



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,  
PARVATI, PUNE  
ADMIN PROCESS MANUAL**



ADM / PR / A

Rev.: 01 Date: 08-04-2019

Index of Procedures

Clause: 7.5

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**ALL THE PROCEDURES IN THIS MANUAL ARE**

Prepared By: Office Superintendent	Reviewed By: Principal	Approved By: Principal	Issued by: ISO Coordinator

A.P.C.O.E.R.

Issue No.: 01 Date: 21/01/2019

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**AKHIL BHARATIYA MARATHA SHIKSHAN PARISHAD'S**

**ANANTRAO PAWAR COLLEGE OF  
ENGINEERING & RESEARCH,  
PARVATI, PUNE**

**ADMINISTRATION PROCESS MANUAL**

**AS PER INTERNATIONAL STANDARD ISO 9001:2015**

**ISSUE NO: 01 DTD. 21 – 01 – 2019**



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,  
PARVATI, PUNE  
ADMIN PROCESS MANUAL**



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STUD/PR/03	Issue of Certificates	8.5.1	00	21-01-2019
STUD/PR/04	Correspondence with Parents	8.2.1, 7.4	00	21-01-2019
STUD/PR/05	Scholarships / Free ship / EBC	8.5.1	00	21-01-2019
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STUD/PR/07	Issue of documents to passed out students	8.5.1	00	21-01-2019
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EST/PR/03	Time Office management	8.5.1	00	21-01-2019
EST/PR/04	Leave management	8.5.1	00	21-01-2019
EST/PR/05	New course addition and Affiliation	8.1, 8.2.2	00	21-01-2019
EST/PR/06	Control of outsourced activity – AMC	8.4.2	00	21-01-2019
EST/PR/07	Sanitization and Disinfection Procedure	8.4.2	00	22-12-2020
EST/PR/08	Medical Facilities	8.4.2	00	22-12-2020
STR/PR/01	Purchasing Process	8.4	00	21-01-2019
STR/PR/02	Annual Budget	7.1.1	00	21-01-2019
STR/PR/03	Material Receipt	8.5.4	00	21-01-2019
STR/PR/04	Material Issue	8.5.4	00	21-01-2019
STR/PR/05	Physical Stock Verification	8.5.4	00	21-01-2019
HSK/PR/01	Housekeeping Practices Management	7.1.4	00	21-01-2019
SEC/PR/01	Material Movement Control	8.5.1	00	21-01-2019
EM /PR/01	Annual Budget	7.1.1	00	21-01-2019
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**ADM / PR / B**

**Revision Sheet**

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<b>D. I. No.</b>	<b>Rev. No.</b>	<b>Rev. Date</b>	<b>Nature of Change</b>	<b>Approved By</b>
All	00	21-01-2019	Original Issue, Issue No. 01 dtd. 21-01-2019.	Principal
STUD/PR/08	01	08-04-2019	Control of Student Property Process Added	
STUD/PR/01	01	08-04-2019	Added system process for allotting unique identity number after admission	
ADM/PR/F	01	15-05-2019	Redefined Duties & Responsibilities of System & Technical Assistant Lab Assistant IC Section	
ADM /PR/D	02	15-06-2019	New format released Out of Office ADM/R/041	
ADM /PR/C	01	21-08-2019	New format released for code of conduct ADM/D/043	
ADM/ PR/A	01	31-12-2019	New Fire Safety Procedure defined ADM PR/ I	
ADM /PR/D	02	16-06-2020	New format released Work From Home Report ADM/R/011	
ADM/ PR/A	02	16-06-2020	New Procedure defined for Admin Activity Conduction in Pandemic ADM/ PR /H	



ADM / PR / C

**List of Documented Information (Documents)**

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D. I. No.	D.I. / File Name	Rev. No.	Distribution	Access (For preparation & updation)	Storage	Use	Retention Period	Disposal Method
<b>INTERNAL DOCUMENTED INFORMATION</b>								
ADM/PR/A	Administration Process Manual	00	Principal, O.S.	O.S.	File	All	Permanent	--
ADM/D/040	Process Risks & Opportunities - Administration	00	All HoD, Principal	O.S.	File	All	Permanent	--
ADM/D/001	A.B.M.S. Parishad Correspondence	00	--	O.S.	File	All	Permanent	N.A.
ADM/D/02 A	Application Form – Teaching	00	--	Establish Section / O.S.	File	All	5 Years	Shred
ADM/D/02 B	Application Form Non-teaching	00	--	Establish Section / O.S.	File	All	5 Years	Shred
ADM/D/03	Joining Report Teaching	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/04	Relieving Letter	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/05	Application Workshop Seminar industrial visit for staff	00	--	Establish Section	File	All	5Years	Shred
ADM/D/06	Bonafide Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/07	Change of Branch Application	00	--	Student Section	File	All	5Years	None
ADM/D/08	Indemnity Bond undertaking	00	--	Student Section	File	All	5 Years	None
ADM/D/09	Installment in Fees Application	00	--	Account Section	File	All	5Years	Shred
ADM/D/10	Provisional Admission Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/11 A	Refund of caution money Application	00	--	Account Section	File	All	Permanent	N.A.
ADM/D/11 B	Refund of fees in case of YD students Application	00	--	Account Section	File	All	Permanent	N.A.
ADM/D/12	Faculty/ Staff Attendance	00	--	Establish Section	File	All	5 Years	None
ADM/D/12 A	Transfer certificate - PG Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/12 B	Transfer certificate - UG Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/13 A	Certificate for File	00	--	Student Section	File	All	5 Years	Shred
ADM/D/13 B	Index for student File	00	--	Student Section	File	All	5Years	Shred
ADM/D/13 C	Journal	00	--	Student Section	File	All	5 Years	Shred



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ADM/D/14	Bonafide Certificate	00	--	Student Section	File	All	5 Years	None
ADM/D/15	Fees Structure Application	00	--	Student Section	File	All	5 Years	None
ADM/D/16 A	No dues Certificate Non-Teaching	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/16 B	No dues Certificate Teaching	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/17 A	No. Dues certificate PG	00	--	Student Section	File	All	5 Years	Shred
ADM/D/17 B	No. Dues certificate UG	00	--	Student Section	File	All	5 Years	Shred
ADM/D/18 A	Non Teaching Staff Experience certificate	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/18 B	Staff Experience certificate	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/19	Transfer Certificate	00	--	Student Section	File	All	Permanent	N.A.
ADM/D/20 A	Alumni Registration Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/20 B	Alumni Association form	00	--	Alumni Coordinator	File	All	5 Years	Shred
ADM/D/21 A	FE Admission form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 B	SE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 C	DSE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 D	TE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 E	BE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21F	ME-I Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 G	ME-II Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/22	Correspondence for AICTE	00	--	Establish Section/ Dy. Registrar	File	All	5 Years	Shred
ADM/D/23	Correspondence for parents	00	--	Class Teacher	File	All	5 Years	Shred
ADM/D/24	Correspondence for Pravesh niyantran Samiti	00	--	Establish Section/ Accountant	File	All	5 Years	Shred
ADM/D/25	Correspondence for Shikshan Shulka Samiti	00	--	Account Section	File	All	5 Years	Shred
ADM/D/26	Correspondence for SPPU	00	--	Students/ Establish Section	File	All	5 Years	Shred



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ADM/D/27	Correspondence for DTE	00	--	Students/ Establish Section	File	All	5 Years	Shred
ADM/D/28	No Objection certificate (DTE)	00	--	Students section	File	All	5 Years	Shred
ADM/D/29	Correspondence to Samaj kalyan (SWO)	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/30	Covering letter MahaDBT Application form Scholarship or Freeship	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/31	MahaDBT Application form RCSMFERS	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/32	MahaDBT Application form Scholarship or Free ship	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/33A	Ad-Hoc card	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/33B	Non Teaching Leave card	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/33C	UGC Staff Leave card	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/34A	Leave application	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/34B	Leave on duty	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/34C	Special leave application- to be done	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/35A	Notice format for faculty	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/35B	Notice format for students	00	--	Students section	File	All	Permanent	N.A.
ADM/D/36A	Internal Correspondence for Office	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/36B	Internal Correspondence for Department	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/37	Student Information Form	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/38A	Correspondence in General	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/38B	Student General Register	01	--	Student Section	File	All	Permanent	N.A.



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ADM/D/39A	Notice for meeting of Committee	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/39B	Proof of meeting of committee	00	--	Establish Section	File	All	Permanent	N.A.
ADM-D-040A	Comparative	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040B	Purchase Order	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040C	Inquiry Letter	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040D	Inspection Report	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040K	Advance Slip	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040L	Advance Clearance Slip	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-041	Inward Register	01	--	Store Section	File	All	Permanent	N.A.
ADM-D-042	Outward Register	01	--	Store Section	File	All	Permanent	N.A.
ADM/D/043	Code of Conduct	00	--	Establish Section	File	All	Permanent	N.A.

**EXTERNAL DOCUMENTED INFORMATION**

--	AICTE Handbook, Information Brochure	All HOD, Admin staff	O.S.	Soft copy	All	Permanent	--
--	AICTE, DTE, SPPU, GOI, GOM Circulars, notifications	--	O.S.	Soft copy	All	Permanent	--
--	DTE admission information brochure	Admin coordinator	O.S.	Soft copy	All	Permanent	--
--	Shikshan shulk samiti report (PNS)	Students section, Accountant	O.S.	Soft copy/ Hard copy	All	Permanent	--





**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,  
PARVATI, PUNE  
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**List of Retained Documented Information (Records)**

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D. I. No.	D.I. / File Name	Rev. No.	Distribution	Access (For preparation & updation)	Storage	Use	Retention Period	Disposal Method
QMS-R-10	Quality Objective Status	00	ISO Coordinator	O.S.	File	All	3 Years	Shred
ADM-R-01	Faculty Attendance	00	--	Establish Section	File	All	3 Years	Shred
ADM-R-02	Committees	00	--	Establish Section	File	All	3 Years	Shred
ADM-R-03	Purchase Committee	00	--	Store Section	File	All	3 Years	Shred
ADM/R/003A	Supplier Evaluation	00	--	Store Section	File	All	3 Years	Shred
ADM-R-04	Office order for stock verification	00	--	Store Section	File	All	3 Years	Shred
ADM-R-05	Dead stock verification report	00	--	Store Section	File	All	3 Years	Shred
ADM-R-06	Compliance Report	00	--	Store Section	File	All	3 Years	Shred
ADM-R-07	Recommendation for Obsolesce	00	--	Store Section	File	All	3 Years	Shred
ADM-R-08	Letter of Obsolesce	00	--	Store Section	File	All	3 Years	Shred
ADM-R-09	List of outsourced agencies	00	--	Store Section	File	All	3 Years	Shred
ADM-R-010-	Material Requisition Slip	00	--	Store Section	File	All	3 Years	Shred
ADM/R/041	Out of Office	00	--	Establish Section	File	All	3 Years	Shred
ADM/R/011	Work From Home Report	00	--	Establish Section	File	All	3 Years	Shred
<b>HOUSE KEEPING SECTION</b>								
HSK/R/01	Duty Register	00	Concern staff	Coordinator , House Keeping	File	All	3 Years	Shred
HSK/R/02	Check Duty Roaster	00	Concern staff	Coordinator , House Keeping	File	All	3 Years	Shred
<b>ELECTRICAL MAINTENANCE SECTION</b>								
EM/R/01	Electrical Maintenance Register	00	-	Lab Assistant Electrical	Reg -1	All	3 Years	Shred
EM/R/02	Earth Pit Testing Register	00	-	Lab Assistant Electrical	Reg -2	I/C	3 Years	Shred
EM/R/03	DG log sheet	00	-	Lab Assistant Electrical	Reg -3	I/C	3 Years	Shred
EM/R/04	Diesel Receipt Record	00	-	Lab Assistant Electrical	Reg.4	clerk	3 Years	Shred
EM/R/05	Spares Stock Register	00	-	Lab Assistant Electrical	Reg.5	clerk	3 Years	Shred
EM/R/06	Indent	00	-	Lab Assistant Electrical	Reg.6	clerk	6 M	Shred
EM/R/07	D.G. Maintenance Record	00	-	Lab Assistant Electrical	Reg.3	I/C	3 Years	Shred
EM/R/08	Electrical Inspection Report	00	-	Lab Assistant Electrical	File 1	I/C	3 Years	Shred



