



**Rajarshi Shahu**  
**College of Pharmacy**

Journey Towards Academic Excellence

## **RSCP: Administration Manual**

ADMN / A

**Index of Procedures**

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Document No.	Title	Rev. No.	Date	Master Copy Holder	Controlled Copy Holder
--	ADMN Procedure manual	01	22-06-2020	QMS- Coordinator	Principal, Registrar/AO, Student section and exam. section
BRO/B. PHARM / Rev. No.01	Brochure	01	22-06-2020	Registrar/AO	Distributed to students

\*AO-Administration Officer



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List of Records

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Record No.	Title	Rev. No.	Storage Media	Retention Period	Disposal Method
	<b>Quality Objective Status</b>	01	File	3 Years	Shred
ADMN-F-01	Admission form	01	File	3 Years	Shred
ADMN-F-02	Cashier Order	01	File	3 Years	Shred
ADMN-F-03	Admission Register	01	Reg.	3 Years	Shred
ADMN-F-04	Final List of Admitted student	01	File	3 Years	Shred
ADMN-F-05	Roll Call List	01	File	3 Years	Shred
ADMN-F-06	Student Eligibility List	01	File	3 Years	Shred
ADMN-F-07	Transference Certificate	01	Issued to student		
ADMN-F-08	Appearing Certificate	01			
ADMN-F-09	Bonafide Certificate	01			
ADMN-F-10	Scholarship Register	01	Reg.	3 Years	Shred
ADMN-F-12	Brochure Sale Register	01	Reg.	3 Years	Shred
ADMN-F-13	Hall Ticket	01	Distributed among student		
ADMN-F-14	Seating Arrangement Plan	01	File	3 Years	Shred
ADMN-F-15	Remuneration Bill	01	File	3 Years	Shred
ADMN-F-16	Competency Matrix	01	File	P	--
ADMN-F-17	List of Candidates	01	File	6 M	Shred
ADMN-F-18	Appointment Letter	01	File	P	--
ADMN-F-19	List of Training Need	01	File	1Year	Shred
ADMN-F-20	Training Calendar	01	File	1Year	Shred
ADMN-F-21	Training Record	01	File	P	--

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ADMN-F-22	Muster	01	Reg.	1 Year	Shred
ADMN-F-23	Late Muster	01	Reg.	1 Year	Shred
ADMN-F-24	Attendance Sheet	01	File	1 Year	Shred
ADMN-F-25	Summary of Pay Sheet	01	File	1 Year	Shred
ADMN-F-26	Pay sheet	01	File	1 Year	Shred
ADMN-F-27	Leave Form	01	File	1 Year	Shred
ADMN-F-28	Leave Register	01	Reg.	1 Year	Shred
ADMN-F-29	Inward Register	01	Reg.	1 Year	Shred



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List of Records

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Record No.	Title	Rev.	Storage	Retention	Disposal
		No.	Media	Period	Method
ADMN-F-30	Outward Register	01	Reg.	1 Year	Shred
--	Eligibility Form	01	File	--	--
--	Admit Card	01	File	--	--
--	Application form for scholarship	01	File	--	--
--	Examination Form	01	File	--	--
--	Mark sheet (Mark Memo)	01	File	Distributed among student	
--	Verification & Reevaluation Form	01	File	Submitted to University	
--	List of Marks (Received from University)	01	File	3 Years	Shred
--	List of Admitted Candidate (from DTE)	01	File	3 Years	Shred

