every Day	Peon/House Keeping Team	--



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ACADEMIC PROCESS MANUAL

ACA/PR/17

Control of Students Property

Rev.: 00 Date: 01-01-2022

Clause: 8.5.3

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Input	Journals, Project Reports, LC/TC, Marks Memo, Answer Papers, Question Papers
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Journals, Project Reports are collected before exam for certification and assessment for final exam & returned back to students after exam hours.	Practical In-charge	Journals, Project Reports
02	LC/TC during admission is collected by admission committee and filed in admission file in office.	Office In-charge	LC / TC
03	Marks Memo of student after declaration of result is preserved by concerned office person till student does not collect it from office.	Office In-charge	Marks Memo
04	Internal test paper, Answer Papers, Question Papers are preserved in examination department.	Subject teacher, CEO	Internal test paper, Answer Papers
05	By-cycle / vehicle of student is made to park in allotted parking stand / shade & observed - protected by parking in-charge person appointed.	Parking In-charge person appointed	--

Out Put	Preservation of Students Properties
----------------	-------------------------------------

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Proper preservation of student property	Number	Number of incidents of loss of student property	Every Semester / A.Y.	Conc. Authority	--



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ACA/PR/18

Student's Feedback

Rev.: 00 Date: 01-01-2022

Clause: 9.1.2

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Input	Students feedback for subject teacher, Office, Library, Laboratory & Infrastructure
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Assign the responsibility of student's feedback.	Principal	List of committee members
02	Finalize feedback form including performance measures like - Academic, Administration, Library, Laboratory & Infrastructure.	Principal & feedback co-ordinator	Feedback form
03	Student feedback shall be taken at midterm of each semester before Diwali vacations.	Principal & feedback co-ordinator	--
04	Counseling the students before feedback & complete this activity.	Feedback co-ordinator	--
05	Take number of students participating in the feedback as below: <ul style="list-style-type: none"> For class strength upto 10 nos. – 100% students For class strength upto 50 nos. – 80% of regular students For class strength more than 100 nos. – 50% of regular students 	Feedback co-ordinator	--
06	Detailed analysis of feedback & submit the generated report to Principal.	Feedback co-ordinator	Feedback Analysis
07	Identify the loopholes & areas for improvement.	Principal & HOD	--

Out Put	Performance evaluation & improvement.
----------------	---------------------------------------

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Enhancement in student satisfaction	% Feedback Rating	Calculate rating of student feedback	Once in a Semester	Feedback co-ordinator	Feedback Analysis



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ACADEMIC PROCESS MANUAL

ACA/PR/19

Maintenance of Lab. Equipment

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Clause: 7.1.3

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

Sr. No.	Activity	Owner	Stage Out put
01	Setting up the laboratory	Lab. In charge & Lab. Assistant	--
02	Giving the instructions	Faculty	--
03	Preserving the equipments	Lab. In charge and Lab. Assistant	--
04	Cleaning the equipments	Lab. Attend.	--
05	Fining for the damaged equipments	Lab. Incharge and Lab. Assistant	--
06	Determine the frequency and parameters for preventive maintenance of equipment.	Lab. Incharge and Lab. Assistant	Preventive maintenance schedule
07	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
08	In case of breakdown, repair the fault internally and / or with the help from external agency.	HoD	--
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.	HoD, Lab. Incharge and Lab. Assistant	Corrective Action Report

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

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of Preventive maintenance	Plan Vs Actual	Plan Vs Actual of Preventive maintenance schedule	Every Semester	Lab. Incharge and Lab. Assistant	Preventive maintenance schedule
Timely repair of damaged instrument / equipment	Days	Number of days taken to repair	Every Semester	Lab. Incharge and Lab. Assistant	Review of repair work



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ACA/PR/20

Result Analysis of Internal and University Examination

Rev.: 00 Date: 01-01-2022

Clause: 9.1.3, 10.2

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Input	Internal test results, University examination results
--------------	---

Sr.No.	Activity	Owner	Stage Out put
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	Term End 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	--

Output	Appreciation of staff & adoptive measures to improve result
---------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Class Result	%	Class students result distinction, first class, All clear, ATKT, Fail	Each Semester / A.Y.	Concerned faculty / HOD	Result Analysis
Subject teacher result	%	Subject wise percentage of result	Each Semester / A.Y.	Concerned faculty / HOD	Result Analysis
Class toppers	%	Percentage result of toppers	Each Semester / A.Y.	Concerned faculty / HOD	Result Analysis



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ACA/PR/21

Staff Training

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Clause: 7.2, 7.3

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Input	Feedback Analysis Report
--------------	--------------------------

Sr. No.	Activity	Owner	Stage Out put
01	Refer Student Feedback Analysis Report and observation during class monitoring.	All HoD	--
02	Define minimum skills required such as- a. Communication skill b. Subject knowledge c. Class control d. Use of teaching aids, etc.	All HoD	Skill matrix
03	Note above skills for each faculty.	All HoD	Skill matrix
04	Prepare skill matrix in prescribed format.	All HoD	Skill matrix
05	Sort and identify training needs for each faculty.	All HoD	Skill matrix
06	Ensure that all the departmental staff is aware of following through conduction of training program : <ul style="list-style-type: none"> • Quality Policy • Relevant Quality Objectives • Their contribution to the effectiveness of the QMS • Benefits of improved performance • Implications of not conforming with the QMS requirements 	All HoD	--
07	Prepare the department wise list of required training programmes.	All HoD	Training plan
08	Prepare tentative plan of training programmes.	All HoD	Training plan
09	Finalizing the programmes discussing with higher authorities.	All HoD	Training plan
10	Conduct the training programme as per the plan and maintain record.	All HoD	Training Record
11	Three months after conduction of a training programme, verify the effectiveness of the training programme for all participants.	All HoD	Training Record
12	Based on the results of the effectiveness verification, initiate appropriate corrective actions such as re-training, counseling etc.	All HoD	Training Record

Output	Improvement in faculty competencies
---------------	-------------------------------------

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely conduction of training programme	Plan Vs Actual	Plan and actual date of conduction of programme	Each semester	Concerned HOD	Training plan and records



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa**

ACADEMIC PROCESS MANUAL

ACA/PR/22

Charge Handover / Takeover

Rev.: 00 Date: 01-01-2022

Clause: 8.5.6

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Input	Resignation of Faculty from college
--------------	-------------------------------------

Sr. No.	Activity	Owner	Stage Out put
01	Receive communication of resignation / leaving of faculty.	HoD	--
02	Confirm leaving of college by the faculty.	HoD	--
03	Get information on responsibility of the leaving faculty such as subject allotted, laboratory I/C, etc.	HoD	--
04	Verify the workload of existing staff, determine if any under load staff. Also get interest from the faculties for taking up the workload of the leaving faculty.	HoD	--
05	Allot the subject / responsibility to existing staff if available. If the subject cannot be taken by any of the existing faculties, start recruitment process.	HoD	--
06	Determine the percentage of Curriculum covered such as lectures conducted Vs plan, practicals conducted Vs plan. Ensure availability of student attendance record, assignments completion and test records.	Concerned Faculty	--
07	Check teaching plan and practical plan for remaining Curriculum completion and prepare new plan if necessary.	Concerned Faculty	--
08	Execute teaching – learning process and maintain record.	Concerned Faculty	--
09	On monthly basis, conduct review of % Curriculum completion as per the plan.	HoD	--
10	Conduct Exit Interview	Principal	--

Output	Completion of all the responsibilities assigned to the faculty who has resigned
---------------	---

Process Monitoring and measurement					
Parameter	Indicator	measurement methodology	Frequency of Monitoring	Responsibility	Document Retention
Smooth charge handover process	%	Calculate student result for the relevant subject	As and when	HoD	SPPU Exam result analysis



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa

ACADEMIC PROCESS MANUAL

ANEX/A

Revision Sheet

Rev.: 00 Date: 01-01-2022

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D. I. No.	Rev. No.	Rev. Date	Nature of Change	Approved By
All	00	15-06-2015	Original Issue, Issue No. 01 dtd. 15-06-2015.	Principal
All	00	15-06-2018	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 02 dtd. 15-06-2018	Principal
All	00	01-01-2022	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 03 dtd. 01-01-2022 .	Principal



Mula Education Society's
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ACADEMIC PROCESS MANUAL

ANEX/B

Approval Note

Rev.: 00 Date: 01-01-2022

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ALL THE PROCEDURES IN THIS MANUAL ARE				
	Senior College	Junior College		
Marathi				
Hindi				
English				
Political Science				
Economics				
Geography				
History				
Botany				
Zoology				
Chemistry				
Mathematics				
Physics				
Commerce				
B.B.A. / B.C.A.				
Name of the Dept.	Prepared By: HOD		Reviewed & Approved By: Principal	Issued By QMS Coordinator



P. Kulkarni
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'N'g



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa

ACADEMIC PROCESS MANUAL



Mula Education Society's

Shri Dnyaneshwar Mahavidyalaya Newasa

Tal.: Newasa, Dist. : Ahmednagar - 414 603. Phone : (02427) 295521

Email : dnyanamnewasa@gmail.com * Website : www.sdmncollege.in

Admission : www.sdnm.vriddhionline.com

**Affiliated to Savitribai Phule Pune University (Formerly University of Pune), Pune
(I.D. PU/AN/ASCII/1968, H.S.C./1077/31029/XII/H.S.) Dt.10/06/1977**

Jr. College.Index No. J.12.06.001

NAAC Re-accredited 'A' grade with CGPA 3.08

ISO 9001 : 2015 Certified

LIBRARY PROCESS MANUAL

AS PER ISO 9001:2015 Standard

Issue No. 03 dtd. 01-01-2022



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

LIBRARY PROCESS MANUAL

LIB / A

Index of Procedures

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Procedure No.	Title	Rev. No.	Rev. Date	Page no.
LIB / A	Index of procedures	00	01-01-2022	02
LIB / B	List of Documented Information (Documents)	00	01-01-2022	03
LIB / C	List of Retained Documented Information (Records)	00	01-01-2022	04
LIB / D	Staff Position	00	01-01-2022	05
LIB / E	Responsibility and authority	00	01-01-2022	06
LIB / F	Quality Objective	00	01-01-2022	07
LIB / PR / 01	Maintaining Library Discipline	00	01-01-2022	08
LIB / PR / 02	Issue of Borrower's Card & I-Card	00	01-01-2022	09
LIB / PR / 03	Preparation of Annual Budget	00	01-01-2022	10
LIB / PR / 04	Finalization of books for Purchasing	00	01-01-2022	11
LIB / PR / 05	Purchasing Process	00	01-01-2022	12
LIB / PR / 06	Books Processing	00	01-01-2022	13
LIB / PR / 07	Books Circulation	00	01-01-2022	14
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LIBRARY PROCESS MANUAL

LIB / B

List of Documented Information (Documents)

Rev.: 00 Date: 01-01-2022

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Document No.	Title	Rev. No.	Rev. Date	Master Copy Holder	Controlled Copy Holder
LIB / A	Library Process manual	00	01-01-2022	QMS Coordinator	Principal, Librarian
LIB / D / 01	List of Book Suppliers	00	01-01-2022	Librarian	--
LIB / D / 02	List of Journal Suppliers	00	01-01-2022	Librarian	--
LIB / D / 03	Library Rules	00	01-01-2022	Librarian	Display
LIB / D / 04	Documented Information on Risks and Opportunities – Library	00	01-01-2022	QMS Coordinator	Principal, Librarian



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LIBRARY PROCESS MANUAL

LIB / C

List of Retained Documented Information (Records)