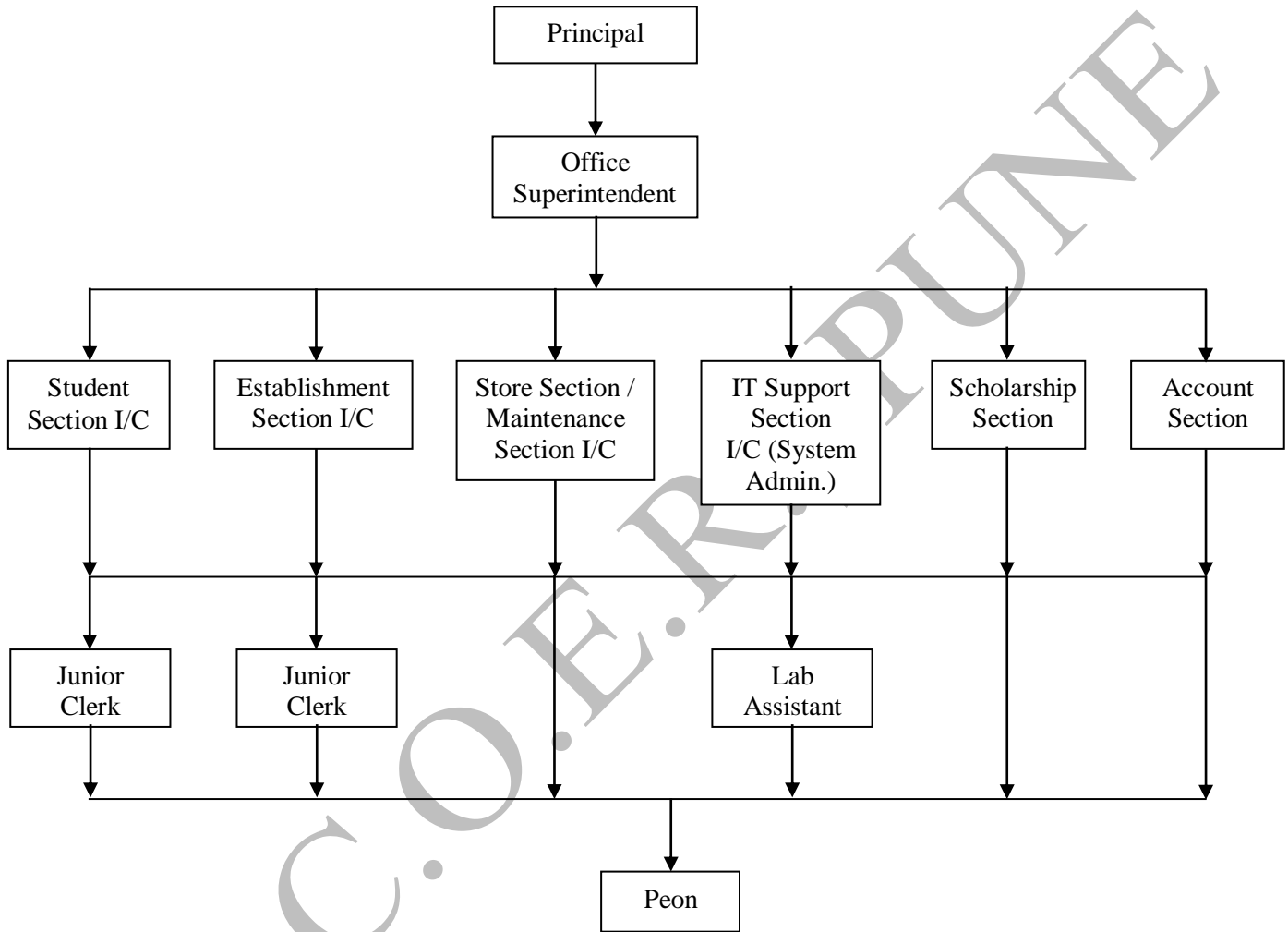
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Staff Position

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**Responsibilities and Authorities**  
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**Duties of Office Superintendent:**

1. To monitor and control activities in Student, Establishment and Examination section, Account and Store.
2. To take actions on the nonconformities observed in administrative sections.
3. To take necessary affiliation from University, DTE, Maharashtra Govt., AICTE, and other statutory bodies.
4. To Co ordinate activities related to academics and administrative.
5. To Execute policies laid down by University, DTE, Maharashtra Govt., AICTE, and other statutory bodies.
6. To provide necessary information to management, academics and other agencies whenever necessary.
7. To process regarding Recruitment, Management Permission letters.
8. Advertisement, Application, Call letter, report submission to University
9. Maintain Administrative Calendar of Office.
10. BCUD Proposals, QIP Proposals, Annual Report to University
11. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
12. To ensure that the processes are delivering their intended outputs.
13. To report on the performance of the quality management system and on opportunities for improvement to top management.

**Duties of Student Section Clerk:**

1. To complete all online activities related to student admission as directed by University, DTE, ARA and other authorities
2. To carry out correspondence with University, DTE, ARA and other authorities involved in admission procedure.
3. To obtain approval to admission from DTE & ARA.
4. To prepare & get approval for institute admission form, from Principal and other Authorities.
5. To prepare and forward final admitted students list with Unique Identification Numbers to Heads of the Department & other concerns.
6. To process the student scholarships, Eligibility.
7. To Issue Bonafide Certificate, Transfer Certificate & Bus/Railway Concession Pass.
8. To maintain all student data in ERP System and update regularly.
9. To maintain all original documents of admitted students and keep the record of the same.
10. To make all general correspondences related to students.
11. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
12. To ensure that the processes are delivering their intended outputs.
13. To report on the performance of the quality management system and on opportunities for improvement to top management.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.
15. Any other duties assigned by the higher authority time to time.



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**Responsibilities and Authorities**

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**Duties of Examination Section Clerk:**

1. To work in coordination with College Exam Officer.
2. To display the notice related to examination such as Examination Form, Hall Ticket, Online/In-sem/Theory Examination Timetable, Result, Photocopy and Revaluation.
3. To collect examination form and maintain record in Examination form register.
4. To prepare & forward the list of students those have submitted examination forms in hard copy to Head of the Department and concern,
5. To inward and submit examination forms on regular basis through SPPU online portal & generate fee challan in time to accounts department through Dy. Registrar/Office Superintendent.
6. To display final list of students those have submitted online Examination form & have inward Examination form through college login on Examination Notice Board.
7. To download Name List , Hall Tickets, College Summary and distribute to respective departments through College Exam Officer.
8. To make arrangements for smooth conduct of All examinations.
9. To prepare course wise summary for Online & Theory Examinations.
10. To Provide Examination Stationary to respective department as per requirement.
11. To Provide Block Summary & Block Arrangement of Theory Examination as per Examination timetable declared by SPPU.
12. To prepare Theory/Online/In-sem Examination Bills & Submit to account section of Institute in time through College examination officer. Collect bills of Oral/Practical Examination from departmental examination coordinator, summarize the same & submit to accounts section of institute.
13. To download college ledger of examination result & distribute to respective head of departments. Collect & Distribution of mark sheet to respective head of Departments.
14. To process Applications of Photocopy & reevaluation of Result from students.
15. Perform Any other duties assigned by the higher authority time to time.
16. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
17. To ensure that the processes are delivering their intended outputs.
18. To report on the performance of the quality management system and on opportunities for improvement to top management.
19. 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 Establishment section Clerk**

1. To Maintain Staff leave management.
2. To Maintain Service Book & Personal File of Teaching & Non-Teaching.
3. To Prepare workload & roster from SPPU as well as VIDHAN BHAVAN (Magas-varga Kaksh )
4. To conduct University Interview Process as per University Grant Commission norms.
5. To follow the staff joining process after conduction of Interview Process.
6. To submit report of Interview process & Get Approval of Joined staff from SPPU.
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 to top management.
10. 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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**Duties of Accountant**

1. To Maintain Daily Cash Book, Ledgers, and Journal entry. Also daily entry in ERP Software and Etc.
2. To submit Eligibility Fee, Student Pro-rata Fee challan, Exam, Photo Copy & Revaluation Fee challan etc. in time to SPPU.
3. To submit Theory/Online/INSEM and Oral/Practical Examination Bills, SPPU Grants in time to SPPU.
4. To Collect and Deposit Students fee and monthly generate Pending Fees Notice.
5. To maintain college Bank Accounts daily.
6. To collect monthly staff attendance from Establishment Section and Credit Salary to Staff Account. Submit PF & TDS to relative Authority in time.
7. To timely payments of Contract & Suppliers.
8. To give Pay Slip, Fee Structure, Fee Demand Letter, Etc.
9. To issue & clear advance Payment from Staff time to time.
10. To release fund approved by higher authorities for various Events & Processes.
11. To finalize the fee structure every year from Fees Regulating Authority.
12. To Prepare Annual Budget in coordination with of all the Departments.
13. To Submit the Report & Fees to Admission Regulating Authorities ( PNS) & Fees Regulating Authority.
14. To submit annual affiliation fees to SPPU & Extension of Approval to AICTE
15. To Prepare Balance sheet, Profit & Loss Account, Audit statement and audit report.
16. Fund management of necessary fulfillment of expenses.
17. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
18. To ensure that the processes are delivering their intended outputs.
19. To report on the performance of the quality management system and on opportunities for improvement to top management.
20. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.



**ADM / PR / F**  
**Rev.: 01 Date: 08-04-2019**

**Responsibilities and Authorities**  
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#### **Duties of Store Section Incharge**

1. To send request for quotation to the suppliers/vendors.
2. To prepare comparative statement.
3. To call suppliers/vendors for negotiation meeting with Higher Authorities.
4. To prepare & seek approval on Purchase Order.
5. To plan & execute local purchases after receiving approval from the Principal.
6. To track the supplier performance.
7. To update Dead Stock Register.
8. To ensure receipt of material as per Purchase Order.
9. To issue material to concerned section and maintain Dead Stock Register.
10. To carry out physical stock verification annually.
11. To get the requirements of all departments and get it fulfilled after Principal Approval.
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 to management.
15. 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 System Admin**

1. To plan for Hardware & Networking maintenance.
2. To compile & maintain the data related to Hardware & Networking maintenance
3. To initiate necessary actions in case of Major and / or repetitive failure in Network, Computer system hardware.
4. To maintain the internet service available without any interruption
5. To configure, troubleshoot & manage the ERP, Hardware & Networking Services & Various Servers
6. Duties of Technical Assistant Lab Assistant IC Section
  1. To work under the instruction of system admin
  2. Maintain & prepare Maintenance Register
  3. To Update documentation & Regards of IC Section.
  4. To keep & manage the records of system softwares, application softwares, & servers.
7. To coordinate between service providers.
8. To report the issues with Head of Computer Engineering Department from time to time.
9. To raise requirements of Hardware & Networking components.



<b>ADM/PR/G</b>	<b>Monitoring of Quality Objectives</b>	
<b>Rev.: 00 Date: 21-01-2019</b>	<b>Clause: 6.2</b>	<b>Page: 01 / 02</b>

Sr. No.	Objectives (What will be done)	Indicator	Resources Required	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
<b>STUDENT SECTION</b>						
01	To ensure the completeness of documents submitted to University, DTE, Maharashtra Govt., AICTE, and other statutory bodies.	Number of incidences	Competent staff, availability of required infrastructure	Count the number of incidences where notice is received due to incomplete documentation related to (admission and examination from SPPU, DTE, Maharashtra Govt., AICTE, and other) statutory bodies.	As and When required	Exam section, Student Section, Establishment Section. Account Section.
02	To increase student admissions for all branches	Number of admitted students.	Competent staff, availability of required infrastructure	Count the number of students admitted in all the branches with respect to the sanctioned intake.	Yearly	O.S. /Admission Coordinator, All HOD
<b>ESTABLISHMENT SECTION</b>						
01	To ensure the completeness of documents submitted to university, DTE, Maharashtra Govt., AICTE, and other statutory bodies.	Number of incidences	Competent staff, availability of required infrastructure	Count the number of incidences where notice is received due to incomplete documentation related to staff recruitment from university, DTE, Maharashtra Govt., AICTE, and other statutory bodies.	As and When required	Establishment Section.
<b>HOUSE KEEPING SECTION</b>						
01	To provide Cleanness inside / Outside the campus	Number of incidence.	Approved Budget, tools/ Material availability for House Sweeper provision	Count the number of incidences happened inside / Outside the campus and update about the same to the Principal and higher authorities of the organization.	Daily	HOD, OS
<b>ELECTRICAL MAINTENANCE SECTION</b>						
01	To Provide / Maintain the functioning electric supply within the campus.	Number of incidences	Competent staff, availability of required infrastructure	Count number of unresolved maintenance issues at the end of the each month	Monthly	Electrical Engg. Faculty & Lab Assistant (Electrical)



<b>ADM/PR/G</b>	<b>Monitoring of Quality Objectives</b>	
<b>Rev.: 00 Date: 21-01-2019</b>	<b>Clause: 6.2</b>	<b>Page: 02 / 02</b>

Sr. No.	Objectives (What will be done)	Indicator	Resources Required	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
<b>INFO. TECH. SUPPORT SECTION</b>						
01	To ensure uninterrupted availability of internet service with security	Numbers	Availability of Server Room	Count number of incidences of internet service unavailability or security issues	Monthly	Head of Computer Engineering Department & System Admin
02	Provide quick & smooth IT service to employee as well as students	Numbers	Availability of required infrastructure	Count number of incidences of complaints from staff and students related to IT services	Monthly	Head of Computer Engineering Department & System Admin

**Process**

Sr. No	Activity	Responsibility	Stage Output
01	Establish the quality objectives with relevant functions, levels and processes.	Principal, Office Superintendent & Section Head	--
02	Ensure that quality objectives are : <ul style="list-style-type: none"> <li>Consistent with the quality policy</li> <li>Measurable &amp; targets are defined.</li> <li>Applicable to requirements and are taken into consideration</li> <li>Relevant to the services and enhancement of student satisfaction</li> <li>Monitored and frequency of monitoring is predefined</li> <li>Communicated to relevant functions &amp; levels</li> </ul>	Principal, Office Superintendent & Section Head	--
03	Determine the following for achieving quality objectives : <ul style="list-style-type: none"> <li>What will be done</li> <li>What resources will be required</li> <li>Who will be responsible</li> <li>When it will be completed</li> <li>How the results will be evaluated</li> </ul>	Principal, Office Superintendent & Section Head	--
04	Maintain the data as per above requirements at relevant functions & levels.	Section Head	Quality Objective Status
05	Compare it against the set target/time limit and determine level of performance.	Section Head	Quality Objective Status
06	In case of non-achievement of the target/time limit, analyze, evaluate the failure and initiate necessary actions.	Section Head	Quality Objective Status
07	Present the data and actions initiated (if any) related to Quality Objectives in the Management Review Meeting.	Section Head	Quality Objective Status





<b>ADM/PR/H</b>	<b>Admin Activity Conduction in Pandemic</b>		
<b>Rev.: 00 Date: 16-06-2019</b>	<b>Clause: 8.5.1</b>		<b>Page: 01 / 01</b>