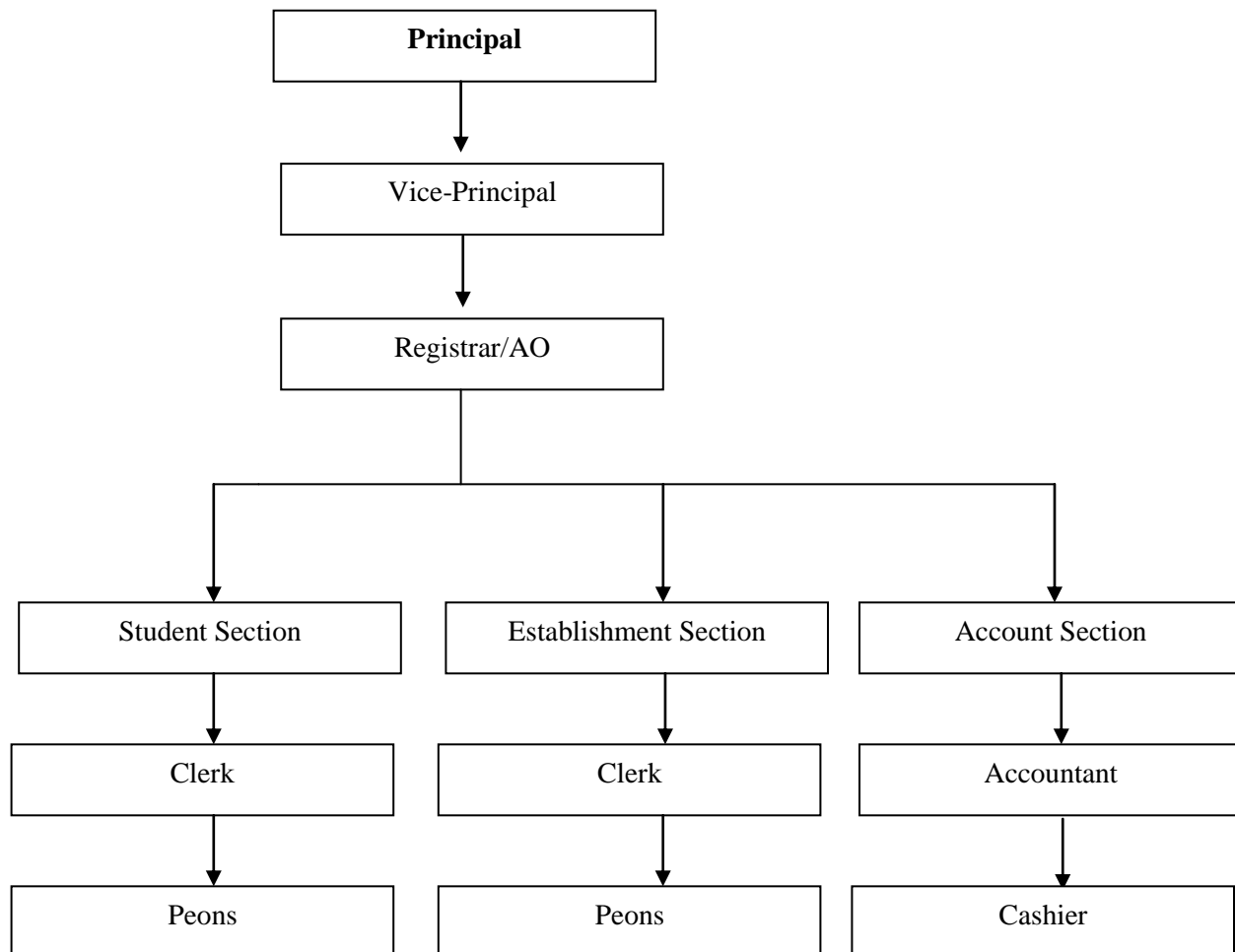


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### **Duties of Registrar/AO**

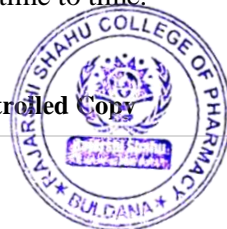
1. To monitor and control activities in student and examination section
2. To take actions on the nonconformities observed in administrative sections
3. To fulfill the requirements of all the affiliating bodies time to time
4. To gather the information for uploading to the online portal systems of different affiliating agencies
5. To monitor the staff leaves and record
6. To conduct the meetings of Governing Body (GB) and College Development Committee (CDC) and keep the record
7. To suggest the infrastructural requirements as per norms and cooperate the Principal

### **Authority**

1. To decide structure of admission Brochure in discussion with the Principal and Management
2. To select the news paper for releasing advertisement related to admission and staff recruitment
3. To take actions on non-conformities initiated in admin sections with prior discussion of Principal

### **Duties of Student & Examination Section Clerk**

1. To carry out correspondence with University, DTE and other authorities involved in admission procedure
2. To forward the student progress report to the parents
3. To obtain approval to admission from the authorities
4. To process the student scholarships
5. Issue leaving certificate, appearing certificate
6. To display the notice related to examination
7. To distribute examination form
8. To submit filled up examination form and examination fees to university
9. To make arrangements for smooth conduct of examination
10. To prepare subject wise and course wise result summary.
11. To control reevaluation and verification of marks process
12. Distribute mark sheet
13. Any other duties assigned by the higher authority time to time.