Rev.: 00 Date: 01-01-2022

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D. I. No.	NAAC Criteria No.	Title of D. I.	Rev. No.	Storage Media	Retention Period	Disposal Method
LIB-R-01	4.2.6	Admitted Students List	00	File – 01	5 Years	Shred
LIB-R-02	4.2.2, 4.2.6	Accession Register	00	Register – 01	Permanent	--
LIB-R-03	4.2.2, 4.2.6	Subject wise book list	00	File – 02	5 Years	Shred
LIB-R-04		Book Write off register	00	Register – 02	Permanent	--
LIB-R-05	4.2.4	Journal and Periodicals Register	00	Register – 03	5 Years	Shred
LIB-R-06	4.2.4	Newspaper Register	00	Register – 04	5 Years	Shred
LIB-R-07	4.2.6	Student Attendance Register	00	Register – 05	5 Years	Shred
LIB-R-08	4.2.6	Staff Attendance Register	00	Register – 06	5 Years	Shred
LIB-R-09	4.2.6, 4.2.5	N-List Users Register (e-Access)	00	Register – 07	5 Years	Shred
LIB-R-10		Visitor's Remark (Abhipray) Register	00	Register – 08	5 Years	Shred
LIB-R-11		Minutes of Meeting	00	Register – 09	5 Years	Shred
LIB-R-12		Correspondence with Students and Staff	00	File – 03	5 Years	Shred
LIB-R-13	4.2.2	Inter Library Loan Files	00	File – 04	5 Years	Shred
LIB-R-14	4.2.3, 4.2.5	N-List Program File (e-Resources)	00	File – 05	5 Years	Shred
LIB-R-15	4.2.4	Bill Files (Books)	00	File – 06	5 Years	Shred
LIB-R-16	4.2.4	Bill Files (Periodicals)	00	File – 07	5 Years	Shred
LIB-R-17	4.2.4	Purchase Order File	00	File – 08	5 Years	Shred
LIB-R-18		Stock Register	00	Register – 10	Permanent	--
LIB-R-19		Reprography facility Record for Users	00	Register – 11	5 Years	Shred
LIB-R-20	4.2.3	Syllabus Files	00	File – 09	5 Years	Shred
LIB-R-21	4.2.3	Question Papers Files	00	File – 10	5 Years	Shred
LIB-R-22		Book Issue Return Record (Student)	00	File – 11	5 Years	Shred
LIB-R-23		Book Issue Return Record (Staff)	00	Register – 12	5 Years	Shred
LIB-R-24	4.2.1	Library Automation File	00	File – 12	Permanent	--
LIB-R-25		Meeting File	00	File – 13	5 Years	Shred



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Mula Education Society's
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LIBRARY PROCESS MANUAL

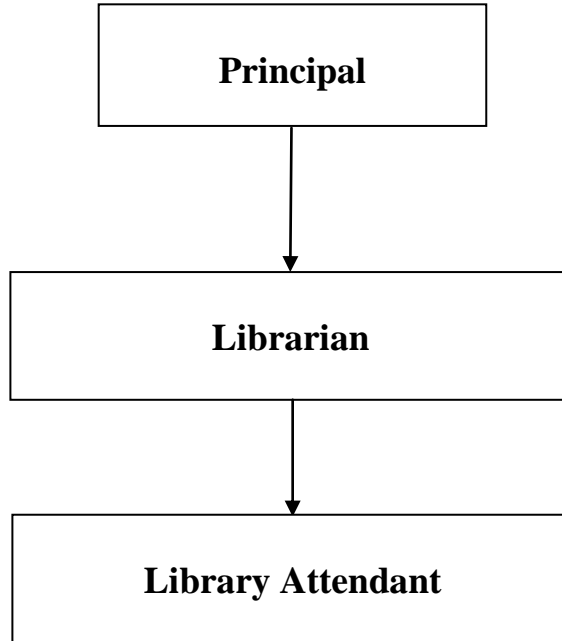
LIB / D


Rev.: 00 Date: 01-01-2022

Staff Position

Clause: 5.3 / 7.1.2

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Newasa, Tal. Newasa, Dist. A'Na



LIB / E

Responsibility and authority

Rev.: 00 Date: 01-01-2022

Clause: 5.3

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Duties of Librarian

1. To monitor activities of library.
2. To collect the book list from various Departments.
3. To prepare the library budget.
4. To arrange meeting.
5. To supervise Stack and reading room.
6. To prepare the final list of books for purchasing.
7. To finalize the purchase orders for books, journals, periodicals.
8. To supervise entries of books, journals, periodicals in the accession register.
9. To send various bills for payments.
10. To arrange extension activities.
11. To carry out any other duties assigned by Principal and the Management.
12. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
13. To ensure that the processes are delivering their intended outputs.
14. To report on the performance of the quality management system and on opportunities for improvement, in particular to top management.
15. To ensure the promotion of student focus throughout the department.
16. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Library Attendant

1. To issue I-cards to students and staff.
2. To issue books and return the books.
3. To make entries of books, journals, periodicals in the accession register.
4. To paste barcodes and to stamp the books.
5. To keep properly the books, journals, periodicals, newspapers.
6. To avail the reprography facility and keep the records properly.
7. To maintain the cleanliness in the stack and the reading room.
8. To update all files and registers
9. To carry out any other duties assigned by Principal and the Librarian.



**Mula Education Society's
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LIBRARY PROCESS MANUAL

LIB / F

Quality Objectives

Rev.: 00 Date: 01-01-2022

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Sr. No.	Quality Objective	Indicator	Resources Required	Method of Measurement	Frequency of measuring Data	Responsibility of collecting data
01	To develop the reading habits of students, staff and society.	No. of Programmes	Approved budget, availability of required infrastructure, books, periodicals & e-resources	No. of motivational programs arranged at college level per year	Once in a semester	Librarian
		Number of users		Calculate total no. of students, staff and visitors to library per month	Monthly	Librarian

Sr. No	Activity	Responsibility	Stage Out put
01	Establish the quality objectives at relevant functions, levels and processes.	Principal & Librarian	--
02	Ensure that quality objectives are : <ul style="list-style-type: none"> Consistent with the quality policy Are measurable and 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 and levels 	Principal & Librarian	--
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 & Librarian	--
04	Maintain the data as per above requirements at relevant functions and levels.	Librarian	Quality Objective Status
05	Compare it against the set target and determine level of performance.	Librarian	Quality Objective Status
06	In case of non-achievement of the target, analyze, evaluate the failure and initiate necessary actions.	Librarian	Quality Objective Status



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

LIBRARY PROCESS MANUAL

07	Present the data and actions initiated (if any) related to Quality Objectives in the management Review meeting.	Librarian	Quality Objective Status
----	---	-----------	--------------------------

LIB / PR / 01

Maintaining Library Discipline

Rev.: 00 Date: 01-01-2022

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Input	Library Rules, Government norms
--------------	---------------------------------

Sr.No	Activity	Responsibility	Stage Out put
01	In discussion with the principal, prepare and display library rules describing do's and don'ts for communication with the students.	Librarian	Library Rules
02	Decide the timings of the library as below for extension of library services to the staff and the students.	Librarian	--
I	Library Office		
a	Morning time – 8.30 am to 1.00 pm (Monday to Saturday)	Librarian	--
b	Evening time – 2.00 pm to 5.00 pm (Monday to Friday)	Librarian	--
II	Reading Room		
a	Monday to Friday time – 8.30 am to 5.00 pm	Librarian	--
b	Saturday time – 8.30 am to 1.00 pm	Librarian	--
03	Keep record of the library access by the students, staff and other visitors.	Librarian	Student attendance Register, Staff attendance Register, Other visitors attendance Register

Output	Ensuring library discipline
---------------	-----------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Library discipline	Numbers	Count number of complaints of users related to the library discipline	Monthly	Librarian	--



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

LIBRARY PROCESS MANUAL

LIB / PR / 02

Issue of Borrower's Card & I-Card

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

Page: 01 / 01

Input	Admitted students list.
--------------	-------------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Issue the notice.	Librarian	Notice
02	Collecting / verifying student documents such as admission receipt, etc.	Library staff	Record
03	Prepare and issue Borrower's Card & I-Card to the student and maintain record of issue.	Library staff	Record

Output	Borrower's Card & I – cards issued to the admitted students.
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of Borrower's Card & I – cards to the students	Numbers	Count number of student complaints about the cards not received	Monthly	Librarian	Issue Record



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Newasa, Tal. Newasa, Dist. A'Na



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LIBRARY PROCESS MANUAL

LIB / PR / 03

Preparation of Annual Budget

Rev.: 00 Date: 01-01-2022

Clause: 7.1.1

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Input	List of required books.
--------------	-------------------------

Sr. No.	Activity	Responsibility	Stage Out put
01	Get the list of books required by all the HoDs for preparation of purchase budget for the next academic year.	Librarian	Notice
02	Receive and compile the requirements of all HoDs and prepare library budget.	Librarian	Annual Budget for the library
03	Put the budget to the library Committee and seek suggestions for same.	Principal & Librarian	--"--
04	Get the approval of the budget from the Principal.	Librarian	Approved Annual Budget

Output	Finalized budget of Library.
---------------	------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Utilization of Budget	%	Calculate the utilization vs allocation of Budget	Quarterly	Principal, Librarian	Budget review record




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LIBRARY PROCESS MANUAL

LIB / PR / 04

Finalization of books for Purchasing

Rev.: 00 Date: 01-01-2022

Clause: 8.4.3

Page: 01 / 01

Input	Approved library budget
--------------	-------------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Receive approved library budget from Mula Education Society (MES).	Librarian	Approved Budget
02	In case, the approved budget is less than the requirement, call a meeting of all the HoDs in consultation with the Principal.	Librarian	Notice
03	Convey the approved budget to all the participants. Decide the number of required text books / reference books necessary for purchasing so that the requirement shall be fulfilled within the approved budget.	Principal & all HoDs	--
04	Prepare minutes of the meeting and circulate to all.	Librarian	Minutes
05	Convey finalized list of books to MES for purchasing.	Librarian	List of books to be purchased

Output	Finalized list of books for purchasing.
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Identification of all required books for purchasing	Numbers	Verification of number and titles of books received vs list of books to be purchased	As and When	Librarian	List of books to be purchased, Supplier D.C.



[Signature]
Principal
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**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

LIBRARY PROCESS MANUAL

LIB / PR / 05

Purchasing Process

Rev.: 00 Date: 01-01-2022

Clause: 8.4.1, 8.4.3

Page: 01 / 01

Input	Annual Stock Verification Report, Requirement received from the staff.
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	Compile the requirement list and send to the Mula Education Society.	Librarian	All requirement list
A	Purchasing Procedure		
01	Collecting the purchased books from Mula Education Society (MES).	Library staff	--
02	If required books are not available with the supplier following actions are to be taken: <ul style="list-style-type: none"> Purchase of required books from other suppliers Issue of reference books to the users. 	Library staff	--
B	Emergency Purchasing : For purchase of items below Rs. 5,000/-		
01	Receive the requirement from indenter approved by HOD, review the requirement and decide the need for purchase, put appropriate remark. Get it approved from the Principal.	Librarian	Requirement
02	Purchase the required books from the market.	Library staff	Books Indent
C	Post Purchasing Activities		
01	If any non-conformities (failures) like non ordered books are observed, communicate to the Mula Education Society.	Librarian	--

Output	Purchased material list send to MES, book received from MES.
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely purchase of library books	Months	Measure the time in months required for finalizing of books requirement and the receipt of the books in library	Yearly	Principal, Librarian	Purchase Order, Accession Register



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

LIBRARY PROCESS MANUAL

LIB / PR / 06

Books Processing

Rev.: 00 Date: 01-01-2022

Clause: 8.5.4

Page: 01 / 01

Input	Books and journals purchased
--------------	------------------------------

Sr.No.	Activity	Responsibility	Stage Out put
01	Receive the books from the supplier along with delivery challan / invoice.	Librarian	Delivery Challan, Invoice
02	Verify the books received as per order.	Library staff	--
03	In case of damaged / short quantity of books / wrong books sent by the supplier (not as per the P.O.), identify these books and keep it separately. Make arrangements to send back the rejected books. Put appropriate remarks on the supplier invoice / D.C. to ensure replacement of the books by the supplier or supplier payment deduction.	Librarian	--
04	Accessioning bar coding, stamping and placing at identified location	Library staff	Accession Register
08	Put accession no. on the Bill. Get it approved from Principal.	Library staff	--
09	Forward the reviewed bill to accounts section for final settlement of bill.	Librarian	--

Output	Purchased Books ready for use
---------------	-------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Ensure receipt of books as per purchase order	Numbers	Calculate number of damaged, short quantity books received from the supplier	On receipt of each purchased lot of books	Librarian	Supplier Sales Invoice



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

LIBRARY PROCESS MANUAL

LIB / PR / 07

Books Circulation

Rev.: 00 Date: 01-01-2022

Clause: 8.5.4

Page: 01 / 01

Input	Books in Library, requirement received from department / individual
--------------	---

Sr.No.	Activity	Responsibility	Stage Out put
01	Receive the Borrower's Card from the students and the demands as per the requirements of the faculty.	Library Staff	--
02	Issue the books to the students/ faculty and maintain record.	Library Staff	Book Issue Record
03	Ensure return of the books issued within a week from the students and within a year from the staff.	Library Staff	--
04	Ensure timely return of books by the users by: <ul style="list-style-type: none"> Monitoring during book circulation process During student annual clearance process During issuance of No Dues certificate at the time of leaving the college by the users either through book replacement or book cost collection. 	Library Staff	--
05	For ensuring proper preservation of books and protection from termites, carry out pest control of library in summer vacation.	Library Staff	Pest Control Record

Output	Book circulation as per requirement
---------------	-------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
To ensure efficiency of book transactions	Number of issue and return	No. of circulation per Semester	Monthly	Librarian	Book issue register, library software record