<b>Input</b>	Govt. Circulars in pandemic regarding lock down and other activities, University Guidelines and Circulars
--------------	---

Sr. No	Activity	Responsibility	Stage Output
01	Completing Academic and Administrative Responsibilities Online/Offline during pandemic situation	All Staff	--
02	Preparing Circulars and Notifications regarding change in work schedule due to change in inputs mentioned	Principal, Office Superintendent & Section Head	Notice for faculty/Notice for Students
03	Admission Process in Pandemic to be made online by providing NEFT details for fees deposition and online form to be filled by Students and sent though mail	Account Section/ OS	Admission Form Inward
04	Conduction of Meetings for all kinds of work should be done using video conferencing application/ Offline meeting with social distancing can be conducted	Respective Academic and Admin Head	-
05	Ensuring the no pending work due to Physical unavailability of any staff working from home	Respective Academic and Admin Head	Work from Home Report duly signed

<b>Output</b>	Student admitted for the courses through online procedure and all activities by staff smoothly conducted even in pandemic
---------------	---

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Completion of admission processes as per the schedule	Number	Count of Admitted Student	Yearly	Admission Cell, Student Section, O.S.	Final Admission Report
Completion of Assigned Task to Staff	Number of Complaints	Pending remarks in Work From Home and Work from office	Daily	Respective Academic and Admin Head	Work From Home Report/ Muster Signature



ADM/PR/I	Fire Safety Procedure	
Rev.: 00 Date: 31-12-2019	Clause: 7.1.3	Page: 01 / 01

<b>Input</b>	Government regulations with reference to fire safety in institution
--------------	---

Sr. No	Activity	Responsibility	Stage Output
01	Fire Safety Equipment and material maintenance	O.S.	Equipment in maintained condition
03	Reporting in case of emergency by pressing alarm button	All Staff	Safe exit in emergency
04	Conduction of Fire emergency Drills	O.S.	All staff and students remain prepared for emergency
05	Safety precautions	All Staff	--

<b>Output</b>	Fire Safe Institution
---------------	-----------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Fire Emergency Occurrence	Number of Incidents	Percentage	Yearly	O.S.	Register



# Student Section

A.P.C.O.E.R., PUNE



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,  
PARVATI, PUNE  
ADMIN PROCESS MANUAL**



**STUD / PR / 01**

**Admission**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.2.1, 8.2.2, 8.2.3, 8.2.4**

**Page: 01 / 03**

<b>Input</b>	Admission Rules, list of Candidates from DTE.		
<b>Sr. No</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
<b>A</b>	<b>FE/DSE Admission</b>		
	As per the rules of Government of Maharashtra MHCET/Joint Entrance Examination test of Engineering Examination main and Advance will be conducted for FE and 3 Year Diploma/B Sc passed for DSE and distributes the seats as per the merit in above said examination and on the basics of HSC Examination marks in PCM/Vocational subject will be eligible for admission to first year engineering in Maharashtra State.	--	--
01	Receive the List of Allotted Candidates from Director of Technical Education, Mumbai. In process of CAP	Admission Incharge	List of Admitted Candidate
02	List of confirmed candidates is received at DTE Portal Institute Login for admission after confirmation to ARC	Student section	
03	College admission form, Student Information & I-Card Form filled up by the student. submit Original and 1 photo copy sets of all documents for eligibility and scrutinized by ARC, allotment letter along with the duly filled Admission form.	Student section	Admission Form, Student Information and I-Card form received
04	Verify the original documents, handover the receipt giving details of fees to be deposited to the candidate.	Student section	Original Documents Collected and proceeded for Fee Deposition
05	Deposit fees (Demand Draft/Cash/Online Transfer) in the accounts section/Bank	Candidate	Fees Receipt
06	Confirmation of candidates at DTE Portal of Individual college.	Office Superintendent/ Senior Clerk	Confirmation Receipt
07	Review the receipt submitted by the candidate & update the admission of candidates detail through Software and issuing I card for further process	Library	Candidates I Card
08	Prepare final list of admitted candidate and forward the list duly signed by the Principal to the Regional office DTE, RO Pune after the DTE Notification.	Student section	Final List of Admitted Candidate
<b>B</b>	<b>Institute Level Quota/Admission after all CAP rounds</b>		
01	20% management quota/Vacant seats after all CAP round from centralized admission process (only for FE & ME).	--	--
02	Release advertisement in Local and National level newspapers giving details related to 1. Starting and 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	Principal, Management	--



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ADMIN PROCESS MANUAL**



	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.		
Sr. No	Activity	Responsibility	Stage Out put
<b>A</b>	<b>FE/DSE Admission</b>		
	As per the rules of Government of Maharashtra MHCET/Joint Entrance Examination test of Engineering Examination main and Advance will be conducted for FE and 3 Year Diploma/B Sc passed for DSE and distributes the seats as per the merit in above said examination and on the basics of HSC Examination marks in PCM/Vocational subject will be eligible for admission to first year engineering in Maharashtra State.	--	--
01	Receive the List of Allotted Candidates from Director of Technical Education, Mumbai.	Admission Incharge	List of Admitted Candidate
02	List of confirmed candidates is received at DTE Portal Institute Login for admission after confirmation to ARC	Student section	
03	Get the admission form, Student Information and I-Card Form filled up from the student. Ask him / her to submit Original and 1 photo copy of all documents for eligibility and scrutinized by ARC, allotment letter along with the duly filled Admission form.	Student section	Admission Form, Student Information and I-Card form received
04	Verify the original documents, handover the receipt giving details of fees to be deposited to the candidate.	Student section	Original Documents Collected and proceeded for Fee Deposition
05	Deposit fees (Demand Draft/Cash/Online Transfer) in the accounts section/Bank	Candidate	Fees Receipt
06	Confirmation of candidates at DTE Portal of Individual college.	Office Superintendent/ Senior Clerk	Confirmation Receipt
07	Review the receipt submitted by the candidate, update the admission and candidates detail through Software and issuing I card for further process	Library	Candidates I Card
08	Prepare final list of admitted candidate and forward the list duly signed by the Principal to the Regional office DTE, RO Pune after the DTE Notification.	Student section	Final List of Admitted Candidate
<b>B</b>	<b>Institute Level Quota/Admission after all CAP rounds</b>		
01	20% management quota/Vacant seats after all CAP round from centralized admission process (only for FE & ME).	--	--
02	Release advertisement in Local and National level newspapers giving details related to 6. Starting and Last date for collecting the admission form. 7. Address of web site for on line submission of admission form/or in Hard copy to be submitted personally 8. Documents to be submitted along with admission form. 9. Last date of submitting the duly filled admission form. 10. Date for display of Merit list.	Principal, Management	--



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,  
PARVATI, PUNE  
ADMIN PROCESS MANUAL**



**STUD / PR / 01**

**Admission**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.2.1, 8.2.2, 8.2.3, 8.2.4**

**Page: 02 / 03**

Sr. No	Activity	Responsibility	Stage Out put
03	Review the admission form received. Prepare merit list and display on main notice board and also upload on the website.	Student Section	--
04	Make necessary arrangements for counseling and carry out the counseling.	Student Section	--
05	Scrutinize the documents / certificates submitted by the candidates, handover the receipt giving details of fees to be deposited.	Student Section	Fees Receipt
06	Deposit fees (Demand Draft/cash/NEFT/RTGS) in the accounts section.	Candidate	Fees Receipt
07	Handover the receipt of paid fees to the candidate.	Accounts Section	Fees Receipt
08	Confirmation of candidates at DTE Portal from Institute Login as per the type of candidature, update all the admission and candidates details through ERP System.	Office Superintendent, Junior Clerk	Student Data Updated
09	Issuing Candidate Identity Card to complete admission process	Library	Admitted Candidate designated as student of Institute
<b>C</b>	<b>Approval</b>		
01	The list of Admitted candidates gets approved from DTE Pune and DTE Mumbai, Pravesh Niyrantran Samiti/ Admission Regulating Authority, Mumbai within stipulated time.	Student Section	--
02	Send a copy of approved List of candidates to the university and retain a copy of the same with the institute for further reference	Student Section	
<b>D</b>	<b>Returning back the original documents to the candidates</b>		
01	Application from candidate with valid reason requesting for original documents	Student section	List
02	Check the purpose and severity by the concern authorities before returning the original documents [except leaving certificates, gap certificate and the Affidavit submitted by candidates if any]	Account Section and Head of the Department	Approval from Principal
03	After approval from Principal return of original documents	Student section	Original Documents Returned
04	After Successful completion of one year of admission and promoted to next year student section shall return original documents [except leaving certificates, gap certificate and the Affidavit submitted by candidates if any]	Student Section	Original Documents Returned
<b>E</b>	<b>Regular SE, TE, BE and ME admission</b>		
01	Notice for regular students who fulfill the eligibility criteria of SPPU mentioning Schedule of Dates for filling Admission form and Submitting the filled form in Office to student section.	Office Superintendent/ Student Section	Notice of Admission
02	Scrutiny of form and documents	Student Section	Duly filled Admission Form
03	Deposit fees in the accounts section/Bank	Student Section	Fee Receipt
04	Handover the receipt to the candidate.	Student Section	Fee Receipt
05	Add procedure for part payment of fees		



**STUD / PR / 01**

**Admission**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.2.1, 8.2.2, 8.2.3, 8.2.4**

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Sr. No	Activity	Responsibility	Stage Out put
<b>F</b>	<b>Admission Cancellation for FE, DSE, SE, TE, BE and ME (After Completion of CAP rounds)</b>		
01	Request for Cancelling Admission on ARA/DTE web portal from Student Login.	Candidate	Auto generated Admission Cancellation Receipt
02	Application addressed to the Principal for Cancellation of Admission from Student to receive the submitted documents.	Candidate	Application for Admission Cancellation with Auto generated Admission Cancellation Receipt
03	Student has to fulfill the fee criteria as per the norms of Admissions Regulating Authority (ARA), Government of Maharashtra.	Student Section	No Dues Form
04	Approving the request for Cancelling Admission of student via Institute DTE Login.	Student Section	Candidate Admission Cancelled
05	Handover all original Documents which are submitted at the time of admission and take a acknowledgement of the same from the candidate/guardian.	Student Section	Admission Cancelled
06	Finally prepare analysis report of admission Department wise.	Student Section	Report of admission
07	Conduct review of students admitted in Second year as per the sanctioned intake after completion of CAP round process. Initiate appropriate actions to call applications against the vacant seats, in case of short fall.	Principal	Admission record
08	Fill-up online Institute admission form on ERP Software of all students admitted in First and Direct Second year in Engineering after Cut-off Date for all type of admissions for the Academic Year. Also take a print out of the record and preserve carefully.	Student Section	General Register
09	Monitor student admission process and ensure fulfillment of sanctioned intake for all the courses. Review student admission data for initiating any actions to fulfill intake.	Principal, O.S.	Admission data
10	For ensuring on time fees payment by the students, take undertaking from the parents & students for on time payment. Review fees receivable on monthly basis and initiate appropriate actions for fees recovery.	Student Section	Balance Fee

<b>Output</b>	Student admitted for the courses.
---------------	-----------------------------------

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Completion of admission processes as per the schedule	Number	Count of Admitted Student	Yearly	Admission Cell, Student Section, O.S.	Final Admission Report



STUD / PR / 02

Eligibility

Rev.: 01 Date: 15-05-2019

Clause: 8.2.2

Page: 01 / 01

<b>Input</b>	Student admitted, University/DTE 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 on University portal	Student Section	Soft copy in Excel sheet
04	Print in eligibility report and fee challan	Student Section	Hard copy report and challan
05	Fee Deposition 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

<b>Output</b>	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





**STUD / PR / 03**

**Issue of Certificates**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.5.1**

**Page: 01 / 01**

<b>Input</b>	Request from student, student passing out of college
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
<b>General guideline</b>			
	a. Issue leaving certificate after student is passed out from the college i.e. after passing B.E. b. Issue Appearing certificate when the result of final year (BE) is awaiting. c. Issue Bonafide/ Fee structure for loan certificate as per request received from student.	--	--
01	Receive the application form/Entry in students application register for the issuing various certificates.	Student Section	Application
02	Issue the certificates as per the request. Maintain record.	Student Section	Record

<b>Output</b>	Certificates issued to the students
---------------	-------------------------------------

<b>Process Monitoring &amp; Measurement</b>					
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/Students entry register.