### Duties of Establishment Section Clerk

1. Issue of Bonafide Certificate.
2. To maintain personal file and service book for all the employees.
3. To maintain records related to workshops & training attended by Teaching Staff.
4. Managing time office activity.
5. To maintain inward and outward records.
6. Any other duties assigned by the higher authority time to time.

### Authority

1. To suggest changes in QMS.

### Peon

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

ADMN / F

**Quality Objectives**

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Sr. No.	Objective	Indicator	Method	Responsibility
1.	To ensure the completeness of documents submitted to university.	Number of incidences.	Count the number of incidences where university notice is received due to incomplete documentation related to admission and / or examination submitted to university.	Registrar/AO
2.	To improve student Satisfaction	Index	Student Feedback	Registrar/AO

Sr. No.	Activity	Responsibility	Stage Out put
1.	Decide the targets for the Objectives.	Exam section	--
2.	Collect the data; compare it against the set target.	Student Section	Quality Objective Status
3.	In case of non-achievement, analyze the failure and initiate necessary corrective actions.		Corrective Action.
4.	Present the data and actions initiated (if any) related to Quality Objectives in the Management Review Meeting (MRM)/GB/CDC meeting		Minutes of MRM/GB/CDC meeting etc.



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Admission

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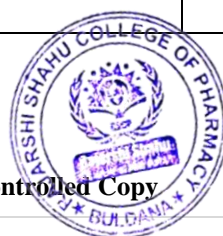
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<b>Input</b>	Admission Rules, list of Candidates from DTE
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
<b>A.</b>	<b>Through Centralized Admission process (same procedure shall be followed for direct second year admission)</b>		
	80 % CET (Maharashtra)	--	--
1.	Receive the List of Admitted Candidates from Director of Technical Education, Mumbai.	Principal	List of Admitted Candidate
2.	Receive the student for admission.	Student section	
3.	Get the admission form filled up form the student. Ask him / her to submit Original and 1 photo copy of H.Sc. Mark sheet, CET Mark sheet, 12 <sup>th</sup> Leaving Certificate, nationality, cast, validity, non-creamy layer along with the duly filled Admission form.	Student section	Admission Form
4.	Scrutinize the documents, handover the receipt giving details of fees to be deposited to the student.	Student section	Cashier order
5.	Deposit fees (Demand Draft) in the accounts section.	Candidate	
6.	Handover the receipt to the candidate.	A/C	Receipt
7.	Review the receipt submitted by the student, update the admission register, and allot him / her Roll Number.	Student section	Admission Register
8.	Prepare final list of admitted student and forward the list duly signed by the Principal to the Regional office DTE, Nashik after each round of admission. Upload the data on the DTE website. Take printout of admit card for each student.	Student section	Final List of Admitted Student Admit Card
<b>B.</b>	<b>Management Quota</b>		
1.	20% of intake and vacant seats from centralized admission process.	--	--

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Admission

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Sr. No.	Activity	Responsibility	Stage Out put
2.	Release advertisement in Local news papers giving details related to 1. Last date for collecting the admission form 2. Address of web site for on line submission of admission form. 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.	Principal	
3.	Review the admission form received. Prepare merit list and display on main notice board and also upload on the website.	Student Section	
4.	Make necessary arrangements for counseling and carry out the counseling.	Student Section	
5.	Scrutinize the documents / certificates submitted by the students, handover the receipt giving details of fees to be deposited.	Student Section	Cashier order
6.	Deposit fees (Demand Draft) in the accounts section.	Candidate	
7.	Handover the receipt to the candidate.	A/C Dept.	Receipt
8.	Review the receipt submitted by the student, update the admission register.	Student Section	Admission Register
9.	Prepare final list of admitted student and forward the list duly signed by the Principal to the Regional office DTE, Nashik after whole process of admission is completed. Upload the data on DTE website.	Student Section	Final List of Admitted Student Admit Card.
<b>C.</b>	<b>Approval</b>		
1.	Prepare course wise List of student admitted.	Student Section	Final List of Admitted Student
2.	Get documents submitted by student reviewed from joint director DTE, Amravati and get the list approved from DTE Mumbai, Pravesh Nyantran Samiti, Mumbai.	Student Section	
3.	Send a copy of approved List to the university and retain a copy for reference.	Student Section	