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

LIBRARY PROCESS MANUAL

LIB / PR / 08

Annual Verification of Library Books

Rev.: 00 Date: 01-01-2022

Clause: 8.5.4

Page: 01 / 01

Input	Clearance of books, Books / Journals Verification, Books / Journals write-off, Book / Journals binding
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	Issue the notice to users.	Librarian	Notice
02	At the end of the academic year, collect the books from users.	Library staff	--
03	Issue the notice to defaulters.	Librarian	Defaulter List
04	Fining the defaulters.	Librarian	--“--
05	Verification of books.	Library staff	List of Books
06	Holding committee meeting for write-off.	Librarian	Book write-off Register
07	Accounting process of write-off.	O.S.	--
08	Sending the damaged books for binding.	Library staff	--
09	Collection of bound books.	Library staff	Receipt

Output	Regularization of Library book Physical stock with Record stock
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Smooth conduction of physical inventory of library books	Numbers	Count number of books with shortages / excesses in library in annual inventory	Annually	Librarian	Annual Stock Verification Report



Mula Education Society's
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LIBRARY PROCESS MANUAL

LIB / PR / 09

Extension of Additional Services to the Users

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1

Page: 01 / 01

Input	On line information resources, Reprography
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Availing N-List and e-library facility to users.	Library staff	--
02	Maintaining record.	Library staff	N-List Users Register
03	Availing reprographic facility.	Library staff	Reprography facility Register
04	Arranging Book Exhibition.	Librarian	Book Exhibition Record
05	Allocation of library work to the students through earn and learn scheme.	Library staff	Register

Output	Extension of various services to the users
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of additional services extended to the users	Numbers	Count number of user complaints about the services	Monthly	Librarian	--



[Signature]
Principal
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Mula Education Society's
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LIBRARY PROCESS MANUAL

ANEX / A

Revision Sheet

Rev.: 00 Date: 01-01-2022

Clause: 7.5

Page: 01 / 01

D. I. No.	Rev. No.	Rev. Date	Nature of Change	Approved By
All	00	15-06-2015	Original Issue, Issue No. 01 dtd. 15-06-2015.	Principal
All	00	01-01-2022	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 02 dtd. 15-06-2018.	Principal
All	00	01-01-2022	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 03 dtd. 01-01-2022.	Principal



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Newasa, Tal. Newasa, Dist. A'Na



Mula Education Society's
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LIBRARY PROCESS MANUAL

ANEX / B

Rev.: 00 Date: 01-01-2022


Approval Note

Clause: 7.5

Page: 01 / 01

All the procedures in this manual are		
Prepared By: Librarian	Reviewed & Approved By: Principal	Issued By: QMS Coordinator




Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



Mula Education Society's

Shri Dnyaneshwar Mahavidyalaya Newasa

Tal.: Newasa, Dist. : Ahmednagar - 414 603. Phone : (02427) 295521

Email : dnyanamnewasa@gmail.com * Website : www.sdmncollege.in

Admission : www.sdnm.vriddhionline.com

**Affiliated to Savitribai Phule Pune University (Formerly University of Pune), Pune
(I.D. PU/AN/ASCII/1968, H.S.C./1077/31029/XII/H.S.) Dt.10/06/1977**

Jr. College.Index No. J.12.06.001

NAAC Re-accredited 'A' grade with CGPA 3.08

ISO 9001 : 2015 Certified

SPORTS PROCESS MANUAL

AS PER ISO 9001 : 2015 Standard

Issue No. 03 dtd. 01-01-2022



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

SPORTS PROCESS MANUAL

SPT / A

Index of Procedures

Rev.: 00 Date: 01-01-2022

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Procedure No.	Title	Rev. No.	Rev. Date	Page No.
SPT / A	Index of procedures	00	01-01-2022	02
SPT / B	List of Documented Information (Documents)	00	01-01-2022	03
SPT / C	List of Retained Documented Information (Records)	00	01-01-2022	04
SPT / D	Staff position	00	01-01-2022	05
SPT / E	Responsibilities and Authorities	00	01-01-2022	06
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SPT / PR / 01	Sports Event Management	00	01-01-2022	08
SPT / PR / 02	Scheduling of Sports Activity in College	00	01-01-2022	09
SPT / PR / 03	Purchasing of Sports Equipments	00	01-01-2022	10
SPT / PR / 04	Annual Budget of Sports	00	01-01-2022	11
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P. Kulkarni
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'N'a



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

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SPT / B

List of Documented Information (Documents)

Rev.: 00 Date: 01-01-2022

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Document No.	Title	Rev. No.	Rev. Date	Master Copy Holder	Controlled Copy Holder
SPT / A	Sports Process manual	00	01-01-2022	QMS Coordinator	Principal, Director of Physical Education
SPT / D / 01	Documented Information on Risks and Opportunities – Sports	00	01-01-2022	QMS Coordinator	Principal, Director of Physical Education



[Signature]
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SPT / C

List of Retained Documented Information (Records)

Rev.: 00 Date: 01-01-2022

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D. I. No.	Title of D. I.	Rev. No.	Storage Media	Retention Period	Disposal Method
SPT-R-01	Application form as per various sports	00	File – 01	5 Years	Shred
SPT-R-02	Gym Register	00	Register-1	5 Years	Shred
SPT-R-03	Sport wise participant students list	00	File –02	5 Years	Shred
SPT-R-04	Sports eligibility form	00	File –03	5 Years	Shred
SPT-R-05	Documents of selected players	00	File –04	5 Years	Shred
SPT-R-06	Student sport material issue register	00	Register-2	5 Years	Shred
SPT-R-07	Gym attendance register	00	Register-3	5 Years	Shred
SPT-R-08	Documents of invited coach	00	File-05	5 Years	Shred
SPT-R-09	Notice and Circular (University/Ahmednagar district Zone)	00	File-06	5 Years	Shred
SPT-R-10	Correspondence File (University / Ahmednagar district Zone)	00	File –07	3 Years	Shred
SPT-R-11	Minutes of Meeting	00	Register-4	5 Years	Shred
SPT-R-12	BCUD / UGC Proposals	00	File –08	5Years	Shred
SPT-R-13	Education Society documents / University / UGC Documents	00	File –09	5 Years	Shred
SPT-R-14	NAAC documents	00	File – 10	5 Years	Shred
SPT-R-15	Purchase Register	00	Register-5	Permanent	
SPT-R-16	Supplier performance Report	00	File – 11	5 Years	Shred
SPT-R-17	Stock dead stock register	00	Register-6	Permanent	
SPT-R-18	Stock Consumer / Non- Consumer Register	00	Register-7	Permanent	
SPT-R-19	Annual Stock Verification Report	00	Register-8	5 Years	Shred
SPT-R-20	Annual Sports Event Calendar	00	File – 01	5 Years	Shred
SPT-R-21	Sports Equipments Maintenance Register	00	Register-9	Permanent	



K. Kulkarni
Principal
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Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'N'a



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

SPORTS PROCESS MANUAL



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

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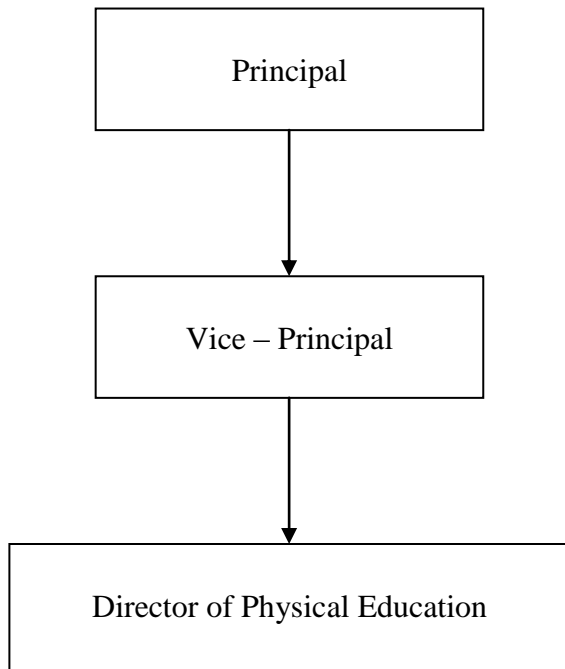
SPT / D


Rev.: 00 Date: 01-01-2022

Staff Position

Clause: 5.3 / 7.1.2

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Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



SPT / E

Responsibilities and Authorities

Rev.: 00 Date: 01-01-2022

Clause: 5.3

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Duties of Director of Physical Education

1. To monitor activities of sports.
2. To prepare academic sports calendar.
3. To run the activities in line with the sports calendar.
4. To select the sport player through the annual sports as per their talents.
5. To depute the students for intercollegiate, inter-zone, University / All India competitions.
6. To supervise grounds, Indoor stadium and gym.
7. To organize inter-college, inter-zone and state level competitions of different sports.
8. To organize sport training activities.
9. To prepare the departmental budget.
10. To demand required sport equipments.
11. To make arrangements for Flag Hoisting Ceremony.
12. To surprise overall discipline of the college.
13. To observe exam duties.
14. To prepare list of required stationery, furniture, printing.
15. To send requirement list to purchase authority.
16. To collect all material as per required list.
17. To check material as per required list.
18. To update purchase register.
19. To issue material to concerned section and maintain stock register.
20. To carry out physical stock verification annually.
21. To get the requirements of all departments and get it endorsed after Principal Approval for next year.
22. To maintain the section neat clean and state of order.
23. Any other duties assigned by the higher authority time to time.
24. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
25. To ensure that the processes are delivering their intended outputs.
26. To report on the performance of the quality management system and on opportunities for improvement, in particular to top management.
27. To ensure the promotion of student focus throughout the department.
28. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.



**Mula Education Society's
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SPT / F

Quality Objectives

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Clause: 6.2

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Sr. No.	Quality Objective	Indicator	Resources Required	Method of Measurement	Frequency of measuring Data	Responsibility of collecting data
1	To encourage the students to participate in inter-college, inter zone, University and All India level sports competitions.	No. of students	Approved budget, availability of required infrastructure, sports equipments	No. of students participated per event in a year	Once in a Year	Director of Physical Education

Sr. No	Activity	Responsibility	Stage Out put
01	Establish the quality objectives at relevant functions, levels and processes.	Principal & Director of Physical Education	--
02	Ensure that quality objectives are : <ul style="list-style-type: none"> Consistent with the quality policy Are measurable and 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 and levels 	Principal & Director of Physical Education	--
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 & Director of Physical Education	--
04	Maintain the data as per above requirements at relevant functions and levels.	Director of Physical Education	Quality Objective Status
05	Compare it against the set target and determine level of performance.	--“--	Quality Objective Status
06	In case of non-achievement of the target, analyze, evaluate the failure and initiate necessary actions.	--“--	Quality Objective Status
07	Present the data and actions initiated (if any) related to Quality Objectives in the management Review meeting.	--“--	Quality Objective Status



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SPORTS PROCESS MANUAL

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Sports Event Management

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Input	Admission students list.
--------------	--------------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Preparation of event calendar for the sports events to be conducted in the college.	Director of Phy. Edu.	Annual Sports Event Calendar
02	Notice of sports activities.	Director of Phy. Edu.	Notice
03	Arranging different sport activities.	Student	--
04	Track the actual conduction of events arranged in the college against plan. In case, if any events are delayed or not conducted, take appropriate actions such as making alternate arrangements, rescheduling of the activity, etc.	Director of Phy. Edu.	Annual Sports Event Calendar
05	Short listing the students (Internal sport / External sport) with different events.	Director of Phy. Edu.	Different sport wise list
06	Arranging coaching activities for the identified sports in college. (Internal sport / External sport)	Director of Phy. Edu.	--
07	Arranging expert coaching for the selected team. (Internal sport / External sport)	Director of Phy. Edu	Event wise team list
08	Deputing the students for the participation (Inter collegiate, Inter zone, Inter University and other competition)	Director of Phy. Edu	Eligibility form
09	Arranging felicitation of the successful students in the annual function. (Internal sport / External sport)	Director of Phy. Edu	Certificates

Output	Successful conduction of sports event
---------------	---------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Conduction of sports activities in the college	%	Plan Vs Actual of College sports calendar	Monthly	Physical Director	College internal / external sports conduction record




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SPORTS PROCESS MANUAL

SPT / PR / 02

Scheduling of Sports Activity in College

Rev.: 00 Date: 01-01-2022

Clause: 8.5.1, 7.1.3, 7.1.4

Page: 01 / 01

Input	College Schedule, Sports equipment
--------------	------------------------------------