**STUD / PR / 04**

**Correspondence with parents**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.2.1, 7.4**

**Page: 01 / 01**

<b>Input</b>	<b>Student Performance</b>
--------------	----------------------------

Sr. No	Activity	Responsibility	Stage Out put
<b>General Communication</b>			
01	Communicate with parents/student on the matters related to: a. Opening of the semester and Fees to be deposited for the coming year to SE, TE, BE by notice b. Student performance by posting letter	Student Section	--
<b>Academic Progress</b>			
01	Compile a data related to Attendance and internal test result.	Tutor/Class Teacher	Monthly Student 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	--

<b>Output</b>	Communication with the parents.
---------------	---------------------------------

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Ensure letters received from dept., section are dispatched	Number	Number of letters are dispatched	Each incidence	Office Superintendent	Parents communication record



**STUD / PR / 05**

**Scholarships / Free ship / EBC**

**Rev.: 01 Date: 15-05-2019**

**Clause: 8.5.1**

**Page: 01 / 01**

<b>Input</b>	Eligible Students
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Sr. No	Activity	Responsibility	Stage Out put
01	Display of notice for online application giving details necessary.	Student Section	Application form for scholarship
02	Online verification and confirmation of duly filled application form with required documents.	Student Section	--
03	Scrutinize the form with online submitted documents.	Student Section	--
04	Prepare list as per Government format.	Student Section	Application form for scholarship
05	Check the statement/website login for status of approval of any scholarship.	Student Section	--

<b>Output</b>	Approval of scholarship and fee deposition.
---------------	---

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	Scholarship Section I/C	Scholarship and fees concession record



**STUD / PR / 06**

**University Examinations**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.5.1, 9.1.3**

**Page: 01 / 03**

<b>Input</b>	Communication from university
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<b>Sr.No</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
01	Display of notice for filling online exam Form	Examination Section	Notice
02	Filling & printing online form of examination	Student Section	Examination Form
03	Ask the students to paid examination fees in the accounts section.	Examination Section	--
04	Issue of receipt after collecting the fees	Accounts	Receipt
05	Receive & submit the examination form, online inward exam form	Examination Section	Examination Form
06	Download student summary & report – subject wise number of student appearing for the examination by using university online portal.	Student Section /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	Download Hall tickets and handover them to the respective class teachers. Class teachers distributes to students after clearance	Examination Section	Hall ticket.
09	In case the Hall ticket is misplaced by the students, receive application from by the student duly authorized by Principal and / or HOD. Issue Duplicate Hall Ticket.	Examination Section	Duplicate Hall Ticket
<b>Conduct of Examination</b>			
01	Allocate the class room as examination hall	Examination Section	--
02	Display seating arrangement on notice board.	Examination Section	Seating Arrangement Plan
03	Issue orders to the identified supervisors.	Examination Section	Letter
04	Prepare examination hall before the examination i.e. 1. Writing serial number on the desk. 2. Display seating arrangement on door. 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	Verify blank answer scripts for availability of all papers before issuing to the exam supervisor.	Examination Section	--



STUD / PR / 06

University Examinations

Rev.: 00 Date: 21-01-2019

Clause: 8.5.1, 9.1.3

Page: 02 / 03

Sr. No	Activity	Responsibility	Stage Out put
06	Submit answer papers to the CAP center notified by the university. Verify CAP Center address is accurate on the sealed bundle of answer scripts.	Examination Section	--
07	After end of examination, prepare remuneration bills of all staff involved in examination duty.	Examination Section	Remuneration Bill
08	Forward the bills to the accounts section for final settlement of bill.	Examination Section	--
<b>Results</b>			
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	--
03	Handover the Mark sheet to the concerned class teacher for distribution.	Examination Section	Mark Sheet
04	Handover the Marksheet to the concerned student by verifying the Identity Card.	Class Teacher	
05	Make subject wise and course wise analysis of the result.	Class Teacher	Subject wise analysis of Result Course wise analysis of Result
<b>Verification and Revaluation</b>			
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 for Photocopy	Student Section	Photocopy Form
03	Ask the students to deposit Photocopy fees in the accounts section.	Examination Section	
04	Issue of receipt after collecting the fees	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 & distribute to the student.	Examination Section	List of Marks



**STUD / PR / 06**

**University Examinations**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.5.1, 9.1.3**

**Page: 03 /03**

09	Filling & printing online form of Revaluation / Verification	Examination Section	
10	Ask the students to paid Revaluation/Verification fees in the accounts section.	Examination Section	
11	Issue of receipt after collecting the fees	Accounts	Receipt
12	Receive & submit the Revaluation / 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 Revaluation/Verification name list and summary (soft and hard copy) along with Revaluation/Verification fees DD/online to the university, as per the challan generated	Examination Section	--
15	Receive the result of Revaluation/Verification from the university and inform to the students.	Examination Section	List of Marks
16	Collect the Old Mark sheet from the student in case of change in Marks.	Examination Section	--
17	Handover the old mark sheet and collect the revised mark sheet receiving from the university and distribute it to the student.	Examination Section	Mark Sheet

<b>Output</b>	Examination conducted, Distributed marks sheets
---------------	---

<b>Process Monitoring &amp; Measurement</b>					
<b>Parameter</b>	<b>Indicator</b>	<b>Measurement Methodology</b>	<b>Frequency of Monitoring</b>	<b>Responsibility</b>	<b>Document Retention</b>
Fare conduction of exam	Number	Number of unfair means cases	Every exam	Invigilator / Senior Supervisor	Report of unfair means



STUD / PR / 07

Issue of Documents to the Passed out Students

Rev.: 00 Date: 21-01-2019

Clause: 8.5.1

Page: 01 / 01

<b>Input</b>	Passed out students
--------------	---------------------

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

<b>Output</b>	Documents issued to students
---------------	------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of all respective documents to the passed out students	Numbers	Count no. of student complaints related to the issue of the documents	Monthly	Student Section I/C	Record of student application and documents issued



<b>STU/PR/ 08</b>	<b>Control of Student Property</b>	
<b>Rev.: 01</b>	<b>Date: 08-04-2019</b>	<b>Clause: 8.5.3</b>
		<b>Page: 01 / 01</b>

<b>Input</b>	Students Original Documents
--------------	-----------------------------

Sr. No.	Activity	Owner	Process Output
01	Assign the responsibilities to control Student property	Principal and O.S.	Admission
02	<b>Student Property &amp; its retention period</b> A. Original- DTE Verification/ 1 year whichever is later. B. Mark sheet:- (SSC, HSC, Diploma Final Year, BE Final Year. C. CET/ JEE/ Gate- Score Card/ Mark Sheet. D. School Leaving/Transfer Certificate (Diploma, HSC, BE) E. Migration Certificate (if applicable) F. Caste Certificate, Cast validity, Non-Creamylayer (if applicable) G. Domicile Certificate, Nationality Certificate. H. Gap Certificate (if applicable)	Students Section Clerk	--
03	Ensure the Submission of the Student property	Students Section Clerk	--
04	Preserve & check the Student property till the retention period.	Students Section Clerk	--
05	Decide the action to be taken after its retention period. (Maintain Photocopy & All original certificates & original TC/LC after Retention period)	Principal and OS	--
<b>Data in the computer or Office/ General Register</b>			
06	Enter student details in students General Register; communicate General Register No.	Students Section Clerk	
07	After complete of the Course / Cancellation of admission before course duration issue LC/TC		Student Pass out

<b>Output</b>	Preservation of Student property
---------------	----------------------------------

Process Monitoring & 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 Year	Students Section Clerk	--





# Establishment Section

A.P.C.O.E.R.



EST / PR / 01

**Teaching Staff Recruitment**

Rev.: 00 Date: 21-01-2019

Clause: 7.1.2

Page: 01 / 01

<b>Input</b>	Requirement from department
--------------	-----------------------------

Sr. NO	Activity	Responsibility	Stage Out put
01	Verify cadre ratio and norms of SPPU for Teaching staff recruitment and initiate process to fulfill cadre ratio.	Principal	--
<b>A. Before date of Interview</b>			
01	Collect the requirement from each department for the recruitment of staff.	Estt. Section	
02	Prepare roaster as per University guideline and get sanction from SPPU & Magas Varg Kaksh Pune.	Estt. Section	Sanction of roaster
03	Publish the advertisement in Newspaper mentioning last date of receiving application	Estt. Section	Advertisement
04	Receive the Eligible Candidate list from Reservation Section SPPU, Samajkalyan Ghodegaon Office, Employment Office Pune city, Council hall pune, application and shortlist it department wise.	Estt. Section	Sorting application
05	Fix suitable date of interview consulting with SPPU experts.	Estt. section	Interview date
06	Send the call letters to eligible candidates after scrutinizing applications.	Estt. section	Call letter
<b>B. On the day of Interview</b>			
07	Register the candidate at reception counter, collect the resume, verify documents and collect attested copies of documents.	Estt. section	Registration
08	Send the candidate with the documents to the concern location for interview.	Estt. section	Interview by expert
09	Collect the evaluation sheet from experts.	Estt. section	Recommendation
10	Inform the selected candidate through Mail/SMS/Phone Call	Estt. section	Call letter
11	Collect acceptance from candidate	Estt. Section	Joining of staff
12	Giving Offer letter/ Appointment order	Estt. Section	Joining letter

<b>Output</b>	Joining of Staff
---------------	------------------

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of advertisement for appointment	Correctness	Check the advertisement prepared is correct as per roaster	As and When required	Office superintendent	Recruitment record
Proper conduction of recruitment process	Plan Vs Actual	Ensure actual conduction of recruitment process as per plan	As and When required	Office superintendent	Recruitment record



EST / PR / 02

Non Teaching Staff Recruitment

Rev.: 00 Date: 21-01-2019

Clause: 7.1.2

Page: 01 / 01

<b>Input</b>	Requirement from each department
--------------	----------------------------------

Sr.No	Activity	Responsibility	Stage Out put
01	Collect the requirement from each department for the recruitment of staff.	Estt. Section	List of requirement
02	Call the candidate for interview on suitable date.	Estt. Section	Interview
03	Recruit Non-Teaching staff as per the higher authorities on timely basis	Estt. Section	--

<b>Output</b>	Recruitment of Non-Teaching staff
---------------	-----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Proper conduction of recruitment process	Plan Vs Actual	Ensure actual conduction of recruitment process as per plan	As and When required	Office superintendent	Recruitment record



EST / PR / 03

Time Office Management

Rev.: 00 Date: 21-01-2019

Clause: 8.5.1

Page: 01 / 01

<b>Input</b>	College Schedule
--------------	------------------

Sr.No	Activity	Responsibility	Stage Out put
	<b>General Guidelines-</b>		
	i. Academic Staff College time 09.00 am to 4.30 pm ii. Late mark [2 times in a month only] – 9.05 am to 9.15 am [After 2 attempts of Late mark, CL will be deducted] iii. Half CL-9.15 am to 01.00 pm or 01.00 pm to 04.30 pm	Estt. section	
	i. Admin Staff College time 09.30 am to 5.30 pm ii. Late mark – 9.35 am to 9.45 am iii. Half CL – 9.45 am to 01.30 pm or 01.30 pm to 05.30 pm		
01	Collect the signing muster after 09.05 am (Academic Staff) & 9.35 am (Admin Staff) after signing of in time reporting staff	Estt. section	In time staff sign
02	Late mark on signing muster for the staff who not signed in time	Estt. section	Late mark
03	Take the signature of staff on late muster who report late and then on signing muster	Estt. section	Late reporting staff.
04	The staff who report in between 9.10 am to 04.30 pm, ask to fill leave form for half CL	Estt. section	Half CL
05	Red mark for staff who have not signed when in/outgoing without intimating	Estt. section	--

<b>Output</b>	Ensuring college time process
---------------	-------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of staff attendance record	Number	Count number of errors in staff attendance	Monthly	OFFICE SUPRINTEN DENT	staff muster



**EST / PR / 04**

**Leave Management**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.5.1**

**Page: 01 / 01**

<b>Input</b>	Leave availability, Staff requirement for leave
--------------	---

Sr. No	Activity	Responsibility	Stage Out put
<b>For Casual Leave</b>			
01	Receive the leave application in form the Hard Copy by 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	Remark of Estt. section
03	Get Sanction/appropriate remark by Office Superintendent & Principal with signature	Estt. Section	Leave sanction
04	Mark the leave on muster	Estt. Section	
<b>For Medical Leave</b>			
01	Receive leave form with medical certificate	Estt. Section	
02	Give the remark considering requirement and leave of concern staff available	Estt. Section	Remark of Estt. section
03	Get Sanction/appropriate remark by HOD & Principal with signature	Estt. Section	Leave sanction
04	Mark the leave on muster	Estt. Section	
<b>For OD/DL</b>			
01	Receive the leave application with OD / DL sanction letter	Estt. Section	
02	Give the remark considering requirement of leave on leave form.	Estt. Section	Remark of Estt. section
03	Get Sanction/appropriate remark by HOD & Principal with signature	Estt. Section	Leave sanction
04	Receive the necessary document from the staff after availing the leave	Estt. Section	Verification of OD
05	Mark the leave on muster	Estt. Section	

<b>Output</b>	Leave sanction/Not sanction
---------------	-----------------------------

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
On time completion of leave record	Day	Count no. of days delayed for finalization of leave record of all staff	Weekly	Office Superintendent	Staff CL/ML register



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,  
PARVATI, PUNE  
ADMIN PROCESS MANUAL**



EST / PR / 05

New Course Addition and Affiliation

Rev.: 00 Date: 21-01-2019

Clause: 8.1, 8.2.2

Page: 01 / 01

<b>Input</b>	AICTE /University guideline
--------------	-----------------------------

Sr. No	Activity	Responsibility	Stage Out put
<b>I. Affiliation</b>			
01	Collect necessary documents / certificates in prescribed format from each section of department	Office Superintendent	Documentation
02	Applying every year as per the notification Received by University/AICTE/DTE on time.	Office Superintendent	Application
03	Report/challan generation through respective portal	Office Superintendent	Report & challan
04	Payment of affiliation fee and report submission to respective agencies. In case of any change in statutory or regulatory requirements related to any of the authorities, understand the changed requirements and ensure on time compliance of the requirements.	Office Superintendent	Payment & report submission
05	Invite Expert committee/Enquiry committee on suitable date for verification	Principal & O. S.	Date finalization
06	Make the compliance and Submit to respective agencies if any	Principal & O. S.	Compliance report
<b>J. New course / Intake addition &amp; deletion</b>			
01	Management resolution for addition / reduction of new course / intake	--	--
02	Collect necessary documents / certificates in prescribed format from each section and department	Office Superintendent	Documentation
03	Applying every year as per the notification of University / AICTE / DTE	--"--	Application
04	Report / challan generation through respective portal	--"--	Report & challan
05	Payment of affiliation fee and report submission to respective agencies	--"--	Payment & report submission
06	Invite Expert committee / Enquiry committee on suitable date	Principal & O. S.	Date finalization
07	Document verification and personal visit of committee	Principal, O.S. & HOD	Inspection
08	Make the compliance and Submit to respective agencies if any	Principal & O. S.	Compliance report