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Admission

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Sr. No.	Activity	Responsibility	Stage Out put
4.	Issue I cards and allot roll numbers.	Student Section	Roll Call List
<b>D.</b>	<b>Returning back the Original documents to the students</b>		
1.	Return back the documents except L.C. to the student at the end of First year.	Student Section	
2.	Obtain student signature on List of admitted student.	Student Section	List of admitted student.
<b>E.</b>	<b>2<sup>nd</sup>, 3<sup>rd</sup> and Final Year admission</b>		
1.	Eligibility criteria 1. All clear 2. Allow to keep turn (ATKT) – failure in max up to 2 theory subjects.	--	--
2.	Get the admission form filled up from the eligible student.	Student Section	Admission Form
3.	Scrutiny, handover the receipt giving details of fees to be deposited.	Student Section	Cashier order
4.	Deposit fees (Demand Draft) in the accounts section.	Student Section	
5.	Handover the receipt to the candidate.	Student Section	Receipt
6.	Review the receipt submitted by the student, update the admission register, and allot him / her Roll Number.	Student Section	Roll Call List

<b>Output</b>	Student admitted for the course
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**Eligibility**

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<b>Input</b>	University Norms, Student admitted.
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Get the University specified Eligibility form filled from Admitted student. Collect the Eligibility fees	Student Section	Eligibility Form
2.	Scrutinize the received form; ensure validity of all the documents submitted by the student.	Student Section	
3.	Prepare Student eligibility list.	Student Section	Student eligibility list
4.	Send copy of list duly signed by the principal along with demand draft of eligibility fees deposited by student to the university.	Student Section	

<b>Output</b>	Student eligibility list along with eligibility fees submitted to university.
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Issue of Certificates

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

Sr. No.	General guideline	Student Section	Transference Certificate
1.	Issue Transfer certificate after student is passed out from the college i.e. after passing final year.	Student Section	Transference Certificate
2.	Issue Appearing certificate when the result of final year is awaiting	Student Section	Appearing certificate
3.	Issue Bonafide certificate as per request received from student.	Establishment	Bonafide Certificate

Sr. No.	Activity	Responsibility	Stage Out put
1.	Receive the application form the student for the issuing various certificates.	Student Section	
2.	Issue the certificates as per the request. Maintain record of issue.	Student Section	Counter Receipt

<b>Output</b>	Certificate issued to student
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Correspondence with Parents

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<b>Input</b>	Student performance, course plan etc.
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Sr. No.	Activity	Responsibility	Stage Out put
<b>A. General Communication</b>			
1.	Communicate with parents on the matters related to: <ul style="list-style-type: none"> <li>a. Opening of the semester</li> <li>b. Fees to be deposited for the coming year.</li> <li>c. Misbehavior</li> </ul>	Student Section	--
<b>B. Academic Progress</b>			
1.	Compile a data related to Attendance and internal test result.	Subject Teacher	Student progress report.
2.	Receive the Student Progress Report duly signed by conc. HOD and Principal. Send the progress report to parents.	Student Section	Student progress report.
3.	Receive the acknowledgement from the parents; give the feedback to concern Academic I/C and HOD	Student Section	--

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

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<b>Input</b>	Student eligible, Scholarship Rules
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Display of notice for calling application giving details of eligibility to apply, documents required and last date for submitting the application.	Student Section	Application form for scholarship
2.	Receive the duly filled application form, required documents.	Student Section	
3.	Scrutinize the form and submitted documents.	Student Section	
4.	Prepare list as per Government format.	Student Section	Application form for scholarship
5.	Submit the same along with received application concern government authority.	Student Section	
6.	Receive the scholarship amount from the Govt. Authority.	Student Section	
7.	Distribute it among the student by Cheque.	Student Section	
8.	Obtain signature of student on receipt pasted with revenue stamp.	Student Section	Scholarship register