Sr.No	Activity	Responsibility	Stage Out put
01	Decide the timings for Sports activities in college in consultation with the Principal and communicate to the students.	Director of Phy. Edu.	Notice
	Gymnasium		
01	Morning time – 5.00 am to 7.00 am	Director of Phy. Edu.	Gym attendance register
02	Evening time - 5.00 pm to 7.00 pm	Director of Phy. Edu.	Gym attendance register
	Ground Activity		
01	Morning time – 8.00 am to 1.00 pm	Director of Phy. Edu.	--
02	Keep a record of sports equipment issue and return by the students.	Director of Phy. Edu.	Student sport material issue register
03	Arrange first aid medicines and provide first aid boxes at the gymnasium to attend the sports injuries.	Director of Phy. Edu.	--
04	Also ensure the Medical Officer is available in the college as per the decided timings and date.	Director of Phy. Edu.	--
05	Carry out preventive maintenance of sports equipments available in the college at decided frequency and maintain record of the same.	Director of Phy. Edu.	Sports Equipments Maintenance Register

Output	Ensuring sports time process
---------------	------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of daily sports activities conducted in the college	Numbers	Number of complaints by users related to daily sports activities	Monthly	Physical Director	College internal / external sports conduction record



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

SPORTS PROCESS MANUAL

SPT / PR / 03

Purchasing of Sports Equipments

Rev.: 00 Date: 01-01-2022

Clause: 8.4.1, 8.4.2

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Input	Annual Stock Verification Report, Requirement received from the students.
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	This procedure is applicable for purchasing of Sports equipments and departmental stationery.	Director of Phy. Edu	All requirement list
02	Requirement list send to the Mula Education Society.	Principal and Director of Phy. Edu	--“--
A	Purchasing Procedure		
01	Collecting the purchasing material from Mula Education Society.	Director of Phy. Edu	--
B	Emergency Purchasing : For purchase of items below Rs. 10,000		
01	Receive the requirement from indenter approved by HOD, review the requirement and decide the need for purchase, put appropriate remark. Get it approved from the Principal.	Director of Phy. Edu	Requirement
02	Purchase the required material from the market and handover the material to concerned section after receipt of indent.	Director of Phy. Edu	Material Indent
03	For maintenance related purchases, get approval from Principal for departmental requirement and purchase from local market.	Director of Phy. Edu	Approved Requirements
D	Post Purchasing Activities		
01	If any non-conformities (failures) like bad quality of the material are observed, communicate the Mula Education Society.	Director of Phy. Edu	--

Output	Required Material received from MES.
---------------	--------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Non receipt of equipment and material	Number	Calculate the number of not received material against Purchase Order	Once in a year	Principal and Director of Phy. Edu.	Stock Register



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

SPORTS PROCESS MANUAL

SPT / PR / 04

Annual Budget of Sports

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Clause: 7.1.1

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Input	Planned sports activities, requirement of sports equipments
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Prepare purchase budget for the next academic year considering maintenance and enhancement of existing facilities and infrastructure in the department in the month of January every year.	Director of Phy. Edu	Requirement of Sports department
02	Put the budget to the Local Management Committee and seek suggestions for same.	Principal & Director of Phy. Edu	--
03	Get the approval of the budget from the Local Management Committee.	Director of Phy. Edu	Approved Annual Budget

Output	Provision of financial resources for Sports activities
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Utilization of Budget	%	Calculate the utilization vs allocation of Budget	Quarterly	Principal, Physical Director	Budget review record



P. Kulkarni
Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



**Mula Education Society's
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SPORTS PROCESS MANUAL

SPT / PR / 05

Rev.: 00 Date: 01-01-2022

Material Receipt

Clause: 8.5.4

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Input	Material received from MES, Purchase Order
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Receive the material from the MES along with delivery challan / invoice.	Director of Phy. Edu	Delivery Challan, Invoice
02	Verify the material for quantity received against the purchase order.	Director of Phy. Edu	--
03	In case of Rejection, identify the rejected material and keep it separately. Make arrangements to send back the rejected material.	--“--	--
04	If material is accepted by the concerned dept., get the material indent form duly filled from the concerned department.	--“--	Material Indent
05	For proper material, Update the Material Inward register & Item wise stock register after receipt of departmental indent.	--“--	Material Inward Register, Stock register
06	Store the material in the stores at identified location.	--“--	--
07	Put indent no. on the Bill. Get it approved from Principal.	--“--	--
08	Forward the reviewed bill to accounts section for final settlement of bill.	--“--	--
09	For technical purchases of material / equipment, after receipt of material / equipment, call the supplier for demo / installation in college.	--“--	--
10	After successful demo, give approval of the instrument / equipment.	Director of Phy. Edu	Approved Memo
11	Put indent no. on the Bill. Get it approved from Principal after receipt of approved memo.	--“--	--
12	Forward the reviewed bill to accounts section for final settlement of bill.	--“--	--

Output	Accepted material kept at designated location
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Material receipt as per P.O.	Numbers	Count number of incidences of non-conformities in material receipt	Yearly	Director of Phy. Edu	Supplier rejection record



**Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.**

SPORTS PROCESS MANUAL

SPT / PR / 06

Material Issue

Rev.: 00 Date: 01-01-2022

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Input	Material in stock, requirement received from department / individual
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Receive the material indent from the concerned.	Director of Phy. Edu	Indent
02	Check for the availability of material in stock; issue the material as per requirement.	Director of Phy. Edu	--
03	Update the Stock Register with issued quantity, put indent reference on Stock register and Stock register reference on Indent.	Director of Phy. Edu	Stock register, Indent, Student sport material issue register

Output	Material Issued as per requirement
---------------	------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Issue of material to the departments as per the requirement	Numbers	Count number of indents for which material is not issued to the departments	Monthly	Director of Phy. Edu	Stock register, Indent, Student sport material issue register




Principal
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SPORTS PROCESS MANUAL

SPT / PR / 07

Physical Stock Verification

Rev.: 00 Date: 01-01-2022

Clause: 8.5.4

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Input	Material in stock
--------------	-------------------

Sr. No.	Activity	Responsibility	Stage Out put
01	Yearly once i.e. at the end of Academic Year, carry out physical stock verification. A committee is formed. The committee verifies the stock and submits the report to the Principal.	Director of Phy. Edu.	Annual Stock Verification Report
02	During verification, ensure the quantity of material as per stock record and Physical stock in the stores. Submit report to the Principal for necessary action.	Director of Phy. Edu.	Annual Stock Verification Report

Output	Annual Stock Verification Report
---------------	----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Smooth conduction of physical inventory of store stock	Numbers	Count number of materials with shortages / excesses in store in annual inventory	Annually	Director of Phy. Edu.	Annual Stock Verification Report



[Signature]
Principal
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Newasa, Tal. Newasa, Dist. A'Na



Mula Education Society's
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SPORTS PROCESS MANUAL

ANEX / A

Rev.: 00 Date: 01-01-2022


Revision Sheet

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D. I. No.	Rev. No.	Rev. Date	Nature of Change	Approved By
All	00	15-06-2015	Original Issue, Issue No. 01 dtd. 15-06-2015.	Principal
All	00	15-06-2018	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 02 dtd. 15-06-2018.	Principal
All	00	01-01-2022	Process Manual reviewed and revised as per ISO 9001:2015 standard and re-issued as, Issue No. 03 dtd. 01-01-2022 .	Principal




Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na



Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya, Newasa.

SPORTS PROCESS MANUAL

ANEX / B

Rev.: 00 Date: 01-01-2022

Approval Note

Clause: 7.5

Page: 01 / 01

All the procedures in this manual are		
Prepared By: Director Of Physical Education	Reviewed & Approved By: Principal	Issued By: QMS Coordinator



Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Tal. Newasa, Dist. A'Na

CERTIFICATE

The Certification Body
of TÜV SÜD South Asia Private Limited
certifies that



**Mula Education Society's, Shri Dnyaneshwar
Mahavidyalaya Newasa A/P Newasa,
Taluka - Newasa Dist. Ahmednagar - 414 603, India**

has implemented Quality Management System
in accordance with ISO 9001:2015
for the scope of

**TO PROVIDE EDUCATIONAL SERVICES TO JUNIOR COLLEGE,
UG AND PG STUDENTS IN THE STREAMS OF ARTS, SCIENCE AND
COMMERCE AND UG STUDENTS OF BBA (COMPUTER APPLICATIONS)**

The certificate is valid from **2022-05-08** until **2025-05-07**

Subject to successful completion of annual periodic audits
The present status of this certificate can be obtained through TÜV SÜD website by scanning below QR code and by
entering the certificate number (without spaces) on web page. Further clarifications regarding the status & scope of
this certificate may be obtained by consulting the certification body at info.in@tuvsud.com

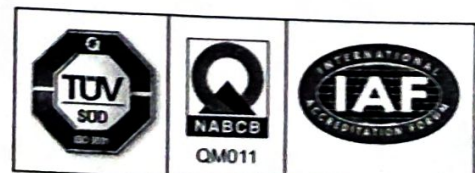
Certificate Registration No. **99 100 19814**

Date of Initial certification: **2019-05-08**

Issue Date: **2022-04-29** Rev. 00

Rahul Kale

Rahul Kale
Head of Certification Body
of TÜV SÜD South Asia Private Limited,
Mumbai
Member of TÜV SÜD Group





South Asia

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• Nashik - 422010, Maharashtra, India • Tel.: +91 8451046582

Date: 18.05.2022

To,
Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa
A/P Newasa, Taluka - Newasa
Dist. Ahmednagar - 414603
Phone: 8999828494

Kind Attn: Mr. Balasaheb Jagtap,

Dear Sir,

Hearty Congratulations on your Repeat Audit –ISO 9001:2015.

Please find enclosed herewith the following:

- (i) 1 A4 and 1 A3 Size ISO 9001:2015 Certificates for your Company.
- (ii) Audit report – 1st Repeat Audit
- (iii) Schedule for the audits

It is to be ensured that the logo is used strictly as per the prescribed terms.

Kindly refer the document "Schedule of the audits" attached for better planning and execution of the upcoming audits.

Kindly acknowledge the receipt of the contents.

Thanking you,

Yours faithfully,

For TÜV SÜD South Asia Pvt. Ltd.,


Umesh Kulkarni
Senior Administrator
(Mobile: 8451046583)

Issued By: Rahul Kale

File: TSSA_CCU_69

Revision :04

Effective from :2019/08/12 Page 1 of 2

PAN No.: AABCT0716G
TAN No.: MUMT09385F
Maharashtra GSTIN :
27AABCT0716G1ZN
CIN No.: U74220MH1999PTC121330

Registered Office:
TÜV SÜD South Asia Pvt. Ltd.
TÜV SÜD House,
Off Saki Vihar Road,
Saki Naka, Andheri (East),
Mumbai – 400072, India.

Corporate Office:
TÜV SÜD South Asia Pvt. Ltd.
Solitaire, 4th Floor,
ITI Road, Aundh,
Pune – 411007, India.

Email: info.in@tuvsud.com
www.tuvsud.com/in

TUV®



South Asia

SCHEDULE FOR THE AUDITS

Client: Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa
Customer No: 386593-01
Certificate No: 9910019814

As per the requirements Certification standards ISO 17021, the details of the next Audit are as given below:

Details	First Surveillance	Second Surveillance**	Recertification audit
Schedule For :	ISO 9001:2015	ISO 9001:2015	ISO 9001:2015
Target Date:	14.04.2023	14.04.2024	07.04.2025

Target Date: Is based on the last date of initial certification audit (stage 2).

- I) The first Annual Surveillance needs to be executed before completion of one year based on the target date.
 - In the case of the first surveillance audit, if the audit is not executed before Target Date the client falls under suspension. Thus a higher number of onsite auditor days shall be applicable proportional (depending on the delay) to the number of audit days for a surveillance audit.
 - Certificate shall stand withdrawn in case audit is not successfully cleared within 3 months from the date of Suspension.
- II) **The Subsequent Surveillances are due by the Annual target dates.
 - Surveillance audits can be conducted up to +3 months after the target date.
 - If the audit is not successfully executed, within 3 months of the target date the client falls under suspension. Thus a higher number of onsite auditor days shall be applicable proportional (depending on the delay) to the number of audit days for a surveillance audit.
 - Certificate will be withdrawn in case audit is not successfully accepted within 3 months from the date of Suspension.

For any further queries, please feel free to contact our branch office.