<b>Output</b>	Affiliation letter and addition/ reduction letter
---------------	---

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely completion of affiliation process	Plan Vs Actual	Within time completion of affiliation process and compliance	Each year	Office Superintendent	Compliance report



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,  
PARVATI, PUNE  
ADMIN PROCESS MANUAL**



**EST / PR / 06      Control of Outsourced Activity – AMC**  
**Rev.: 00 Date: 21-01-2019      Clause: 8.4.2**

**Page: 01 / 01**

<b>Input</b>	Maintenance requirements of available Facilities.
--------------	---

Sr.	Activity	Responsibility	Stage Out put
1.	Decide the processes to be outsourced considering the requirement of Institute. Presently following service is outsourced: <b>Annual Maintenance Contracts of VRIDHI library software, D.G. Genset, R.O. Plant &amp; House Keeping</b>	Principal	--
2.	Identify the suppliers of outsourcing services, discuss the rates of services and finalize the suppliers.	Office Superintendent	Supplier list
3.	Prepare list of outsource suppliers and compare the same.	Office Superintendent	Comparative Statement
4.	Prepare the work order for the outsourced activity and take approval from Principal and Management.	Office Superintendent	Contract for Outsourcing Services
5.	Call the suppliers as per the need, explain the work to be carried out.	O.S. & Concerned Process Owner	--
6.	Supervise the suppliers' work.	Concerned Process Owner	--
7.	Verify the work is done as per the requirements and upto satisfaction.	Concerned Process Owner	--
8.	Release the supplier's payment for the work done.	Accounts Section	--

<b>Output</b>	Upkeepment of college infrastructure
---------------	--------------------------------------

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of AMC Services	Numbers	Count number of complaints related to the AMC services per month	Monthly	Office Superintendent	--



**EST / PR / 07 Sanitization and Disinfection Procedure**

Rev.: 00 Date: 22-12-2020

Clause: 8.4.2

Page: 01 / 01

<b>Input</b>	Sanitization Material and Chemicals
--------------	-------------------------------------

Sr.	Activity	Responsibility	Stage Output
9.	Sanitization of Entrance Gate of Institute, Administrative Office Area, Toilets, Common Rooms, Open spaces and Canteen	Office Administration	General Facilities Sanitized
10.	Sanitization of Department Classrooms, Laboratories, Open Spaces of Departments and Staff Cabins.	Office Administration	Departments Sanitized
11.	Practicing health and hygiene in premises: <ul style="list-style-type: none"> <li>a) Placement of sanitizers near entrance, each department, classrooms, laboratories, administrative office</li> <li>b) Placement of Hand washes in all Toilets.</li> <li>c) Warning and Instruction Sign Boards to abide social distancing norms and personal hygiene to avoid the spread of virus</li> <li>d) Checking of Temperature and Oxygen Level of each student and staff followed by sanitization of hands.</li> </ul>	Office Administration	Continuous Measure of Health and Hygiene in premises
12.	Frequency of Sanitization: <ul style="list-style-type: none"> <li>a) Entrance sanitization before and after each slot of students and staff arrival and between two slots of Short Break and Long Break.</li> <li>b) Sanitization of Classrooms and Laboratories before arrival and after departure of students and staff from department and during Long Break.</li> <li>c) Open Spaces, Toilets, Common rooms Staff Cabins and Administrative office before and after commencement of classes, during lectures(once in a day when students are in class)</li> </ul>	Office Administration	---
13.	Cleaning and Disinfecting instructions for classroom: <ul style="list-style-type: none"> <li>a) To sanitize benches, stage, podium/table, windows and floor</li> </ul>	Office Administration	Sanitized Classrooms

<b>Output</b>	Sanitization and Disinfection of Entire Institute
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of Sanitization and Disinfection	Numbers	Count number of complaints related to sanitization and health care per day	Daily	Office Superintendent	--





<b>Input</b>	Medical Room, First AID Box, Thermal Gun, Oxymeter, Emergency Contact Numbers of nearby doctors and hospitals.
--------------	--

Sr.	Activity	Responsibility	Stage Output
1.	Checking of Temperature by using Thermal Gun and Oxygen Level by using Oxymeter of every individual at entrance	Office Administration	Precautions at entrance
2.	Action to be taken if student found sick at entrance a) Student to be sent home along with informing his/her parents.	Office Administration	Complete Care of Student ensured
3.	Action to be taken if student found sick in premises a) Student to be escorted to medical room b) Temperature and Oxygen Level to be checked and if found abnormal, Student to be sent home along with informing his/her parents and family doctor c) Temperature and Oxygen Level to be checked and if found normal primary medication to be given in concern with college affiliated doctors	Office Administration	

<b>Output</b>	<b>Proper use and implementation of Medical facilities for students safety and care</b>
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of Medical Facilities	Numbers	Count number of complaints related to Medical Facilities weekly	Weekly	Office Superintendent	--



# Store Section

A.P.C.O.E.R., PUNE



**STR / PR / 01**

**Rev.: 00 Date: 21-01-2019**

**Purchasing Process**

**Clause: 8.4**

**Page: 01 / 02**

<b>Input</b>	Requirement received from the Departments /Sections in the form of request letter.
--------------	--

**Note:** This procedure is applicable for purchasing of departmental equipment / instruments, departmental stationary, purchasing of college stationary, purchasing of books.

<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
01	Purchase request is forwarded to Principal through respective Head of department (HOD) for Approval	Head /Coordinator of the respective Department/Section	Request letter for demanding quotations
02	After approval from Principal the Purchase request is forwarded to Management for approval including permission for demanding quotations from suppliers/vendors/service providers.	Office Superintendent	Approval Letter from Management
03	Upload the purchase tender on institute website. Identify the potential suppliers, send request for quotation, and Receive the quotation along with brochure from the suppliers.	Office Superintendent, Store Section, Website Coordinator	Quotations
04	Evaluate on the basis of service/product quality/ adherence to the requirement, after sales support & Prepare Comparative Statement.	Respective Head of Department, Office Superintendent, Store Section	Comparative statement/ Evaluation Report
05	Refer to the Comparative Statement and Send Call for negotiation meeting, conduct the meeting in the presence of Higher Authorities	Store Section	--
06	Negotiation with the suppliers to finalize the rates and other commercial conditions. Finalize the supplier.	Purchase Committee	Supplier Finalized



**STR / PR / 01**

**Purchasing Process**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.4**

**Page: 02 / 02**

Sr.No.	Activity	Responsibility	Stage Out put
07	Prepare Purchase Order(P.O.) and get it approved from Principal & Higher authorities Original Copy: Supplier & Copy to Accounts Section, Store section, Academics Section Head of the Department.	Store section	Purchase Order
08	Maintain record of P.O.	Store section	--
09	Forward the P.O. to supplier.	Store section	Outward Register/ Received Copy
<b>C</b>	<b>Emergency Purchasing</b>		
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/Higher Authorities.	Head/Coordinator or of respective Department	Requirement
02	Purchase the required material from the market and handover the material to concerned section after receipt of indent.	Store section	Material Indent
03	For maintenance related purchases, get approval from Principal for departmental requirement and purchase from local market.	Store section	Approved Requirements
04	Send the details of all emergency purchasing to Management/Higher Authorities for necessary information.	Store section	--
<b>D</b>	<b>Post Purchasing Activities/ Procurement</b>		
01	Update Dead Stock Register/Consumable Register at respective departments	Laboratory Assistant/ Laboratory Incharge/ Respective Head of Department	Updated Dead Stock Register
01	If any non-conformity (failures) like bad quality of the material and bad response from supplier are observed, communicate the same to the Store section.	Store Section & Respective Head of Department	---

<b>Output</b>	Release of Purchase order and equipment/service received.
---------------	---

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely completion of purchasing process	Numbers	Count the number of incidences of delays in academics delivery due to late purchasing	As and when required	Store section, Office Superintendent, Head of Department	Purchase Report



**STR / PR / 02**

**Annual Budget**

**Rev.: 00 Date: 21-01-2019**

**Clause: 7.1.1**

**Page: 01 / 01**

<b>Input</b>	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 section and O.S.	Notice
02	Receive the annual budget from all the department HODs and consolidate the data.	Store section	Annual Budget for the College
03	Put the budget to the Management Committee and seek suggestions for same.	Principal & Store section	--
04	Get the approval of the budget from the Management Committee.	Store section	Approved Annual Budget
05	Communicate the copy of approved budget to all the departments.	Store section	--

<b>Output</b>	Provision of financial resources for improvement
---------------	--

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective utilization of the budget	%	Calculate percentage of budget utilization	Every Financial Year	Store section, O.S., Principal	Approved budget and expenditure



**STR / PR / 03**

**Material Receipt**

**Rev.: 00 Date: 21-01-2019**

**Clause: 8.5.4**

**Page: 01 / 01**

<b>Input</b>	Material received from supplier, Purchase Order
--------------	---

Sr.No.	Activity	Responsibility	Stage Out put
01	Receive the material from the supplier along with delivery challan / invoice.	Store section	Delivery Challan, Invoice
02	Verify the material for quantity received against Purchase order.	Store section & Conc. Lab I/C	--
03	Check the received material and verify as per P.O.	Store section & Conc. Lab I/C	P.O.
04	In case of Rejection, identify the rejected material and keep it separately. Make arrangements to send back the rejected material.	Store section & Conc. Lab I/C	Sorting rejected material
05	If material is accepted by the concerned dept., get the material indent form duly filled from the concerned department.	Store section	Material Indent
06	For OK material, Update the Material Inward register & Item wise stock register after receipt of departmental indent.	Store section	Material Inward Register, Stock register
07	Store the material in the stores at identified location.	Store section	--
08	Put indent no. on the Bill. Get it approved from Principal.	Store section	--
09	Forward the reviewed bill to accounts section for final settlement of bill.	Store section	--
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	Checking the material
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 section	Approval
14	Forward the reviewed bill to accounts section for final settlement of bill.	Store section	Bill settlement

<b>Output</b>	Accepted material kept at designated location
---------------	---

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



STR / PR / 04

Material Issue

Rev.: 00 Date: 21-01-2019

Clause: 8.5.4

Page: 01 / 01

<b>Input</b>	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 section	Indent
02	Check for the availability of material in stock; issue the material as per requirement.	Store section	--
03	Update the Stock Register with issued quantity, put indent reference on Stock register and Stock register reference on Indent.	Store section	Stock register, Indent

<b>Output</b>	Material Issued as per requirement
---------------	------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of material	Days	Number of days taken to complete material issue.	Every indenting	Store section	Material issue record



STR / PR / 05

Physical Stock Verification

Rev.: 00 Date: 21-01-2019

Clause: 8.5.4

Page: 01 / 01

<b>Input</b>	Material in stock
--------------	-------------------

Sr.No.	Activity	Responsibility	Stage Out put
01	Yearly once i.e. at the end of the academic Year, carry out physical stock verification. A committee is formed. The committee verifies the stock and submits the report to the Principal.	Committee Members	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.	Committee Members	Annual Stock Verification Report

<b>Output</b>	Annual Stock Verification Report
---------------	----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of stock updations	Number	Count no. of items / material with variance between physical stock and record stock found in stock verification	Annually	Committee Members	Annual Stock Verification Report





# House Keeping Section

A.P.C.O.E.R. JUNE



HSK / PR / 01

Housekeeping Practices Management

Rev.: 00 Date: 21-01-2019

Clause: 7.1.4

Page: 01 / 01

<b>Input</b>	Available manpower, area covered under the premises
--------------	---

Sr.No.	Activity	Responsibility	Stage Out put
01	Identify the cleaning duties based on total area of the premises and the importance of the location.	O. S.	Duty Register.
02	Prepare 2 groups. Display it in the Office.	O. S.	Duty roster.
03	Ensure that the all the cleaning personnel are carrying out their duties as per the schedule through Daily Rounds.	O. S.	--

<b>Output</b>	Cleanliness of College
---------------	------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of housekeeping practices	Incidences	Count number of complaints related to the housekeeping each month	Daily	O. S.	--



SEC / PR / 01

Material Movement Control

Rev.: 00 Date: 21-01-2019

Clause: 8.5.1

Page: 01 / 01

<b>Input</b>	Material received from supplier, material going out
--------------	---

Sr.No.	Activity	Responsibility	Stage Out put
<b>Material Receipt</b>			
01	Receive the material along with Challan / invoice / Bill from the supplier.	Jamadar, Security Guard	--
02	Check for the indenter ( i.e. consignee department) and material description against challan. Prepare gate pass	on gate	Gate Pass
<b>Material Outward</b>			
01.	Receive the gate pass from the departments.	Jamadar,	--
02	Verify the material against the gate pass.	Security Guard	--
03	Enter the details in outward register.	on gate	Outward Register

<b>Output</b>	Controlled Material Movement
---------------	------------------------------

<b>Process Monitoring &amp; Measurement</b>					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of material in / out movement control	Numbers	Count number of complaints from departments related to material movement	Monthly	Security Officer	--



# Electrical Maintenance Section

A.P.C.O.E.R., PUNE



EM / PR / 01

Annual Budget

Rev.: 00 Date: 21-01-2019

Clause: 7.1.1

Page: 01 / 01

<b>Input</b>	Maintenance and enhancement of existing facilities and electrical infrastructure.
--------------	---

Sr. No	Activity	Responsibility	Stage Out put
1.	Based on cost of electrical maintenance incurred in the previous year, prepare estimate for the current year along with estimates of new purchases and maintenance.	Laboratory Assistant (Electrical), Electrical Engg. Faculty, Office Superintendent	Yearly Requirement Estimate
2.	Send the estimate to the Principal for approval.	Office Superintendent	Approval for annual maintenance budget
3.	Receive the requirement approved by the Principal and forward for Purchase Process.	Office Superintendent	Purchase Process

<b>Output</b>	Provision of financial resources for maintenance /improvement.
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective utilization of the budget	%	Calculate percentage of budget utilization (Actual / Budget )	Every Financial Year	Office Superintendent, Electrical Technician, Electrical Engg. Faculty	Approved budget and expenditure



**EM / PR / 02**

**Electrical Maintenance**

**Rev.: 00 Date: 21-01-2019**

**Clause: 7.1.3**

**Page: 01 / 01**

<b>Input</b>	Notice issued by office and Request/Complaints of electrical maintenance from various departments.
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
01	Notice to be issued by office	Office Superintendent	Notification to all department
02	Receive & Record the request/complaints in written related to electrical maintenance from the various departments.	Office Superintendent	Electrical Maintenance Register
03	Assign the received requests/ maintenance work to the Laboratory Assistant (Electrical).	Office Superintendent	Work Assigned
04	Visit the location, understand the problem, do necessary repair work. Issue required material from store. Take trials and ensure smooth working and resolution of complaint. If the problem cannot be solved, Report to Office Superintendent for new procurement & purchase process.	Laboratory Assistant (Electrical), Office Superintendent	Electrical Maintenance Register
05	If help of external agency is required to solve the problem, approach the approved agency with annual maintenance contract (AMC), get the problem solved from the agency and ensure for proper resolution of problem.	Laboratory Assistant (Electrical), Office Superintendent	Electrical Maintenance Register
06	At the end of semester an audit is to be conducted, compile the data related to electrical maintenance, identify the major and / or repetitive problems (excluding replacement of bulbs/ tubes), analyze the failures, decide necessary corrective actions.	Laboratory Assistant (Electrical), Electrical Faculty	Experience Recorded.