Sr. No.	Scholarship	Authority
1.	EBC	DTE,
2.	SC – Freeship	District social welfare officer, Buldana
3.	SC – Scholarship	District social welfare officer, Buldana
4.	ST – Freeship	Project officer Integrated tribal development project, Buldana
5.	ST – Scholarship	Project officer Integrated tribal development project, Buldana
6.	NT	District social welfare officer, Buldana
7.	SBC	District social welfare officer, Buldana
8.	OBC	District social welfare officer, Buldana
9.	Minority	DTE,

<b>Output</b>	Scholarship distributed to the eligible students
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University Examination

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<b>Input</b>	Communication from university
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Display of notice for filling examination form giving details a. Examination fees b. CAP fee c. Mark sheet fee d. Passing Fee e. Project fees (for M. Pharm. students) f. Any other fees g. Last date of submission	Student Section	Notice
2.	Distribution of examination form after payment of form fee in accounts section by the student.	Student Section	Examination Form
3.	Receive the examination form, scrutinize the forms	Student Section	Examination Form
4.	Ask the students to deposit examination fees in the accounts section.	Student Section	
5.	Issue of receipt after collecting the fees	Accounts	Receipt
6.	Prepare name list and summary-subject wise number of student appearing for the examination.	Student Section	Name List, Subject wise Summary of student appearing for exam.
7.	Submit Examination form, name list and summary (soft and hard copy) along with examination fees DD to the university.	Student Section	
8.	Prepare Hall tickets and handover them to the students.	Student Section	Hall ticket.



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University Examination

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Sr. No.	Activity	Responsibility	Stage Out put
<b>Conduct of Examination</b>			
1.	Allocate the class room as examination hall	Examination Section	
2.	Chalk out the seating arrangement plan and display it on the notice board.	Examination Section	Seating Arrangement Plan
3.	Issue orders to the identified supervisor.	Examination Section	Letter
4.	Prepare examination hall before the examination i.e. 1. Writing the exam seat number on the benches. 2. Writing the name of subject, seat numbers and total strength of the examination hall on the blackboard.	Examination Section	
5.	Submit answer papers to the CAP center notified by the university within two days.	Examination Section	
6.	After end of examination, prepare remuneration bills of all staff involved in examination duty.	Examination Section	Remuneration Bill
7.	Forward the bills to the accounts section for final settlement of bill.	Examination Section	
<b>Results</b>			
1.	Receive the information related to result declaration date and also for collecting the results from the university.	Student Section	
2.	Collect the result as per schedule from the university.	Student Section	
3.	Distribute the Mark memo to the students. Obtain signature of student.	Student Section	Mark Sheet, Name List
4.	Make subject wise summary of the result.	Examination Incharge	Subject wise Summary of Result

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University Examination

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Sr. No.	Activity	Responsibility	Stage Out put
	<b>Verification and reevaluation</b>		
5.	Display of notice for filling verification and reevaluation form giving details a. Reevaluation fees b. Last date of submission	Student Section	Notice
6.	Distribute verification and reevaluation form after payment of form fee in accounts section by the student.	Student Section	Verification & Re- evaluation Form
7.	Receive the Verification & Re-evaluation Form, scrutinize the forms	Student Section	
8.	Ask the students to deposit examination fees in the accounts section.	Student Section	
9.	Issue receipt after collecting the fees	A/C	
10.	Prepare name list	Student Section	Name List
11.	Submit verification and reevaluation form and name list along with verification and reevaluation fees DD to the university.	Student Section	
12.	Receive the revised List of marks from the university.	Student Section	List of Marks
13.	Collect the Old Mark sheet form the student in case of change in Marks.	Student Section	
14.	Handover the old mark sheet and collect the revised mark sheet from the university and distribute to the student.	Student Section	Mark Sheet Name List

<b>Output</b>	Examination conducted, Distributed mark sheet
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**Issue of Documents to the Passed out Students**