Contact person: Umesh Kulkarni

Telephone nos.: 8451046583

Email id: Umesh.Kulkarni@tuvsud.com / Nasik@tuvsud.com

Issued By: Rahul Kale

File: TSSA_CCU_69

Revision :04

Effective from :2019/08/12 Page 2 of 2

PAN No.: AABCT0716G
TAN No.: MUMT09385F
GST No 27AABCT0716G1ZN

Registered Office:
TÜV SÜD South Asia Pvt. Ltd.
TÜV SÜD House
Off Saki Vihar Road
Saki Naka, Andheri (East),
Mumbai – 400072. India

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Solitaire, 4th Floor, ITI Road,
Aundh, Pune – 411007
Maharashtra

E-mail: info@tuv-sud.in
www.tuv-sud.in



Management Service

AUDIT REPORT

Organization name	Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa
Standard(s)	ISO 9001:2015
Order No.	4153687073
Audit start date	2022-04-18
Audit end date	2022-04-18
Audit type	1. Repeat-Audit
Certification type	Single
Client number	386593-01
Organization's audit representative	B. S. JAGTAP
Certificate No.	99 100 19814
Result	<input checked="" type="checkbox"/> Certificate release recommended <input type="checkbox"/> Maintenance of certificate recommended <input type="checkbox"/> Non-Conformities were identified and closed by re-audit on site <input type="checkbox"/> Non-Conformities were identified and closed by resubmitted documentation <input type="checkbox"/> Suspension of certificate recommended <input type="checkbox"/> Withdrawal of certificate recommended <input type="checkbox"/> Certification process terminated

Enclosed documents:

Action list

Audit Team

Function	Name
Lead Auditor	Balkishan Panchal
Auditor	Shivram Sohani

Changes since last audit:

☐ No changes since last audit

Date of next regularly scheduled audit	Feb.23
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Audit conclusion

During the audit it was checked how the documented management system was established, implemented and improved at the different areas of the organization.
The audit covered relevant processes / areas of the organization in order to obtain an overall picture of the degree of management system implementation. Although performed to reasonable depth, not every detail of the complete Management System could be checked.
The processes and their associated areas of the organization were checked in accordance with the pre-agreed audit plan, audit program and process analysis.

Verification of previous audit nonconformities

The audit team evaluated the corrective action taken for the nonconformities/ areas of concern from the previous audit.

In the case of RA / Re-Certification audits, the audit team considered the audit reports for the last two audits in the audit planning / performance of the audits and in particular checked the nonconformities / areas of concerns.

The corrective actions were found to be:

Effectively Implemented?	No (MiN or NC necessary)
Did the organization use the CB certification mark? (Controlling the use of certification documents, statements and marks)	Not in use

Audit team conclusion

Is a re-audit needed?

☐ Yes

☒ No

Type and number of audit findings

	Major nonconformities	Minor nonconformities	Opportunities for improvement	Positive aspects
Total number	0	0	1	2

Standard elements with findings are listed in the action list (NC Management).

The audit findings are based on the audit evidence collected during the audit and available to the certification body.

Audit summary

Refer to level of maturity of the MS, commitment of top management, guaranteeing the continuous compliance with the legal and other requirements, application of performance indicators, continual improvement, meeting of objectives and targets, competence of personnel, effectiveness of internal audits and management reviews, environmental performance, etc.

Repeat Audit ISO 9001-2015 is completed at Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa verified that implemented quality management system is maintained based on the following objective evidences captured by sampling basis.

Top management is committed for Customer Satisfaction and continual improvements & reviewed the system effectiveness periodically in Management Review Meetings on 25-02-22 & 22-08-2021

Internal audits are conducted by trained auditor on 11-Feb.22 & 10 Aug.21 & found effective.

Competent staff evident as Mr.B.S.Jagtap

Applied performance indicators by Quality objectives such as Student's satisfaction 90%

Applicable legal requirements are found to be fulfilled & complied such as Affiliations

Continual improvements are observed as 20% increased admissions, new courses of skills developments, Implementation of chalkless Digital Board; Research Centre Grant by UGC etc

Based on above examples system found effectively followed so certificate release is recommended subject to CB review & approval.

Auditor's name

Balkishan Panchal

date

Auditor's signature

24.04.22

Site specific information

Audited Site

Site specific name	Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa
State	India
City	Dist. Ahmednagar
Postal code	414603
Address	A/P Newasa, Taluka - Newasa
Client number	386593-01
Certificate scope	TO PROVIDE EDUCATIONAL SERVICES TO JUNIOR COLLEGE, UG AND PG STUDENTS IN THE STREAMS OF ARTS, SCIENCE AND COMMERCE AND UG STUDENTS OF BBA (COMPUTER APPLICATIONS)
Industry code(s)	EA 37
Products / Services	Teaching Services
Total number of personnel onsite	54
Total number of effective personnel	54

ISO 9001

Auditing of shifts	<input checked="" type="checkbox"/> Not applicable
Temporary sites / projects:	<input checked="" type="radio"/> Not applicable <input type="radio"/> Applicable
All clauses apply	<input type="radio"/> Yes <input checked="" type="radio"/> No



Requirements of this International Standard which are not applied, without affecting the client's ability or responsibility to ensure the conformity of their products and services and the enhancement of customer satisfaction:	8.3 ---Design is not applicable as all the process including teaching-learning process, admission process and examination are carried out as per Curriculum, Academic calendar, rules and regulation designed by SPPU & UGC.	
Quality relevant manufacturing/realization processes:	Academics Teaching and Learning	
Risk category (low/medium/high):	Low	
KPIs:	Name	Trend
	Student Satisfaction - T-80% ; Avg.95%	Positive
	No of Books added in Lib./Yr--. T-400 nos; Act- 1050 nos	Positive
Relevant compliance obligations / Significant legal requirements with regard to products / services:	Affiliated to Savitribai Phule Pune University,vide PMT Affiliation no- PU/AN/ASC//011/1968	



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Audit type	1. Repeat-Audit
Certification type	Single
Identification No.	386593-01

Classification of Audit Findings

An audit cannot cover each and every detail of the management system. Therefore, there may still be nonconformities not addressed by the auditors in the closing meeting or the audit report. Audit results are always evaluated on the basis of the following classification:

Nonconformity (NC):

Failure to fulfill one or more requirements of the management system standard, or a situation that raises significant doubts about the capability of the customer's management system to achieve its intended results. The auditor verifies in a re-audit that the nonconformity has been effectively closed.

Minor nonconformity (MiN):

In individual cases, some of the requirements of the management system standard are not fulfilled completely. However, this does not affect the capability of the management system to achieve the intended results.

Opportunity for improvement (I):

The requirement of the Standard has been effectively implemented, but system performance regarding the relevant requirement offers room for improvement in terms of effectiveness and efficiency. Implementation is recommended.

Positive aspects (P):

Positive aspects of the management system meriting special mention.

Evaluation	Submission of corrections and corrective actions	Implementation of corrective actions
Opportunities for improvement (I):	Implementation only recommended	
Minor nonconformities (MiN)	Within 14 calendar days	By the next audit at the latest Verification in the next audit
Nonconformities (NC)	Within 14 calendar days	Within 90 calendar days Verification by re-audit

Note: Deadlines must be met in order to ensure the status of certification.

All elements in each clause of the Standard(s) were found to be "in conformity/effective" except for those elements of the Standard for which this document includes nonconformities or minor nonconformities.

Nonconformities

All audit results gathered by the audit team during the audit (certification audit, special audit, change audit, recertification audit, re-audit, surveillance audit) shall be listed in the table below.

No.	1	Standard:	ISO 9001	Type:	
Site:	386593-01 Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa, India - 414603 Dist. Ahmednagar, A/P Newasa, Taluka - Newasa				
Clause no.		Process / area:			
Audit results: (filled out by auditor)	Finding:	Nil			
	Evidence:				
Action: (filled out by organization)					
Correction: (immediate)					
	when ?		who ?		
Root cause: (Why did the nonconformity occur, no repetition of the finding)					
Corrective: (action to avoid repetition of root cause)					
	when ?		who ?		
Auditor's decision of correction and corrective action: (filled out by auditor)					
Correction:	Date:		Effective (E) / Accepted (A)	Evidence of implementation:	



Corrective:	Date:	Effective (E) / Accepted (A)	Evidence of implement ation:
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- Note 1:** Corrections / immediate actions (C) are a rapid solution to close the finding of nonconformity (NC) or (MIN)
- Note 2:** Root cause analysis is mandatory for major nonconformities (NC) and minor nonconformities (MIN)
- Note 3:** Corrective actions (CA) serve to eliminate the root cause (RC) and not the finding
- Note 4:** In the case of major nonconformities (NC) the effectiveness (E) of the corrective action (CA) has to be confirmed.
In the case of a minor nonconformity (MIN), corrective actions have to be accepted (A).
- Note 5:** In the case of major nonconformities (NC), the effectiveness of the corrective action (CA) shall be verified during a re-audit.

Opportunities for improvement and positive aspects

No.	Standard	Clause no.	Type	Area / Process	Statement
1	386593-01 Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa, India - 414603 Dist. Ahmednagar, A/P Newasa, Taluka - Newasa				
	ISO 9001	5.1.1 (9K)	P	Leadership	Good initiative for the server installation for on line data & E-Studio (Counciling the Parents)

2	386593-01 Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa, India - 414603 Dist. Ahmednagar, A/P Newasa, Taluka - Newasa				
	ISO 9001	10.3 (9K)	P	CIP	Sanction for the reaserch centre from Pune University

3	386593-01 Mula Education Society's, Shri Dnyaneshwar Mahavidyalaya Newasa, India - 414603 Dist. Ahmednagar, A/P Newasa, Taluka - Newasa				
	ISO 9001	7.3 (9K)	I	Awareness	Training Programs for the HOD and Professor verified however the University / Devp related programs may encorporated in the system for better control

Guideline for Corrective Actions Acceptance

Objective: The purpose of this section is to provide a consistent set of criteria for the development, acceptance and implementation of corrective action responses. These guidelines apply to all standards on the basis of the ISO 17021 (i.e. QMS, EMS, AMS, ENMS). They are intended for TÜV-SÜD auditors and audited organizations to help them understand how nonconformities should be addressed.

1. Was correction to eliminate existing finding completed?

Describe corrections for NC and MiN taken under "Intended correction and corrective action".

e.g.: Completed missing internal audits; Conducted supplier evaluations; Segregated nonconforming material, etc.

Provide evidence that actions were planned, taken and are effective.

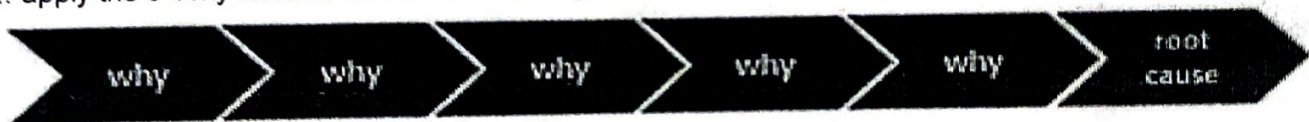
2. Have the appropriate root causes been identified?

Consider the following:

- what caused the actual nonconformity (for NC and MiN) (occurrence of systematic failure)?
- what allowed the problem to occur without being detected internally?
- which part of the organization's processes failed to address this issue or is the organization lacking a specific process, method, etc.?
- is the nonconformity also applicable/found in other sites (in case of multi-site and sampling certification)?

The cause shall not be a repeat or a rewording of the nonconformity statement nor of the objective evidence.

e.g.: apply the 5-Why method for root cause analysis



3. Has a corrective action been determined for each identified root cause?

Each root cause must have at least one identified corrective action that eliminates / addresses the specific cause(s) and prevents recurrence of the nonconformity.

In the case of multi-sites and sampling certification, verify if the corrective action can be applied in other sites as well.

4. Has appropriate evidence been provided to verify that actions taken have been implemented and are effective?

It is the responsibility of the organization to provide evidence of internal verification of the corrective action(s), or a plan to do so. The Lead Auditor will provide due dates for submitting evidence of implementation. This could vary depending on the circumstances and standards involved.

General

If Minor nonconformities identified in the last audit are not closed in an acceptable manner, they must be rated as Nonconformities (re-audit required).

Information on findings management in sampling and multi-site certification

The management representative of the management system must check whether systematic corrective actions to close a root cause can be applied in a preventive manner to other affected sites. This is required for findings from internal and external audits.

In sampling certification, the TMS auditor will select and audit other sites in the next audit cycle and consequently cannot verify on site the effectiveness of the corrective actions from the last audit cycle.

Given this, during the next internal audits carried out at the sites concerned, the management representative of the management system must verify on site the effectiveness/acceptance of the corrective actions taken to address **Nonconformities**, **Minor nonconformities** and **Opportunities for improvement**, if any.

The results must be recorded and submitted to the TMS auditor at the next audit to ensure the auditor can verify the effectiveness of the corrective actions initiated.