<b>Output</b>	Smooth execution of Electrical maintenance & services
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of Electrical maintenance services	Number	Count number of complaints received & Resolved related to the maintenance services per semester	Half Yearly	Laboratory Assistant (Electrical), Electrical Faculty	Electrical Maintenance Register & Audit Report



EM / PR / 03

Earthing

Rev.: 00 Date: 21-01-2019

Clause: 7.1.3

Page: 01 / 01

<b>Input</b>	Electrical Earthing Plan
--------------	--------------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Ensure proper earthing is provided for all electrical power lines and availability of adequate numbers of earth pits.	Laboratory Assistant (Electrical)	Electrical Maintenance Register
02	Periodically carry out the earth pit maintenance.	Laboratory Assistant (Electrical) , Office Superintendent	Electrical Maintenance Register
03	Check earth pits resistance once in a year in dry season and maintain record of checking.	Laboratory Assistant (Electrical)	Electrical Maintenance Register
04	Carry out the electrical inspection and maintain record of inspection.	Laboratory Assistant (Electrical), Electrical Faculty	Electrical Inspection Report.

<b>Output</b>	Proper earthing within resistance limits.
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Earthing maintenance	Numbers	Count number of complaints related to the earthing maintenance per month	Yearly	Laboratory Assistant (Electrical), Electrical Faculty	--



EM / PR / 04

**Diesel Generator (D.G.) Management**

Rev.: 00 Date: 21-01-2019

Clause: 7.1.3

Page: 01 / 01

<b>Input</b>	Requirements of Functional / Shutdown D. G. maintenance
--------------	---

Sr. No	Activity	Responsibility	Stage Out put
<b>A</b>	<b>Maintenance of D.G. set (out sourced)</b>		
01	Call the annual maintenance contract service engineer, help him to carry out maintenance.	Laboratory Assistant (Electrical)	-
02	Once the work is completed take trial run and ensure smooth running. Obtain a copy of service report.	Laboratory Assistant (Electrical)	Service Report Received
<b>B</b>	<b>D. G. set running</b>		
01	Once the MSEB power is cut off, switch ON the D.G. set, and keep record of time and D.G. set meter reading.	Laboratory Assistant (Electrical)/Peon	D.G. Log Sheet
02	As soon as MSEB power is resumed, switch OFF the D.G. set, take down the time and meter reading, calculate D.G. set running hours.	Laboratory Assistant (Electrical)/Peon	D.G. Log Sheet
03	Keep adequate diesel in tank.	Laboratory Assistant (Electrical)	Diesel Purchase Receipt

<b>Output</b>	D.G. working for sufficient hours
---------------	-----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of D. G Services	Hours	Actual hours of operational D. G.	As and when required	Laboratory Assistant (Electrical)	D.G. Log Sheet
Diesel Consumption	Liter	Percentage of Diesel	Before Every usage of D.G.	Laboratory Assistant (Electrical)	D.G. Log Sheet





**Info. Tech. Support  
Section**

A.P.C.O.E.R., PUNE



IC / PR / 01

Annual Budget

Rev.: 00 Date: 21-01-2019

Clause: 7.1.1

Page: 01 / 01

<b>Input</b>	Maintenance requirements of available Facilities.
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Based on cost of maintenance incurred in the previous year, prepare estimate for the current year.	Head Computer Engineering / System Admin.	Yearly Requirement Note
02	Forward the statement to the Principal for approval.	Head Computer Engineering / System Admin.	--
03	Receive the requirement sanctioned by the Principal; forward the sanctioned requirement to the Purchase Section for Purchasing of necessary equipment.	Head Computer Engineering / System Admin.	--

<b>Output</b>	Upkeepment of IT infrastructure
---------------	---------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective utilization of the budget	%	Calculate percentage of budget utilization	Every Financial Year	System Admin	Approved budget and expenditure report



IC / PR / 02

**Hardware & Network Maintenance**

Rev.: 00 Date: 21-01-2019

Clause: 7.1.3

Page: 01 / 01

<b>Input</b>	Request (Verbal & written) & Notice DP issued by college / higher authorities
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Receive the request (Verbal / written) related to network failure, internet service, hardware failure from the departments in the college. Record the received complaint.	System Admin.	Maintenance Register
02	Visit the location; understand the trouble, do the necessary repair work. Take trials and ensure smooth working and resolution of complaint. If the problem cannot be solved internally, inform to System Admin/Head of the Department	Technical assistant / System Admin.	Maintenance Register Indent
04	If help of external agency is required to solve the problem, approach the approved agency with due permission from Head of the Department/Principal, get the problem solved from the agency, ensure for proper resolution of problem.	System Admin.	Maintenance Register
05	At the end of semester i.e. once in six months, compile the data related to network & hardware failure, identify the major and / or repetitive problems analyze the failures, decide necessary corrective actions and bring it to the notice	System Admin.	Maintenance Register
06	Carry out the activity of Network maintenance once in a month to ensure smooth functioning of the Institute Centralized Network.	System Admin. / Technical assistant	Maintenance Register
07	Once the Network maintenance work is completed, take trial of network connectivity and ensure smooth Service. Keep record of trouble shooting steps. Submit the copy of maintenance work done to concerned Head of the Department for information.	System Admin. / Technical assistant	Maintenance Register

<b>Output</b>	Proper maintenance of IT Infrastructure & Networking services
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of maintenance services	Numbers	Count number of complaints related to the maintenance services per month	Monthly	System Admin. / Technical assistant	Maintenance Register



IC / PR / 03

Firewall Management

Rev.: 00 Date: 21-01-2019

Clause: 7.1.3

Page: 01 / 01

<b>Input</b>	To provide network security
--------------	-----------------------------

Sr. No.	Activity	Responsibility	Stage Out put
01	Configure firewall policy to ensure and prevent the unauthorized access from the private network. Implement firewall to prevent unauthorized Internet users from accessing private networks connected to the Internet.	System Admin.	--
02	Monitor the network traffic logs & internet user's logs to ensure authorized use of internet.	Technical Assistant	--

<b>Output</b>	Smooth execution of IT & Networking services
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of maintenance services	Numbers	Count number of complaints related to the maintenance services per month	Monthly	System Admin.	--



IC / PR / 04

Rev.: 00 Date: 21-01-2019

Management of servers

Clause: 8.5.1

Page: 01 / 01

<b>Input</b>	Issue / requirement from service users
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Maintain the different services of the server available to the department	System Admin.	--
02	Installation of Server operating system as well as well application software	System Admin.	--
03	Maintain and ensure continual server connectivity	System Admin.	--
04	Maintain the server backup process for information security	System Admin.	--
05	Monitor the server logs for unauthorized access and to ensure the proper usage of Internet.	System Admin.	--

<b>Output</b>	Smooth execution of server services
---------------	-------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of services	Numbers	Count number of services per month	Monthly	System Admin.	--



# AKHIL BHARATIYA MARATHA SHIKSHAN PARISHAD

Registered under Societies Registration Act XXI of 1860  
& Bombay Public Trust Act XXIX of 1950  
Reg. No. F-75 (P)

**Pune Office :** Akhil Bharatiya Maratha Shikshan Parishad's Prashaskiya Bhawan,  
Shahu College Campus, Parvati, Pune 411 009.

☎ : (020) 24215142, 24220382. Email : abmsparishad@gmail.com, Website : abmsppune.org

**Mumbai Office :** Rajarshi Shahu Maharaj Boy's Hostel, Bandra (East),  
Mumbai - 400 051. ☎ (022) 26442062

Estd : 1907 Shivshak : 234

## College Development Committee

Anantrao Pawar College of Engineering and Research

Valid up to: 30 April 2024

Sr. No.	Name	Positions	Particulars
1	Hon. Shri Ajitdada Pawar	Chairman	Vice-President A.B.M.S. Parishad ,Parvati, Pune
2	Hon. Shri Shashikat Sutar	Member	Vice-President A.B.M.S. Parishad ,Parvati, Pune
3	Hon. Mrs. Pramila Gaikwad	Member	General Secretary, A.B.M.S. Parishad ,Parvati, Pune
4	Hon. Shri. Sandeep Kadam	Member	Joint Secretary, A.B.M.S. Parishad ,Parvati, Pune
5	Hon. Shri. Navnath Pasalkar	Member	Former Director, DTE & Former Member of MPSC
6	Hon. Shri. Dhairyashil Vandekar	Member	Aviation Expert and Analyst
7	Prof. Ganesh Kondhalkar	Member	Head of Department, Coordinator IQAC
8	Prof. R. B. Gaikwad	Member	Head of Department
9	Prof. Dattatray Kamble	Member	Teacher's Representative
10	Dr. Amar Deshmukh	Member	Head of Department, E&TC
11	Prof. Snehal Veer	Member	Teacher's Representative
12	Mr. Nitin J. Mukane	Member	Office Superintendent
13	Mr. Siddhant Machutre	Member	President of the College Student's Council
14	Dr. Sunil Thakare	Member Secretary	Principal, APCOER

President

Hon. Sharadrao Govindrao Pawar

Vice President

Hon. Ajitdada Anantrao Pawar

Hon. Shashikant Shankarrao Sutar

General Secretary

Hon. Pramila Bhagwatrao Gaikwad

Joint Secretary

Hon. Sandeep Sudamrao Kadam

Hon. Bhagwanrao Baburao Salunkhe

Treasurer

Hon. Vijaysinh Yashwantrao Jedhe

Chairman, Governing Council

Hon. Sanjay Baburao Shete

Chairman, Pune Divisional



Executive Committee

Hon. Abhimanyu Dodhaji Suryavanshi



*Pramila Gaikwad*

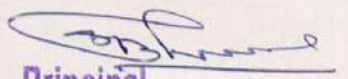
Mrs. Pramila Gaikwad  
General Secretary

	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 02/01/2023	
<b>Office order of Committee</b>			



**List of faculty members with administrative responsibilities (2023-24)**

Sr. No.	Name	Designation
1	Dr. S. B. Thakare	Principal
2	Prof. G. E. Kondhalkar	IQAC Coordinator & CEO
3	Dr. R.R.Sorate	HOD, Civil Engg. & Research Coordinator
4	Dr. D. P. Kamble	HOD, Mechanical Engg.
6	Prof. R.B.Gaikwad	HOD, Computer Engg.
7	Dr. Amar Deshmukh	HoD, Electronics and Telecommunication Engg.
8	Dr. A.A.Kadam	HOD, Information Technology
9	Dr.B.S.selukar	HOD, Engineering (FE)
10	Prof. S.S.Salvekar	HOD, Artificial Intelligence and Data Science
11	Dr. Abhay Shelar	In-charge – NABL Laboratory
12	Mr. N. J. Mukane	Administrative officer
13	Miss. Rucha K. Babar	Accountant



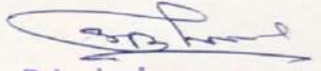
  
**Principal**  
 Anantrao Pawar College of Engineering  
 & Research, Parvati, Pune - 9

Address: Sr. No. 103, Parvati, Pune- 411 009,  
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929  
 Website: <http://www.abmspcoerpune.org>, Email : [abmspcoe@yahoo.com](mailto:abmspcoe@yahoo.com)

	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 02/01/2023	
<b>Office order of Committee</b>			

Right to Information (RTI ) Committee 2023-24



Sr. No.	Position	Name of The Officer	Authority	Contact Number
1	Appellate Officer	Dr. Sunil Thakare	Principal	9923217056
2	Information Officer	Mr.Nitin J.Mukane	Office Superintendent	942335327

**Principal**  
 Anantrao Pawar College of Engineering  
 & Research, Parvati, Pune - 9

Address: Sr. No. 103, Parvati, Pune- 411 009,  
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929  
 Website: <http://www.abmspcoerpune.org>, Email : [abmspcoe@yahoo.com](mailto:abmspcoe@yahoo.com)