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<b>Input</b>	Passed out students
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Receive request (verbal) from the student for Leaving certificate and BE statement of Marks.	Students Section	--
2.	Handover No Objection certificate (NOC) and LC application form to the student.	Students Section	--
3.	Receive NOC form duly authorized by the all departments from the student.	Students Section	--
4.	Issue Mark sheet, provisional passing certificate and Leaving Certificate. Take signature on Office copy of LC and for mark sheet on List of student.	Students Section	LC, List of Student, Provisional passing certificate, Statement of Marks

<b>Output</b>	Documents issued to students
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Control of College Brochure

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<b>Input</b>	Courses offered by college, DTE requirements
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
1.	Convey a meeting of all HODs at the end of academic year.	Principal, Registrar/AO	--
2.	Decide the structure and contents for the prospectus in discussion with all HODs.	Principal, Registrar/AO	--
3.	Finalize the prospectus. Ensure that the same is complying with DTE guidelines.	Principal, Registrar/AO	Draft of Brochure
4.	Give the draft for printing.	Registrar/AO	
5.	Receive the Proof from the printing press, review it against the approved draft, and correct the mistakes if any, in case of corrections re-verify the proof after correction.	Registrar/AO	Brochure
6.	Receive the Printed Brochures from the printing press.	Store	Brochure
7.	Get it issued from store.	Registrar	--
8.	Handover the Brochure along with printed admission form to the student at the time of admission after collecting the brochure fees.	Student Section	Brochure sale register

<b>Output</b>	Brochure sold to the students
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Staff Recruitment

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<b>Input</b>	AICTE, PCI requirements, Roaster
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Sr. No.	Activity	Responsibility	Stage Out put
1.	For the Teaching staff – Competency requirement is defined by the AICTE and PCI. For the others define the competency requirement in terms of education, experience, skill and training.	Principal, Registrar/AO	Competency Matrix
<b>Teaching Staff Recruitment</b>			
1.	Obtain Management and University approval for filling up the vacancies. Release of advertisement approved by university in local and state level news papers. Giving details related to Designation with subjects, Eligibility criteria (refer AICTE and PCI requirements), last date of submission of CV / bio-data.	Registrar/AO	--
2.	Communicate the information to Employment offices (State / University / Social Welfare office)	Registrar/AO	--
3.	Receipt of applications from the individuals or from Employment offices, scrutinize, short-listing of eligible candidates. Display the list.	Registrar/AO, Principal	List of Candidates.
4.	Communication with university for staff selection committee, as per the approved advertisement by University.	Registrar/AO	--
5.	Receive the details of Staff Selection committee members from university. Finalize the dates for interview in discussion with committee members.	Registrar/AO Principal	--
6.	Communicate the date to the candidates selected for the interview at least 1 week prior to the date of interview.	Registrar/AO	--
7.	Make necessary arrangements for the interview.	Registrar/AO	--
8.	On the date of interview, mark the attendance of candidates reporting for the interview. Prepare subject wise list of applications received.	Registrar/AO	--

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Staff Management

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Sr. No.	Activity	Responsibility	Stage Out put
1.	Guide the candidates	Registrar/AO	
2.	Receive the report from the Committee; issue the appointment letter to the recommended candidates.	Registrar/AO, Principal	Appointment Letter
3.	Fill up the Teacher approval form, Forward Copy of Appointment letter, teacher approval form, selection committee report and copy of advertisement to the University	Registrar/AO	
4.	Receive the Subject wise and Post wise approval letter (Academic / Permanent) from university	Registrar/AO	
5.	File the letters in staff selection committee / approval file.	Registrar/AO	
6.	In urgencies it is not possible to select the staff through Staff Selection committee; in that case, Local committee shall be formed for selection of eligible candidates.	Registrar/AO	

<b>Output</b>	Recruitment of Competent staff
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Training