Note to customer

When a nonconformity occurs:

- determine if similar nonconformities exist or could potentially occur throughout the management system, or if this is only a singular case
- review the effectiveness of the corrective actions internally (e.g. internal audits)
- update risks and opportunities determined during planning, and their corresponding actions

The audit program for the certification cycle shall cover the complete management system requirements:
 (ISO 17021-1:2015, 9.1.3.1)

Clauses of the int. Standard	Audit cycle				Special activities/ aspects to audit (optional) free text		NO. of Shifts **		(01)	
	1. Re-certification (CA)	3rd Surveillance (S)	4th Surveillance (S)	5th Surveillance (S)						
Process/Area										
Top Management/Leadership										
QM System (control of MS)										
Customer related Process Mkt										
Admission / Results - Administration - Admissions										
Teaching - Academics - Affiliations										
Planning, Teaching, Internal monitoring, Examination										
Purchase / Store / Library										
HR & Admin										
4.1 Context of the organization										
4.2 Interested parties										
4.3 Scope QMS										
4.4 Processes of the QMS										
5.1 Leadership and commitment										
5.2 Quality policy										
5.3 Roles and responsibilities										
5.4 Actions to risks and opportunities										
5.5 Quality objectives										
6.3 Planning of changes										
7.1 Resources										
7.2 Competence										
7.3 Awareness										
7.4 Communication										
7.5 Documented information										
8.1 Planning and control										
8.2 Requirements for products and services										
8.3 Design and development										
8.4 Control of external products										
8.5 Production and service provision										
8.6 Release										
8.7 Control of nonconforming products										
9.1 Monitoring, measurement, analysis and evaluation										
9.2 Internal audit										
9.3 Management review										
10 Improvement										
11 The use of certificates and marks by the client										
12 Customer complaints										
13 Legal/statutory compliance and other requirements: examples										
14 Corrective actions resulting from last audit (or during RA from the last two SA) have										
15 Verification of KPIs										
16 Corrective actions consider non-conformities of all sites (only for multi-site)										

Note: the marked requirements (grey shades) are mandatory clauses and to be audited during every audit.
 Note: the above listed processes/areas must be adjusted to the organization. Processes/Areas can be added/deleted.
 Note**: Add number of shifts.



Mula Education Society's

Shri Dnyaneshwar Mahavidyalaya Newasa

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Jr. College.Index No. J.12.06.001

NAAC Re-accredited 'A' grade with CGPA 3.08

ISO 9001 : 2015 Certified

ENVIRONMENT POLICY STATEMENT

I. Preamble

The Mula Education Society's (MES) Shri Dnyaneshwar Mahavidyalaya Newasa is very keen to protect environment and any of the activities practiced in the institution are not causing any harm to its stakeholders or to the society in general. Specific action would be taken to prevent that. The primary goal of environmental policy is to protect natural systems. It is, therefore, a core value of the institute to preserve and protect the environment. As we advance, scientific understanding regarding the fundamental interrelationship between human health and the environment, we will proactively demonstrate our commitment to environmental stewardship and sustainable development.

Through implementation of this policy, MES's Shri Dnyaneshwar Mahavidyalaya Newasa, will serve as a leader by advancing environmental conservation commitment within our own programs and facilities, and in the broader community.

II. Aims and Objectives of the Policy:

- Develop and maintain environmental management programs with objectives and targets to minimize adverse environmental impacts.
- Comply with all applicable environmental, health, and safety laws, regulations, and other requirements.
- Implement effective pollution prevention and waste minimization programs to reduce, reuse, and recycle materials.
- Ensure that energy and water are used responsibly and conserved through innovative practices and procedures.
- Provide all institute staff with the knowledge and tools needed to meet the goals of this policy and to actively participate in efforts to prevent negative environmental impacts.
- Measure progress toward our environmental goals.

III. The Policy

Accordingly, it is resolved that the MES's Shri Dnyaneshwar Mahavidyalaya Newasa will:

1. Provide facilities for alternate sources of energy and energy conservation measures like:

- Solar energy
- Biogas plant
- Wheeling to the Grid
- Sensor-based energy conservation
- Use of LED bulbs/ power efficient equipment etc.

2. Create facilities for the management of the following types of degradable and non-degradable wastes:

- Solid waste management
- Liquid waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management.

3. Provide Water Management and Water conservation facilities like:

- Rain water harvesting
- Bore well /Open well recharge
- Construction of tanks and bunds
- Waste water recycling
- Maintenance of water bodies and distribution system in the campus

4. Take Green campus initiatives like:

- Restricted entry of automobiles
- Use of Bicycles/ Battery powered vehicles
- Pedestrian Friendly pathways
- Ban on use of Plastic
- landscaping with trees and plants

5. Regularly conduct quality audits on environment and energy, which include:

- Green audit
- Energy audit
- Environment audit
- Clean and green campus recognitions/awards
- Beyond the campus environmental promotional activities

6. Implement Carbon Management Strategy, which include:

- To implement a carbon management strategy, including the efficient use of energy.
- To reduce greenhouse gas emissions in the college campus.
- To ensure the uptake of low carbon technologies in buildings and equipment.


7. Provide Awareness and Training:

- To communicate internally and externally, the college's environmental objectives and performance.
- To raise awareness of staff and students about the college's environmental impact, activities and performance and good practices.
- To provide appropriate environmental educational programmes for staff and students.
- To encourage and facilitate feedback and suggestions on ensuring good practices.
- Evaluation of Environmental Policy.
- To undertake a regular review of environmental management procedures and activities to ensure suitability, adequacy and effectiveness.

IV. Responsibilities:

- The main responsibility for implementation of this policy lies with the Students, Teaching and non-teaching staff and Principal of College.
- The Heads of departments are responsible for ensuring compliance with Environment Policy within their area of control.
- The committee will actively monitor the performance of Colleges and Divisions in the implementation of the aims and objectives of this Policy in the activities under their control.
- Whilst the college accepts the main responsibility for implementation of this policy, individuals have a very important role in co-operating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy.




Principal
Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya
Newasa, Dist. Ahmednagar



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POLICY ON GRIEVANCE REDDRESSAL

1. Preamble

As per the provisions of University Grants Commission (Grievance Redressal) Regulations, 2012, and in accordance with the Maharashtra Public Universities Act, 2016 (Section 56(2) b, the Shri Dnyaneshwar Mahavidyalaya Newasa, has established a „Grievance Redressal Cell“, in the institution to resolve the grievances of its stakeholders (Students, staff and parents) and to suggest to the higher authorities different ways and means to minimize and prevent such grievances.

2. Definition

“Grievances or complaint” includes any communication that expresses dissatisfaction, in respect of the conduct or any act of omission or commission or deficiency of service and in the nature of seeking a remedial action

3. Objectives

The main objective of this Policy is to set forth the policies and procedures to be followed in receiving, handling and responding to any grievances received from the students, administrative staff, Faculty or any of the stakeholders, of „Shri Dnyaneshwar Mahavidyalaya Newasa“, in respect of the services offered by it.

The following are broad objectives for handling the stakeholders grievances:

1. To provide fair and equal treatment to all its stakeholders without any bias, at all times.
2. To ensure that all issues raised by stakeholders are dealt with courtesy and resolved in stipulated timelines.
3. To provide easy accessibility to the subscriber for an immediate Grievance redressal.
4. To put in place a monitoring mechanism to oversee the functioning of the Grievance Handling Policy.

4. Grievance Redressal Cell

The institution has Grievance Redressal Cell (GRC), which is constituted for a period of 5 years. The composition of the committee for the academic years 2017-2022 is as follows:

Sr.No.	Name	Designation
1.	Dr. G. B. Kalhapure (Principal)	Chairman
2.	Mr. A. J. Ghanwat (Vice-Principal)	Member
3.	Dr. Smt. S.N. Adik	Member
4.	Dr. S.P. Ghanwat	Member
5.	Dr. A.M. Shaikh	Member
6.	Mr. S.B. Shinde	Member
7.	Mr. R.Y. Shirsath (Admin. Representative)	Member

5. Duties and Responsibilities of GRC:

1. To develop an organizational framework to resolve Grievances of Students, staff and other stakeholders,
2. To support, those students who have been deprived of the services offered by the college, for which he / she is entitled.
3. To make officials of the college responsive, accountable and courteous in dealing with the grievances.
4. To examine the grievances and make necessary recommendations to the Principal
5. To ensure effective solution to the stakeholder's grievances with an impartial and fair approach.
6. To publish this policy and make it available on the institutions website.

6. How to Raise the Grievance

- i. Grievances received through phone call are not entertained.
- ii. The student/employee/parent should submit a written complaint either to the principal of the college or Coordinator of GRC.
- iii. The Grievances can also be made through registered email.
- iv. Personal grievances shall be addressed to the coordinator of the GRC.

- v. The GRC will try to counsel the complainant and try to provide a solution, orally.
- vi. If this does not work, he/she will be asked to give a written complaint.
- vii. There is no formal prescribed format for submitting grievance. However, the grievance application should consist of Complainant's name, address and contact details (email and phone number), copies of supporting documents, wherever applicable.
- viii. It shall also include the full description of the complaint.

7. Redressal of Grievances

- i. The complaints, thus received, shall be entered in the register and its number should be mentioned on both the complaint and on the acknowledgement/receipt which is provided to the complainant.
- ii. The GRC shall convene a meeting of its members.
- iii. If the GRC wishes to interact with the complainant, it may do so, by inviting him to the meeting through a written request.
- iv. The committee shall discuss the matter in detail, scrutinize the supporting documents submitted by the complainant and try to resolve the issue by taking appropriate decision.
- v. The decision of the GRC will be final and binding on the complainant.
- vi. The decision of the GRC will be communicated to the complainant within a week.
- vii. The entire process of Grievance redressal should be completed within 30 days from the date of receiving the grievance.
- viii. If the decision of the GRC is not acceptable, the complainant can seek justice from the University Grievance Redressal Cell.
- ix. All complaints shall be monitored and marked as closed only after satisfactory resolution of complainant's grievance.
- x. The complaint shall be treated as closed if the complainant has not responded within forty-five days of the receipt of the written response from the Institution.



P. Kulkarni
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POLICY AND PROCEDURES FOR ADMISSIONS

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POLICY AND PROCEDURES FOR ADMISSIONS

I. Preamble

Mula Education Society's Shri Dnyaneshwar Mahavidyalaya Newasa, is committed to impart quality education services to under-graduate and post-graduate students. In tune with the Institution's mission, "Dissemination of Education for Knowledge, Science and Culture" and "Jo Je Vanchhil To Te Laho" (May whatsoever aspirations of those be fulfilled), the institution has framed the „Education Policy“, which ensures that admissions are provided to all students, irrespective of their caste, creed, religion and economic conditions.

II. Purpose:

The purpose of “**Policy and Procedures for Admissions**” is to define the rules, eligibility, procedures for admissions and selection criteria to various undergraduate and postgraduate programs offered by the Shri Dnyaneshwar Mahavidyalaya Newasa, in the form of a public written statement and make available to all stakeholders so that they can take informed decisions regarding admissions in the institution.

The policy also enables the institution to constantly improve its quality and expand its academic horizons in the field of higher education. It also ensures that students of this institution are provided value based, quality education and help in fulfilling their aspirations so that they will become very good citizens, and contribute significantly to the development of the nation.

III. Admission Policy

1. Admissions are provided to all students, irrespective of their caste, creed, religion and economic conditions.
2. Government of Maharashtra's Reservation policy is strictly followed while admitting students to all programs offered by the college.
3. Out of the total available seats for each academic program, 52% seats will be reserved for reserved/ backward communities / categories, 3% seats are reserved for physically handicapped students. However, if these seats are not filled in the scheduled period, the students from the waiting list of the open category will be admitted.
4. Incentives in the form of fee concessions are provided in admissions for sports persons.

5. A student who has played at National or All India (from parent university) levels and is holding a valid certificate of participation, will be given a fee concession of 90% in his total fee for the programme.
6. A student who has played at State, University or Zonal level and has received a medal (Gold, Silver or Bronze) will be given a fee concession of 80% and those who were just participants in the events mentioned above will be given a fee concession of 70% in his/her total fee for the programme in which he has taken admission.
7. In all the cases holding a valid certificate of participation is necessary.
8. Students availing the benefit of fee concessions, should pay a minimum amount of Rs. 50/-, at the time of admission.
9. Admission will not be granted on duplicate TC. However if the candidate produces an FIR about the lost TC and an affidavit on a stamp paper, he may be considered for admission. The final decision lies with the head of the institution.
10. The institution strictly adheres to the eligibility criteria set by the Savitribai Phule Pune University while granting admission to various programs offered by it.
11. At the time of admission, the admission committee will scrutinize original documents.
12. Students can appeal about any of their grievances / aspects of the way in which their application for admission was managed.
13. College has the right to cancel any of the programmes into which students are admitted with proper reason, in accordance with its rules and regulations of the parent University and Government of Maharashtra.
14. All admissions granted by the institution will be provisional, until they are confirmed by the University, subjected their eligibility. Admissions to first year of undergraduate programmes (F.Y.B.A. / B.Com. / B. Sc.) are strictly on merit basis.
15. The admission in case of F.Y.B.B.A. (Computer Application) will be given on first come first serve basis.
16. Students seeking admission are given unbiased guidance.

IV. Eligibility Requirements

Since the institution is affiliated to Savitribai Phule Pune University, it strictly follows the eligibility criteria set by the University for granting admission to various programmes offered by it.