	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 02/01/2023	
<b>Office order of Committee</b>			

Ref. No: APCOER / OFFICE / 0436C/2023 - 24

**Sub:- Internal Complaint Committee at the Institute.**


Ref:- AICTE, New Delhi, Notification Dated 01/07/2009

The following Internal Complaint Committee is hereby constituted at the institute level

Sr. No.	Name of the member	Contact number	Position
1	Prof. Sneha Salvekar	7387772481	Presiding Officer
2	Mrs. Shruti Gujar	9028950200	Outside Member, NGO
3	Prof. Rama Gaikwad	8600014367	Member
4	Prof. Supriya Shinde	8149246475	Member
5	Prof. Nilesh Jadhav	9975303670	Member
6	Mr. Tanaji Mali	9960424904	Member
7	Ms. Rucha Babar	9764470533	Member
8	Ms. Ranjita Tapsale	9022856994	P. G. Student member
9	Ms. Neha Zende (AI&DS)	9588643839	U. G. Student member

The committee members will start functioning with immediate effect. The meeting of staff and students in the institute should be conducted and related issues should be discussed with solutions. The report should be submitted to the principal for further needful actions



Date: 11 / 10 / 2023

  
 Principal



Copy to :


1. All Concern Members.
2. Office File.

	Akhil Bharatiya Maratha Shikshan Parishad's <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 02/01/2023	
<b>Office order of Committee</b>			

**Policy For financial Authority -**



1. Principal is authorized to do the expenditure as per sanctioned budget for the financial year (sanctioned by CDC). Pre-approval in advance is expected to obtain from the Trust before initiating the expenditure or procurement process as per sanctioned budget head.
2. However in case of urgency and in case of regular expenses or scheduled expenditure (as decided and recommended by Principal). Principal is authorized to sanction and do the expenses as per requirement. The principal should forward the details of expenditure sanction for approval later with sufficient and necessary justification for the same.
3. Principal is authorized to sanction or do expenditure up to Rs.30,000/- as a single expenditure as per requirements and should forward the details of expenditure for approval to management, every month.
4. The HODs are authorized to sanction or do expenditure up to Rs.5,000/- as a single expenditure as per requirement with permission of Principal.
5. The In charge of Workshop, laboratory, event coordinator/Portfolio coordinators/Activity coordinator or Authority appointed by the Principal for academic/co-curricular/extracurricular activity or other such activities happening in the Institute are authorized to do the expenditure as per pre sanctioned budget with details of estimated expenditure (for the event/activity).



  
**Principal**  
 Anantrao Pawar College of Engineering  
 & Research, Parvati, Pune - 9

---

Address: Sr. No. 103, Parvati, Pune- 411 009,  
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929  
 Website: <http://www.abmspcoerpune.org>, Email : [abmspcoe@yahoo.com](mailto:abmspcoe@yahoo.com)

	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 02/01/2023	
<b>Office order of Committee</b>			

Ref. No: APCOER / OFFICE / 04368/2023 - 24

### Office Order

**Sub: - Constitution of Reservation Grievance Committee at the Institute.**


The Following Reservation Grievance Committee is hereby constituted at the institute level.

Sr. No.	Name of the member	Contact number	Position
1	Dr. D. P. Kamble	8855024330	Chairman
2	Dr. G. S. Kamble	9922745673	Coordinator
3	Prof. V. K. Mhetre	8975960529	Member
4	Prof. V. V. Bhimte	7387678834	Member
5	Prof. K. V. Mhetre	9766751414	Member
6	Mr. Sandesh Pawar (CIVIL)	9322366206	Student Member
7	Ms. Riya Kshirsagar (COMP.)	9822668997	Student Member
8	Mr. Ankita Kathane (E&TC)	8459379094	Student Member
9	Mr. Sugat Ingle (I.T.)	7588996625	Student Member
10	Ms. Riya More (MECH.)	7499817624	Student Member
11	Mr. Piyush Raskar (AI&DS)	9822006161	Student Member

The committee members will start functioning with immediate effect. The meeting of staff and students in the institute should be conducted and related issues should be discussed with solutions. The report should be submitted to the principal for further needful actions.



Date: 11 / 10 / 2023



  
 Principal

Copy to :

1. All Concern Members.
2. Office File.

	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 02/01/2023	
<b>Office order of Committee</b>			

Ref No: APCOER/ Office / 0467 /2023-24

Date: 14/10/2023



Sub: - Constitution of Internal Quality Assurance Cell at the Institute for A.Y. 2023-24

Ref:- NAAC Guidelines

As per the requirement of the IQAC, a Team of following Members is formed for the overall effective coordination of all related processes and activities.

Sr. No.	Name of the Member	Authority	Position
1.	Dr. Sunil Thakare	Principal	Chairman
2.	Prof. Sagar Gawande	P.G Coordinator (Civil Engg.)	Member
3.	Dr. Raviraj Sorate	Research Coordinator	Member
4.	Prof. Rama Gaikwad	Head Computer Engg. Dept.	Member
5.	Dr. Abhay Shelar	Head Civil Engg. Dept.	Member
6.	Dr. Soojey Deshpande	Head E&TC Engg. Dept. & NAAC Coordinator	Member
7.	Ms. Sneha Salvekar	Head AI & DS Dept.	Member
8.	Dr. Amit Kadam	Head IT Engg. Dept.	Member
9.	Dr. Balaji Selukar	FE Coordinator	Member
10.	Dr. D. P. Kamble	PhD Research Center Coordinator	Member
11.	Mr. Nitin Mukane	Office Superintendent	Member
12.	Mr. Tilak Kannadiar	Student's Representative	Member
13.	Mr. Jagdish Bhamare	Student's Representative	Member
14.	Miss. Ishwari Ghogre	Student's Representative	Member



	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/R/002</b> <b>Revision: 00</b>	<b>DoI: 02/01/2023</b>	
<b>Office order of Committee</b>			

15.	Mr. Soham Naik	Alumni Representative	Member
16.	Mr. Shubham Shende	Alumni Representative	Member
17.	Dr. Padmakar Kelkar	Community Representative (Industry)	Member
18.	Dr. Santosh Bhosale	Community Representative (Industry)	Member
19.	Mr. Vivek Pawar	Community Representative (Industry)	Member
20.	Mr. Sudarshan Natu	Community Representative (Industry)	Member
21.	Prof. Ganesh E. Kondhalkar	<b>IQAC Coordinator</b>	

Date: 14/10/2023





  
Principal

Copy to:

1. IQAC Coordinator: For effective implementation
2. All Members
3. Administrative Office
4. NAAC Coordinator
5. Circulate to All staff through mail



	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/R/002</b> <b>Revision: 00</b>	<b>DoI: 02/01/2023</b>	
<b>Office order of Committee</b>			

**Guidelines for the Internal Quality Assurance Cell (IQAC)**

**IQAC – Vision**

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

**Objective**

The primary aim of the IQAC is

- To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

**Strategies**

**IQAC shall evolve a mechanism and procedures for**



- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- b) Adoption of relevant and quality academic and research programmes.
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) Ensuring credible assessment and evaluation processes.
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

**Functions**

**Some of the functions expected of the IQAC are:**

- a) Development and application of quality benchmarks.
- b) Setting parameters for various academic and administrative activities of the institution.
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.



	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/R/002</b> <b>Revision: 00</b>	<b>DoI: 02/01/2023</b>	
<b>Office order of Committee</b>			

- d) Collection and analysis of feedback from all the stakeholders on quality related institutional processes
- e) Dissemination of information on various quality parameters to all the stakeholders;
- f) Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles.
- g) Documentation of various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

#### Benefits


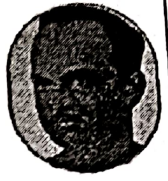
#### IQAC will facilitate / contribute to

- a) Ensuring clarity and focus in the institution's march towards quality enhancement.
- b) Ensuring internalization of quality culture.
- c) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practice.
- d) Providing a sound basis for decision-making to improve institutional functioning.
- e) Acting as a dynamic system for quality changes in HEIs
- f) Building a sound methodology for documentation and internal communication.

Date: 14/10/2023



  
Principal

	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 02/01/2023	
<b>Office order of Committee</b>			

Ref. No: APCOER / OFFICE / 0440 /2023-24

### Office Order

**Sub:- Constitution of Hostel Committee for Boy's and Girl's Hostel at the institute.**

Following Hostel Committee is hereby constituted at the institute for A. Y. 2023 - 24

**Boy's Hostel Committee :-**

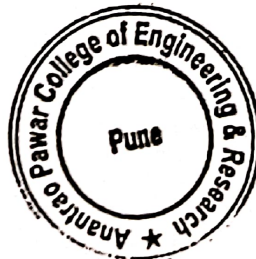
Sr. No.	Name of the member	Contact number	Position
1	Dr. Sunil Thakare	9923217056	Chairman
2	Prof. Jitendra Musale	7709224404	Coordinator
3	Dr. Navnath Sarode	9975303670	Member
4	Prof. Chetan Kolambe	9552201336	Member
5	Prof. Ramesh Lavhe	7507070663	Member
6	Mr. Nitin Mukne	9423035327	Member
7	Mr. Sudhir Ghadge	9822716265	Member
8	Mr. Junaid Pathan	7507520786	Student Member
9	Mr. Gaurav Nikam	9518153972	Student Member

**Girl's Hostel Committee :-**

Sr. No.	Name of the member	Contact number	Position
1	Dr. Sunil Thakare	9923217056	Chairman
2	Dr. Gayatri Kamble	9922745673	Coordinator
3	Prof. Rama Gaikwad	8600014367	Member
4	Prof. Snehal Veer	9440239237	Member
5	Prof. Sayali Kokane	7517044686	Member
6	Smt. Girija Tikone	02068004640	Member
7	Ms. Poonam Rokade	8799808506	Student Member
8	Ms. Rani Bangar	7499804060	Student Member

This committee will be in force from date of the issue of this order.

Date: 11/10/2023





  
 Principal

Copy to :-

1. All Concern Members.
2. Office File.



	<b>Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/D/036B Revision: 00</b>	<b>DoI: 02/01/2023</b>	
<b>Internal Correspondence</b>			

### Hostel Committee – Roles and Responsibility

The roles of a Hostel Committee can vary depending on the specific needs and dynamics of the hostel, but typically they encompass the following responsibilities:



- a) **Maintaining Discipline:** Ensuring that residents adhere to hostel rules and regulations. This may involve addressing conflicts, enforcing curfews, and maintaining a peaceful and safe environment within the hostel premises.
- b) **Facility Management:** Overseeing the maintenance and upkeep of hostel facilities, including common areas, bathrooms, and laundry facilities. This may involve coordinating with maintenance staff, addressing repair needs promptly, and ensuring cleanliness standards are met.
- c) **Promoting Safety and Security:** Implementing measures to enhance the safety and security of residents, such as enforcing access control, conducting regular inspections, and coordinating with relevant authorities or security personnel when necessary.
- d) **Communications and Feedback:** Facilitating communication between hostel management, residents, and other relevant stakeholders. This can involve disseminating important information, gathering feedback through surveys or meetings, and advocating for residents' needs and interests.
- e) **Community Building:** Fostering a sense of community and belonging among residents through various initiatives, such as organizing group outings, facilitating roommate introductions, or establishing support networks for newcomers.
- f) **Enforcing Policies and Regulations:** Ensuring compliance with hostel policies and regulations, as well as any applicable laws or regulations governing hostel operations. This may involve developing and updating policies as needed and educating residents about their rights and responsibilities.

Date : 11/10/2023

  
 Hostel Committee Coordinator



  
 Principal


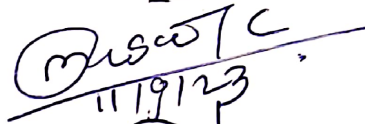
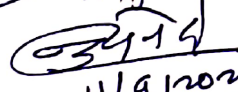
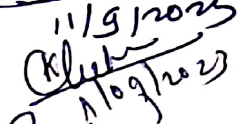
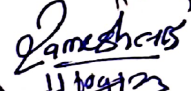
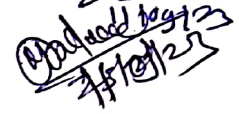

	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/D/039B Revision: 00	DoI: 02/01/2023	
<b>Minutes of Meeting</b>			

## Minutes of Meeting



Boy's Hostel Committee is conducted Meeting on dated 11/09/2023 at 5:00pm in the boy's hostel

The following points are discussed

1. Discussion about the facility available to the student in hostel like pure water, study table and chair etc.
2. Discussion about the daily washroom and bathroom cleaning in boy's hostel.

Sr. no.	Name of Member	Signature
1	Dr. Sunil Thakare	
2	Prof. Jitendra Musale	
3	Dr. Navanath Sarode	
4	Prof. Chetan Kolambe	
5	Prof. Ramesh Lavhe	
6	Mr. Nitin Mukane	
7	Mr. Sudhir Ghadage	
8	Mr. Junaid Pathan	
9	Mr. Gaurav Nikam	




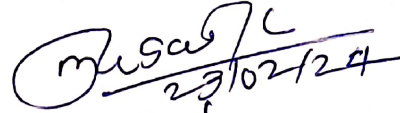
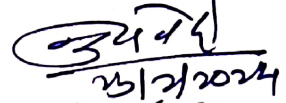
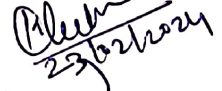
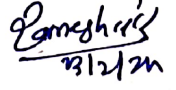
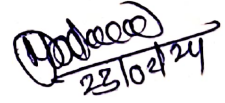
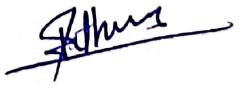
	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/D/039B</b> <b>Revision: 00</b>	<b>DoI: 02/01/2023</b>	
<b>Minutes of Meeting</b>			

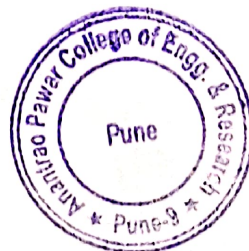
## Minutes of Meeting



Boy's Hostel Committee is conducted Meeting on dated 23/02/2024 at 4:00pm in the boy's hostel

The following points are discussed

1. Discussion about the study lamp facilities available to the students in hostel like pure water, study table and chair etc.
2. Discussion about the daily hot water facility available at bathroom in boys hostel .