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<b>Input</b>	Competency requirement and actual competence, technology change, syllabus change, feedbacks
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Sr. No.	Activity	Responsibility	Stage Out put
1.	At the end of academic year collect the training requirements from the staff, in addition to the needs identified by individual staff member, training needs considering technology change, syllabus change, feedbacks shall be identified.	Principal, O.S.	List of Training needs.
2.	Forward the requirement to management for approval	Principal, O.S.	
3.	Prepare training calendar for imparting the approved training need.	O.S.	Training Calendar
4.	Make necessary arrangements for the training, impart the training and maintain record.	O.S., Establishment	Training Record
5.	Verify the effectiveness.	O.S.	Training Record
<b>Other trainings-Work Shops, seminars</b>			
1.	Receive the letters from the organizers	Establishment	
2.	Communicate the same to the Principal, obtain approval	Establishment	
3.	Prepare office order, handover a copy to concerned staff member	Establishment	Office Order
4.	Ensure that the report is submitted by the concerned staff members in the library and also presented to other staff members.	Establishment	Training Record

<b>Output</b>	Training Imparted to staff members
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Time Office Management

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<b>Input</b>	Time office policy, leave policy
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Staff member puts the attendance in the muster. Staff reporting late (more than 10 minutes) shall sign on Late muster. For 3 late marks ensure that leave form for half day is filled by the concern employee.	Establishment	Teaching staff Muster Non Teaching staff Muster Late Muster
2.	Mark the approved leaves on the muster.	Establishment	
3.	At the end of month compile the data related to attendance considering the leaves.	Establishment	Attendance Sheet
4.	Prepare Summary of Pay Sheet and salary sheet; get it approved Principal, O.S. and accountant.	Establishment	Summary of Pay sheet Salary Sheet
5.	Forward the list to the Bank for deposition of salary amount in the accounts.	Establishment	--
6.	Obtain signature of concerned staff member of salary sheet once the salary is credited to the account.	Establishment	--
<b>Leave Management</b>			
<b>Casual Leave</b>			
1.	Receive the application form, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment	Leave Form
2.	Put balance leave, get it reviewed form O.S. and approved from Principal. Inform the same to concerned staff member.	Establishment	Leave register
<b>Medical Leave</b>			
01	Receive the application form along with Medical Certificate, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment	Leave Form
02	Put balance leave, get it reviewed form O.S. and approved from Principal. Inform the same to concerned staff member.	Establishment	Leave register



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Time Office Management

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Sr. No.	Activity	Responsibility	Stage Out put
<b>Earned Leave</b>			
1.	Receive the application, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment	Application
2.	Put balance leave, get it reviewed form O.S. and approved from Principal. Prepare office order, obtain signature of principal and issue to concerned, file a copy in personal file.	Establishment	Office Order Leave register
<b>Compensatory Off</b>			
1.	Receive the application form, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment	Leave Form
2.	Put balance leave, get it reviewed form O.S. and approved from Principal. Inform the same to concerned staff member.	Establishment	Leave register

<b>Output</b>	Salary statement, leave accounting
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Inward Outward

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<b>Input</b>	Letters
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Sr. No.	Activity	Responsibility	Stage Out put
<b>Inward</b>			
1.	Receive the letters, forward it to the Principal.	Establishment	
2.	Put the inward stamp, allot inward number, and enter the details in inward register.	Establishment	Inward Register
3.	File the letter in the respective file based on the subject <b>OR</b> handover the copy to concerned department / staff as per the marking by Principal.	Establishment	Inward Register
<b>Outward</b>			
4.	Receive letters (2 sets – 1 to be dispatched and 2 – O.C.)	Establishment	
5.	Give outward number seal and the letter in envelop, put the address correctly on envelop send the letter to Concerned agency. Enter the details in outward register also Attach the bill of postage expenses in outward register.	Establishment	Outward Register

<b>Output</b>	Distributed letters
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ANEX/A

Revision Sheet

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Document no.	Rev.	Date	Nature of Change
All	01	22-06-2020	First Issue, fresh release



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<b>ALL OF THE ABOVE REVISIONS ARE</b>	
<b>Prepared Issued and by QMS-Coordinator</b>	<b>Reviewed &amp; Approved by Principal</b>



ANEX/B

Approval Note

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ALL THE PROCEDURES IN THIS MANUAL ARE	
Prepared and Issued by QMS-Coordinator	Reviewed & Approved by Principal



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