A. UG Eligibility Criteria

1. Candidates must have passed 10+2 or equivalent for getting admission into BA / B. Sc. / B.Com / BBA(CA) programs.
2. Candidates must have completed 10+2 or equivalent with PCM for getting admission into BCS and B.Sc. in relevant subjects.

B. PG Eligibility Criteria:

- 1) Candidates must have a degree in B.Com for admission into M.Com.
- 2) Candidates must have passed B. Sc. with relevant subject for admission into M.Sc.
- 3) BA with relevant subject is required for MA program.

C. Obtaining Eligibility Certificate from the Parent University

Eligibility certificate is the first document which enables the students to get admission to the chosen programme in the College. Since the college is affiliated to the Savitribai Phule Pune University (SPPU), Pune, a student seeking admission to any of the degree programmes offered by the college, should obtain Eligibility Certificate from the SPPU. If a student is not eligible and not getting eligibility certificate from the University his / her admission will be totally rejected and the money spent by the students and their valuable years are wasted.

In the interests of the students, the college ensures that the admitted students get eligibility certificate from the University. It is the duty of the students to fill and submit eligibility forms and pay required fees to the college in time.

The institution should ensure that the process of obtaining eligibility certificates from the Savitribai Phule Pune University should be completed expeditiously.

V. Admission Procedures

1. Aspirants, seeking admission to any of the undergraduate/postgraduate programmes offered by this college can apply online by filling in the form available in online mode, in the institutions website.
2. Information regarding admissions is provided in institution's website (<https://www.sdmncollege.org.in>) under „Academics > Admissions“.
3. From academics, select “Admissions” and click on „Admission Link“, (<http://sdnm.vriddhionline.com>), provided in middle of the web page. A student has to

register for admission online by providing required information and create a login id and password.

4. Students who were in the college during the previous year, (Students seeking admission to Second and Third year of undergraduate Programs viz., S.Y & T.Y. BA /B.SC /B.COM / BBA CA, shall also apply online for admission.
5. Such students should apply immediately after the declaration of the results of the pertinent examination of the previous year.
6. After filling the online admission form, they shall take out a print-out of the filled-in application (hard copy), and it should be duly signed by the applicant.
7. The students shall attach all required photocopies of documents, in support of their eligibility, to the admission.
8. The hard copy of the filled-in application, duly signed, completed in all respects and accompanied by all requisite documents shall be submitted to the admission committee, appointed for the purpose, on or before the last date notified by the college in the college.
9. The list of requisite documents to be attached to the admission form is given in the next section (V A, B & C).
10. The admission forms which are incomplete or incorrectly filled or submitted late will be summarily rejected.

A. F.Y.B.A. / B.Com. / B.Sc. / B.B.A. (Computer Application)/ B. Voc.:

For admission to the above classes, the following documents should be submitted along with admission form by the students who have passed H.S.C. examination from the Maharashtra Board.

- i. Statement of marks (H.S.C.) - attested photo copy.
- ii. School Leaving Certificate Original + photo copy.
- iii. Eligibility form
- iv. Affidavit (Gap Certificate) if applicable
- v. Caste Certificate - attested photocopy
- vi. Income Certificate of Tahsildar - attested photo copy
- vii. Domicile Certificate
- viii. 4 Passport size photographs.
- ix. Photo copy of Aadhaar Card
- x. Photo copy of Voter Identity Card

- xi. Bank Passbook (Nationalized Bank) - front page, photo copy
- xii. Anti-Ragging – Affidavit

B. S.Y. and T.Y.B.A. / B.Com./B.Sc./ B.B.A.(Computer Application):

For admission to the above classes, the following documents should be submitted along with admission form.

- i. Statement of marks: Last qualifying exam attested photo copy.
- ii. Caste Certificate - attested photocopy
- iii. Income Certificate of Tahsildar - attested photo copy
- iv. Domicile Certificate
- v. 4 Passport size photographs.
- vi. Photo copy of Aadhaar Card
- vii. Photo copy of Voter Identity Card
- viii. Bank Passbook (Nationalized Bank) - front page photo copy
- ix. Anti-Ragging – Affidavit
- x. The students from other colleges of SPPU, Pune (in addition to above)
- xi. No objection certificate (NOC) from the Principal of the college last attended.
- xii. Application of the Transfer Certificate (addressed to the Principal of the college last attended) with requisite T.C. Fees or, Transfer Certificate original + 1 Photocopy.
- xiii. Eligibility Case Number.
- xiv. Scholarship Award No. if applicable.
- xv. Students from other University - (in addition to the above) 1) Migration Certificate Original + 1 Photocopy each and 2) Eligibility Form.

C. M.A. / M.Com. / M.Sc.:

For admission to the above classes, the following documents should be submitted along with admission form by the students.

- i. Statement of marks of UG. Original +1 attested photo copy.
- ii. Transfer Certificate. Original + photo copy.
- iii. Eligibility form
- iv. Affidavit (Gap Certificate) if applicable
- v. Caste Certificate - attested photocopy
- vi. Income Certificate of Tahsildar - attested photo copy

- vii. Domicile Certificate
- viii. 4 Passport size photographs.
- ix. Photo copy of Aadhaar Card
- x. Photo copy of Voter Identity Card
- xi. Bank Passbook (Nationalized Bank) - front page, photo copy
- xii. Anti-ragging – Affidavit

D. The students from other colleges of SPPU, Pune (in addition to above).

- i. No objection certificate (NOC) from the Principal of the college last attended.
- ii. Application of the Transfer Certificate (addressed to the Principal of the college last attended) with requisite T.C. Fees or, Transfer Certificate original + 1 Photocopy.
- iii. Eligibility Case Number.
- iv. Scholarship Award Number, if applicable. The students from other University - (in addition to above)
- v. Migration Certificate Original + 1 Photocopy each
- vi. Eligibility Form

Note:

- 1. All original documents shall be scrutinized at the time of admission.
- 2. The students who have passed HSC examination from other Board/State should provide migration certificate of respective board.
- 3. Students admitted should attend classes regularly.
- 4. Irregular students having less than 75% attendance shall not be allowed to appear for the final examination.

VI. Selection Process:


- 1. The admission form submitted by the applicant is scrutinized by the Admission committee (AC) and if found eligible it is approved by the admission committee. It is then sent to generate the Fees Challan in the college office.
- 2. The candidate should collect the AC approved application form and challan and pay required fee in order to secure admission. The admission fees should be remitted in the Yash Multi State Bank situated in the campus.

3. The AC approved admission form along with the challan of paid fees should be submitted in the college office on the same day. The candidate is informed about confirmation of his admission in the institution.
4. The admission granted by college is provisional, until it is confirmed by the University.

VII. Implementation of Policy and Procedures:

1. Students applying individually should be made aware of the terms of student admissions policy and procedures by the Admission Committee (AC) of the college.
2. AC monitors the student application and admission process, by providing the materials and means for application to the students.
3. All the applications are processed by the AC in accordance with students Admissions policy and procedures.
4. The entry requirements like student age, academic qualification etc., are looked after by the AC.




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Code of Conduct for Students, Teachers, Administrators and Other Staff

I. Preamble:

This code of conduct applies, along with government acts, terms and conditions laid down by Mula Education Society, Sonai, to all the employees, teaching and non-teaching staff and students of Shri Dnyaneshwar Mahavidyalaya Newasa, to carry out the job of teaching effectively, to excel in education standards, to accelerate efficiency, to enhance social attitude by stop/check/prevent developing and prohibiting the immoral tendencies and habits, to develop the commitment for social gratitude and in order to uplift the Mula Education Society and the community in general.

II. Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College
2. Students shall come to the college in approved uniforms.
3. All the students shall wear their identity cards.
4. All the students are expected to be present in the class well -within time and Silence shall be observed during class hours.
5. Students shall rise from their seats when the teacher enters the class room and greet the teacher.
6. Students are not permitted to use mobile phones within the campus.
7. Students shall wander or gather in verandah, corridors, staircase etc.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. All the students are expected to attend all college functions in college uniform unless otherwise specified.
10. Students should not indulge in any kind of tattooing, body piercing, hair styling or any other such activities that goes against the existing social norms and the spirit of Mula education society.
11. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

12. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
13. They shall keep the campus neat and clean. They should not put any waste anywhere in the campus except in the waste baskets kept for the purpose.
14. Consumption of alcohol, smoking or eating Panmasala are strictly prohibited in the campus.
15. Students should refrain from activities such as writing on walls, benches and blackboards that could destroy the academic ambiance.
16. They should carefully handle the furniture, equipment, fixtures and appliances of the college.
17. Students are not permitted to organize any unauthorized celebrations of any kind in the campus.
18. Students shall participate in all academic, co-curricular and extracurricular activities organized by the college.
19. Political activity in any form is not permitted in the College campus.
20. Ragging is strictly prohibited in the college. As per the directives of Hon'ble Supreme Court of India, ragging is strictly treated as criminal offence. Anybody involved in ragging will be strictly punished.
21. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
22. Students violating the code of conduct or misbehaving in the college campus will be strictly punished as per the norms of college discipline Committee.

III. Code of Conduct for Teachers

1. All teaching faculty shall observe the Code of Professional Ethics, S.94, framed under section 72 (10) read with section 71 (20) of the Maharashtra Public Universities Act, 2016. A teacher should conduct himself/herself in accordance with the ideals of the profession.
2. A college teacher (Assistant professor, Associate professor or Professor) is constantly under the scrutiny of his/her students and the society at large. They are role models for the students. Therefore, a teacher should maintain his/her dignity and affection towards students.
3. Teachers should always be available to students in the college campus, during working hours. This will enable the students in getting clarification of doubts, difficulties in understanding the lessons or in receiving general guidance.
4. A teacher should continuously update his knowledge by way of reading latest books & research journals, attending seminars, workshops, orientation and refresher courses.
5. All teachers should be involved in research. They should apply for research grant from relevant funding agencies. They should update their knowledge to make continuous professional growth through study, research, and publications.
6. They should make active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

7. They should maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
8. Apart from teaching, a teacher should work in committees appointed by the principal for smooth functioning of the college or any other activity (NAAC accreditation, and funding proposals for college, AISHE, NIRF, ARI, NSS, SWO etc.) related to the development of college.
9. Teacher shall be calm, patient and communicative by temperament and amiable in disposition. Every teacher shall see that there is no incompatibility between his/her precepts and practice. The ideals which a teachers seeks to inculcate among students must be his/her own ideals, duly reflecting in his conduct.
10. Academic planning and teaching plan should be made class and subject wise at the commencement of the academic year. Classes/lectures should be carried out in accordance with timetable and toll. Every class/lecture should be carried out effectively and usefully from beginning to end.
11. The syllabus must be completed in time by making plan of the class/lecture to be taught. Chalk, blackboard & other teaching aids must be used in teaching. Teachers should have the habit of teaching by standing in the class.
12. Teachers should complete the assigned co-curricular & extra- curricular activities and keep record of the same.
13. The question paper should be set on the prescribed, relevant and the topics taught. The question paper should be submitted in time to the exam dept. Care must be taken to avoid leaking the question papers. The assigned exam work should be completed perfectly. No one should be prompted for malpractices in exam.
14. Impartial and objective attitude should be observed while assessing the answer sheets. Result sheets (mark lists) should be submitted to the exam section in time.
15. Co-curricular activities should be arranged by seeking permission and such activities should be supported on all levels.
16. At the commencement of the academic year, subject wise and unit wise planning should be prepared. Students should be assigned homework regularly and it must be checked.
17. Teachers should be enthusiastic about adopting new techniques and ICT methods in teaching, internalizing techniques/methods invented by others and employing it in teaching.
18. Different trainings by government and by society should be carried out as per the requirement.
19. Efforts should be made to top the students with merits in university examinations, sports, elocution competition, debating competition and competitive examinations
20. Efforts should be made for availing of the benefits of one's knowledge, intellect and capabilities to the community.
21. Activities supported by Government, Semi-Government and self-finance activities must be implemented by taking permission in advance.
22. Teachers should use library to the maximum, as well as students should be promoted for the use of library.

23. A teacher should maintain proper distance while interacting with students. He / She should not participate in and promote arguments with students.
24. They should ensure directly or indirectly that students understand, realize and like what has been taught.
25. We earn our pay, for the subject we teach. So employees should not take private tuitions with monetary gains nor compel the students to admit to private tuitions.
26. Students with undisciplined, rude, indecent behavior and students engaged in eve teasing should be warned and the same should be brought to the notice of the members of discipline committee.
27. Educational and Botanical study tours, camps, etc. should be arranged only after taking due permission from authorities. Statement of accounts should be maintained and submitted to the office in time.
28. Without any discrimination the faculty should treat all students equally irrespective of their caste, creed, religion, gender and economic status.
29. The faculty should be in touch with the parents in order to discuss overall development of students as well as their virtues and vices.
30. Girl students should not be called at home.
31. It is the duty of teachers to work in various committees and accept the work assigned to them from time to time, by the principal of the institution.
32. All-round development of students should be final goal of all teachers. Hence all effort should be made in that direction.