Sr. no.	Name of Member	Signature
1	Dr. Sunil Thakare	
2	Prof. Jitendra Musale	 23/02/24
3	Dr. Navanath Sarode	 23/2/2024
4	Prof. Chetan Kolambe	 23/02/2024
5	Prof. Ramesh Lavhe	 31/2/24
6	Mr. Nitin Mukane	 28/02/24
7	Mr. Sudhir Ghadage	
8	Mr. Junaid Pathan	
9	Mr. Gaurav Nikam	



	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b>		
	<b>Anantrao Pawar College of Engineering &amp; Research</b>		
Record No.: ADM/R/002 Revision: 00	Dol: 21/01/2019		
<b>Office order of Committee</b>			

Ref. No: APOER / OFFICE / 0244 / 2022-23

### Office Order

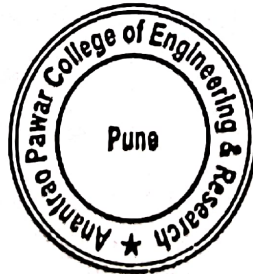
**Sub:- Constitution of Hostel Committee for Boy's and Girl's Hostel at the Institute.**

Following Hostel Committee is hereby constituted at the institute for A. Y. 2021-22

Sr. No.	Name of the member	Contact number	Position
1	Prof. Rama B. Gaikwad	8600014367	Chairman
2	Prof. Jitendra C. Musale	7709224404	Coordinator
3	Prof. Chetan E. Kolambe	9552201336	Member
4	Prof. Snehal Veer	9440239237	Member
5	Prof. Ramesh S. Lavhe	7507070663	Member
6	Mr. Nitin J. Mukne	9423035327	Member
7	Mr. Sudhir B. Ghadge	9822716265	Member
8	Smt. Girija Tikone	02068004640	Member
9	Mr. Swapnil Magar	7498956468	Student Member
10	Ms. Nikita Ghawad	9423614946	Student Member
11	Mr. Amol Ippar	9823806021	Student Member
12	Ms. Gauri Bhagwat	8446280240	Student Member
13	Mr. Harshad Kale	9112636111	Student Member
14	Ms. Gautami Khengare	9921480631	Student Member

This committee will be in force from date of the issue of this order.

Date: 07/07/2022



Principal

*(Signature)*  
7/7/22

Copy to :

1. All Concern Members.
2. Office File.

Address:



Contact Details:

Website:

Sr. No. 103, Parvatl, Pune- 411 009,

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

<http://www.abmspcorpune.org>, Email : [abmspcoe@yahoo.com](mailto:abmspcoe@yahoo.com)

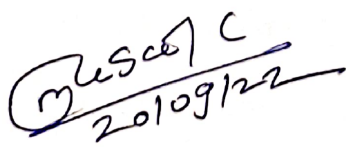
	<b>Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/D/036B Revision: 00</b>	<b>DoI: 21/01/2019</b>	
<b>Internal Correspondence</b>			

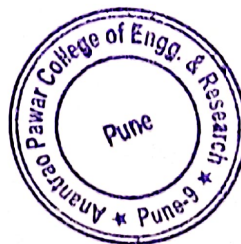
## Hostel Committee – Roles and Responsibility

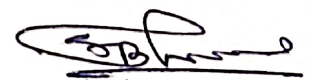
The roles of a Hostel Committee can vary depending on the specific needs and dynamics of the hostel, but typically they encompass the following responsibilities:



- a) **Maintaining Discipline:** Ensuring that residents adhere to hostel rules and regulations. This may involve addressing conflicts, enforcing curfews, and maintaining a peaceful and safe environment within the hostel premises.
- b) **Facility Management:** Overseeing the maintenance and upkeep of hostel facilities, including common areas, bathrooms, and laundry facilities. This may involve coordinating with maintenance staff, addressing repair needs promptly, and ensuring cleanliness standards are met.
- c) **Promoting Safety and Security:** Implementing measures to enhance the safety and security of residents, such as enforcing access control, conducting regular inspections, and coordinating with relevant authorities or security personnel when necessary.
- d) **Communications and Feedback:** Facilitating communication between hostel management, residents, and other relevant stakeholders. This can involve disseminating important information, gathering feedback through surveys or meetings, and advocating for residents' needs and interests.
- e) **Community Building:** Fostering a sense of community and belonging among residents through various initiatives, such as organizing group outings, facilitating roommate introductions, or establishing support networks for newcomers.
- f) **Enforcing Policies and Regulations:** Ensuring compliance with hostel policies and regulations, as well as any applicable laws or regulations governing hostel operations. This may involve developing and updating policies as needed and educating residents about their rights and responsibilities.

Date : 20/09/2022

  
 Hostel Committee coordinator



  
 Principal

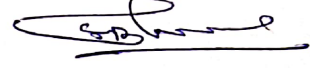
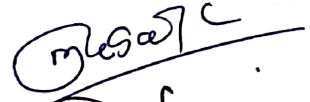
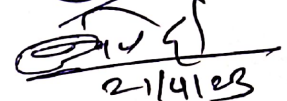




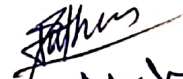

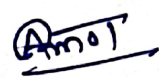
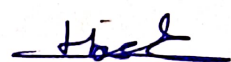
	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/D/039B Revision: 00	DoI: 02/01/2023	
<b>Minutes of Meeting</b>			

## Minutes of Meeting



Boys Hostel Committee Meeting is conducted on dated 21/04/2023 at 10.00 am in the boy's hostel

The following points are discussed

1. Discussion about the facilities available to the students in hostel like drinking water.
2. Discussion about the hot water facilities available to the students in hostel.

Sr No.	Name of Member	Signature
1.	Dr. Sunil Thakare	
2.	Prof. Jitendra Musale	
3.	Prof. Navanath Sarode	 21/4/23
4.	Prof. Chetan Kolambe	
5.	Prof. Ramesh Lavhe	
6.	Mr. Nitin Mukane	
7.	Mr. Sudhir Ghadage	
8.	Mr. Junaid Pathan	
9.	Mr. Gaurav Nikam	
10.	Mr. Amol Ippar	
11.	Mr. Harshad Kulkarni	




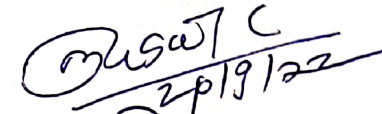
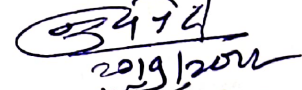

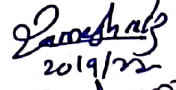
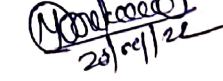
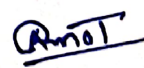
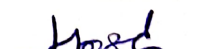
	<b>AkhilBharatiya Maratha ShikshanParishad's</b> <b>AnantraoPawar College of Engineering &amp; Research</b>		
	Record No.: ADM/D/039B Revision: 00	DoI: 02/01/2023	
<b>Minutes of Meeting</b>			

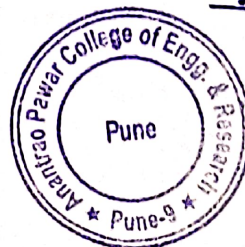
## Minutes of Meeting



Boy's Hostel Committee is conducted Meeting on dated 20/09/2022 at 3:00pm in the boy's hostel

The following points are discussed

1. Discussion about the mosquito control coil available to each students room in hostel
2. Discussion about the electrical repairing work in hostel room.

Sr. no.	Name of Member	Signature
1	Dr. Sunil Thakare	
2	Prof. Jitendra Musale	
3	Dr. Navanath Sarode	
4	Prof. Chetan Kolambe	
5	Prof. Ramesh Lavhe	
6	Mr. Nitin Mukane	
7	Mr. Sudhir Ghadage	
8	Mr. Swapnil Magar	
9	Mr. Amol Ippar	
10	Mr. Harshad Kale	



	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
<b>Office order of Committee</b>			

Ref. No: APCOER / OFFICE / ~~4690A~~2021-22

### Office Order

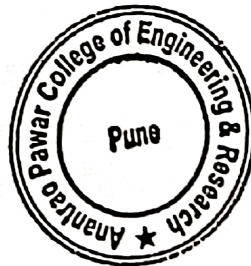
**Sub:- Constitution of Hostel Committee for Boy's and Girl's Hostel at the Institute.**


Following Hostel Committee is hereby constituted at the institute for A. Y. 2021- 22

Sr. No.	Name of the member	Contact number	Position
1	Prof. R. B. Gaikwad	8600014367	Chairman
2	Prof. J. C. Musale	7709224404	Member
3	Prof. C. E. Kolambe	9552201336	Member
4	Prof. S. J. Yadav	9440239237	Member
5	Prof. R. S. Lavhe	7507070663	Member
6	Mr. Ghadge S. B.	9822716265	Member
7	Smt. Girija Tikone	02068004640	Member
8	Ms. Nikita Bhagat	8308684128	Member
9	Ms. Pooja Patil	9168939692	Member
10	Mr. Shreyas Bhavne	8177887714	Member
11	Mr. Shubham Pawar	9834571236	Member
12	Mr. Keshav Zanje	9119493849	Member
13	Ms. Gautami Khengare	9921480631	Member

This committee will be in force from date of the issue of this order.

Date: 07/07/2021



  
 Principal  
**Dr. Sunil B. Thakare**  
 Principal  
 Anantrao Pawar College of Engineering  
 & Research, Parvati, Pune - 9

Copy to :

1. All Concern Members.
2. Office File.

Address:

Sr. No. 103, Parvati, Pune- 411 009,



Contact Details:

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

Website:

<http://www.abmspcoerpune.org>, Email : [abmspcoe@yahoo.com](mailto:abmspcoe@yahoo.com)



	<b>Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/D/036B Revision: 00</b>	<b>DoI: 21/01/2019</b>	
<b>Internal Correspondence</b>			

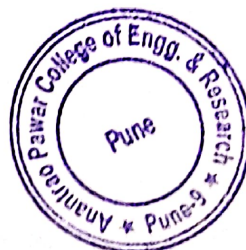
## Hostel Committee – Roles and Responsibility

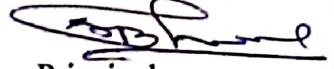
The roles of a Hostel Committee can vary depending on the specific needs and dynamics of the hostel, but typically they encompass the following responsibilities:

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- b) **Facility Management:** Overseeing the maintenance and upkeep of hostel facilities, including common areas, bathrooms, and laundry facilities. This may involve coordinating with maintenance staff, addressing repair needs promptly, and ensuring cleanliness standards are met.
- c) **Promoting Safety and Security:** Implementing measures to enhance the safety and security of residents, such as enforcing access control, conducting regular inspections, and coordinating with relevant authorities or security personnel when necessary.
- d) **Communications and Feedback:** Facilitating communication between hostel management, residents, and other relevant stakeholders. This can involve disseminating important information, gathering feedback through surveys or meetings, and advocating for residents' needs and interests.
- e) **Community Building:** Fostering a sense of community and belonging among residents through various initiatives, such as organizing group outings, facilitating roommate introductions, or establishing support networks for newcomers.
- f) **Enforcing Policies and Regulations:** Ensuring compliance with hostel policies and regulations, as well as any applicable laws or regulations governing hostel operations. This may involve developing and updating policies as needed and educating residents about their rights and responsibilities.

Date : 28/11/2021

  
 Hostel committee coordinator



  
 Principal



Akhil Bharatiya Maratha Shikshan Parishad's  
Anantrao Pawar College of Engineering & Research

Record No.: ADM/D/039B  
Revision: 00

DoI: 21/01/2019



### Minutes of Meeting

## Minutes of Meeting

Boys Hostel Committee Meeting is conducted on dated 28/11/2021 at 10.00 am in the boy's hostel

The following points are discussed

1. Discussion about the working ceiling fan repairing to the students room in hostel.
2. Discussion about the students night entry timing in hostel.

Sr No.	Name of Member	Signature
1.	Dr. Sunil Thakare	
2.	Prof. Jitendra Musale	
3.	Prof. Navanath Sarode	
4.	Prof. Chetan Kolambe	
5.	Prof. Ramesh Lavhe	
6.	Mr. Nagnath Bansode	
7.	Mr. Sudhir Ghadage	
8.	Mr. Mayureh Bagal	
9.	Mr. Kirtidhwaj Gaikwad	





Akhil Bharatiya Maratha Shikshan Parishad's  
Anantrao Pawar College of Engineering & Research



Record No.: ADM/D/039B  
Revision: 00

DoI: 21/01/2019

Minutes of Meeting

Minutes of Meeting

Boys Hostel Committee Meeting is conducted on dated 27/03/2022 at 04.30 pm in the boy's hostel

The following points are discussed

1. Discussion about the facilities available to the students in hostel like drinking water.
2. Discussion about the hot water facilities available to the students in hostel.

Sr No. Name of Member

Signature

1. Dr. Sunil Thakare

2. Prof. Jitendra Musale

3. Prof. Navanath Sarode

4. Prof. Chetan Kolambe

5. Prof. Ramesh Lavhe

6. Mr. Nitin Mukane

7. Mr. Sudhir Ghadage

8. Mr. Kirtidhwaj Gaikwad

9. Mr. Mayuresh Bagal