IV. Code of Conduct for Administrators and Other Staff

1. It must be remembered that head of the unit is a mediator among students-parents-employee-society-government.
2. Students are at the center of interest. Hence head should plan the framework of education appropriately in order to all round progress of students.
3. Like the maxim "As the king, so the people" teachers and students follow their head of units/sections. Hence the head should be ideal.
4. Head should study the circulars of the society and the government closely and should plan and take a follow up for its absolute implementation.
5. He should carry out his teaching duties regularly. He should choose important subject and class.
6. Head should act as head of the family. Students, teachers and employees make a family.
7. Head should procure guidance and cooperation for the development of unit from parents, trustees, alumni, well-wishers, reputed people of the village, officers of various institutes always being in contact with them.
8. He should take strong role with indiscipline students and defaulter employees.
9. Head of the unit should remain present in the unit half an hour earlier.
10. Head should observe if code of conduct being implemented or not. He should emphasize honesty and sheer obedience. He should inculcate among the qualities of

politeness, punctuality, observance of good manners in speech, behavior, personal cleanliness of dress etc.


11. Head should personally look into the timely submission of different information demanded by government or society and different statutory and regulatory bodies.
12. Head should supervise the work of teaching and non-teaching employees in order to bring coordination in work.
13. Subject to the notices issued by the society or government, head should perform his educational duties.
14. Head should be aware that he is responsible for virtues and or vices of the unit.
15. Head of the unit is primary empowered resource of the unit. He can enhance the level of the unit with the help of his personality. He can inspire teachers and students for good work.
16. Head is the core center of the unit that inducts balance by bringing different constituents together.
17. Head must be effective/characterful/well-read and experimental.
18. Head must have power of decision making/steadfastness/confidential vivid imagination/quality of consuming virtues.
19. Head is the representative of the society. He has responsibility of carrying forward the quality policy of the trustees.
20. All employees should strictly follow and abide by the „Code of Conduct“ laid down by the Mula Education Society, for its employees.
21. Employee should remain present, at least 10 minutes in advance of reporting time at the place of job.
22. Employees should report themselves on duty either by putting his thumb impression on Biometric finger printing machine or by signing in the attendance register.
23. Employees should strictly remain in their workplace during working hours. They should not leave the campus. However if the work demands, he/she can leave the campus with prior permission from their superiors or head of the institution.
24. As official and convenient norms, employee should observe the office discipline.
25. Any assigned work should be completed and reported in time.
26. Employees should not draw loans that may harm the reputations of the teaching occupation and should pay back installments in time so as not to create situations where the bankers shall visit homes or institutions campus demanding the repay.
27. Employees should maintain proper respect as well as distance along with contact and relation with seniors.
28. Employee should hold good relations with colleagues personally as well as a part of team.
29. Employee should develop acquaintance with different experts in the profession and exchange thoughts with them.
30. Employee should not do other work during the working time.
31. The employee should maintain the standards of his occupation outside the campus.

The code of conduct is meant for educational discipline and for creating ambience and not for objecting on the civic rights of the employees. Observance of code of conduct is mandatory

on all employees. Violation of all above code of conduct would be treated as breach of duties.

Not only the observance of code of conduct shall result into the performance of ideal work but it shall contribute to the reputation of the society and the society shall be proud of such employees. Hence the observance of the code of conduct is expected.




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Policy for Research Promotion

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POLICY FOR RESEARCH PROMOTION

1. Purpose:

The policy enables establishment of research ecosystem and framework in the institution within which faculty, Research Scholars, Postgraduate and Undergraduate students, can conduct research, publish their research findings in reputed journals and present research findings in national and international conferences. Faculty can apply for research grant in the form of minor and major research projects. Students can pursue project base learning (PBL) by undertaking project work. It enables the students to take part in research competition festivals like 'Avishkar' and 'Anveshan'.

2. Organizational Scope

MES's Shri Dnyaneshwar Mahavidyalaya Newasa has well established Research Laboratories in the subjects, Botany, Commerce and English. These three are recognized as research centers by Savitribai Phule Pune University. The institution has a 'Research Committee' to look after and promote various research activities in the institution.

The total Research and Development activities are organized into the following three categories.

3. Composition of Research Committee

It comprises of the following members.

S. No.	Name/designation of faculty	Designation
1	Head of the institution (Principal)	Chairman
2	Coordinator of IQAC	Member
3	Directors of University recognised Research centres of the institution	Members
4	Head clerk	Member
5	Academic and Research Coordinator	Member Secretary

4. Duties and Responsibilities of Research Committee:

- a) The Research Committee formulates and updates research policies as per the norms of Savitribai Phule Pune University and UGC.
- b) It promotes faculty in engaging actively in research, in their chosen subject.
- c) It is the responsibility of the research committee to facilitate and monitor research activities, going on in the institution.
- d) It organizes various Quality Improvement Programs like expert lectures, pertaining to research methodology and research techniques.
- e) The committee promotes submission of proposals from departments for holding seminars and conferences in the institution.
- f) It motivates eligible faculty to apply for funding for minor and major research projects from various funding agencies, including University Research Cell (URC).
- g) The research committee constitutes sub-committees for M.Phil. & Ph.D. admissions in the institution.
- h) To submit affiliation documents & six monthly progress reports to the university
- i) It executes the maintenance of proper records of research scholars admitted in the research centre.
- j) It promotes and supervises participation of students in AVISHKAR & ANVESHAN.

5. Financial Support for motivating research skills / Incentives and Awards for Research Achievements

Mula Education Society provides financial support to researchers for motivating their research skills in different ways with following guidelines.

5.1 For Participation in Seminars/Conferences/Workshops:

- a) The faculty will be provided with Duty Leave, Registration Fee and Travelling Allowance (Fair for travel by bus/railway) for participation in University level and State level Seminars/Conferences/Workshops organized by other institutions. The Faculty should take prior permission from the principal of the institution to attend the above mentioned events and should submit participation certificate, report of work done and bills of travelling expenses and registration fee paid etc., to the principal after returning from the event.
- b) For Seminars/Conference held outside the state, faculty/researchers will be provided with Duty Leave, Registration Fee and Travelling Allowance (for travel by bus/railway) or a consolidated amount of Rs. 2000/- whichever is less.
- c) For International Conferences held within the state, the researchers will be provided with Duty Leave, Registration Fee and Travelling Allowance (for travel by bus/railway) or a consolidated amount of Rs. 3000/- whichever is less and for International Conferences held outside the state, the researcher will be provided with Registration fee and Travelling Allowance (for travel by bus/railway) or a consolidated amount of Rs. 5000/- whichever is less.

- d) For International Conferences held outside the country, the faculty/Researcher will be provided with Duty Leave, Registration fee and travelling allowance (for Travel by Air) or Rs. 10,000/ whichever is less, upon submission of acceptance of his research paper for presentation in the international conference.
- e) Faculty can avail this facility only once in a year. The research committee will scrutinise the applications received for financial assistance to attend seminar/conference/workshop and submit a list of recommended candidates to the principal for necessary sanctions. The faculty who never availed this facility before will be given priority.
- f) The institution also encourages the faculty to apply for Travel grant from Parent University and government agencies for participation in National and International Conferences held in India and abroad.

5.2 Organization of Seminars/Conferences in the College:

The institution organizes seminars/Conferences in various subjects in the college. Respective departments are encouraged to apply for financial assistance under Quality Improvement Programme of Savitribai Phule Pune University and other similar funding agencies.

5.3 Rules and Regulation for Financial Aid:

- a) As funding is limited, approval for participation in Workshops/Seminars/conferences will be given on priority basis. The limit of total financial aid available with the institution for providing financial assistance to faculty for participation in these events is Rs. 1,00,000 (Rupees one Lakh). Out of this, Rs. 40,000/- is earmarked for international conferences held outside India, Rs. 30,000/- the International conferences held in India (outside Maharashtra state) and Rs. 30,000/-for conferences held within Maharashtra.
- b) If the Conference outside India is eligible for funding, no approval will be given for other conferences.

5.4 Research Promotion Award:

Faculty members are appreciated and encouraged by providing monetary incentives for their publications in indexed and reputed journals. For papers published in Indexed and reputed journals of Elsevier, Science Direct, Bentham Science, Springer, National Academy of Sciences (NAS), Thomson Reuters, which have more than one impact factor, the faculty will be given a cash award of Rs.1000/- per paper. The faculty whose research paper, presented in the conference, has been selected as 'Best Research Paper' is awarded Rs 5,000/- Cash Prize.

The faculty are also appreciated and encouraged for obtaining financial assistance from government funding agencies for their minor and major research projects.

5.5 Research Projects:

Management has decided to provide seed money to its faculty who wish to carry out minor research projects on any topic of their interest in their own chosen field of research. An

amount of Rs. 5,000/- is earmarked for the purpose. An amount of Rs. 2000/- is provided as seed money to execute the minor research project. Upon completion of the project, the researcher should submit a Final report of Research work done including the experimental results obtained, audited Statement of accounts and utilization certificate to the college.

The faculty is also encouraged to apply for funding under Faculty Improvement Program (QIP) of Board of Deans (BoD) of Savitribai Phule Pune University and University Grants Commission (UGC) western Regional Office, Pune, for execution of minor research projects.

Similarly the management also provides financial assistance to students who are interested in undertaking project work on any innovative ideas that will help the society and enable them to participate in research competitions like 'Avishkar' and "Anvetion".

5.6 Promotion for Consultancy Programs:

The management has decided to promote involvement of research faculty in providing consultancy to industry and other establishments. The profit earned through consultancy programs, will be shared between the institution and faculty involved in providing consultancy in a ratio of 80:20 respectively.

6. Academic and Industrial Collaboration for Research


A collaboration policy considering the academic, research and industrial collaboration to share the knowledge, practices, experimental facilities for the purpose of the growth of the institution to create new knowledge and human resource is to be developed by the institution.

Collaboration between industry and academia is key to catalyse innovation and growth in technology. The institution has entered in to collaboration with some industries. It is expected, collaboration will be mutually beneficial since, the industry gains work-ready talent with specialist knowledge and practical training, and the institution benefits by having opportunities to work on relevant technologies and challenging problems faced by the industries.

7. Outreach Programs for Society and Industry

The institutions outreach program is intended to help local and regional, societies & industry and contributing positively to community life. The outreach activities include, organising educational seminars, demonstrations, field and farm visits. They shall be expanded in future.




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(I.D. PU/AN/ASCI/1968, H.S.C./1077/31029/XII/H.S.) Dt.10/06/1977**

Jr. College.Index No. J.12.06.001

NAAC Re-accredited 'A' grade with CGPA 3.08

ISO 9001 : 2015 Certified

Policy Document On

DISABLED FRIENDLY & BARRIER FREE ENVIRONMENT

1. Preamble

The Government of India has enacted “The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which came into force on February 7, 1996. The main objectives of the act are to create barrier free environment for persons with disabilities and to make special provisions for the integration of persons with disabilities into the social mainstream. In February 2006, the Government of India formulated the “National Policy for Persons with Disabilities,” which deals with educational rehabilitation of persons with disabilities. In 2016, the Government of India has introduced another act known as “Rights of Persons with Disabilities” Act, which prohibits discrimination against individuals with physical and mental disabilities.


Mula Education Society's Shri Dnyaneshwar Mahavidyalaya Newasa, recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights and full participation in the academic environment. With this objective in mind the institution advances the following comprehensive “Disabled Friendly, Barrier Free Environment Policy” in which incapacitated students and employees are not distraught or treated un-favourably. The policy is to be adopted and strictly observed by all stake holders of the institution.

THE POLICY:

1. The institution shall provide adequate space for persons using mobility devices like wheelchairs, crutches and walkers, as well as those walking with the assistance of other persons.
2. The institution shall create barrier free environment for disabled and physically challenged persons in the form of Ramps with railing facility, provision of Lifts in each and every academic building and in Restrooms.

3. Adaptation of toilets for wheel chair users,
4. Construction of slopes (ramps with railing facility) in pavements for the easy access of wheel chair users,
5. It shall also provide necessary signage, lights, display boards and signposts for the easy movement of the disabled persons.
6. To provide scribe facility for the person who required human assistance during the course of examination and academic activities.
7. To augment screen reading software and braille facility for the needy person.
8. To adopt and implement the necessary facilities as per the guidelines of Govt. of India as on when required.
9. If required, allotment of extra time in tutorials, internal and university examinations.
10. The institution shall ensure itself that it has disabled friendly and barrier free environment.




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