



# **PRESENTATION OF INNOVATION AND BEST PRACTICE CRTERIA -VII**

**(22<sup>nd</sup> May 2016)**

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Ahmedabad

## **Criteria 7: Innovations And Best Practices**

### **7.1. Environment Consciousness**

#### **7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?**

Institutes conducting Green Audit:

- Gujarat Environment Management Institute

#### **7.1.2. What are the initiatives taken by the college to make the campus eco-friendly?**

##### **Energy conservation :**

- Use of LED tubes instead of conventional tube
- Introduction of subjects like Environmental studies in the curriculum to make students environmental and aware consciousness
- Celebration of World Environment Day
- Seminars on topics like 'Nuclear Energy' and 'Biodiversity' to enlighten staff and students

##### **Use of renewable energy :**

- Maximum use of Solar Energy
- Installation of wind mill if applicable

## **Criteria 7: Innovations And Best Practices**

### **7.1. Environment Consciousness**

#### **Efforts for Carbon neutrality :**

- Making campus Eco-friendly campus
- Plantation of more trees
- Minimizing the use of papers
- Reusing of papers
- Prohibition of plastic bag
- Encouraging the use of CNG based vehicles among staff, students and also surrounding community
- Botanical Garden
- Use of polythene bags on campus should be strictly discouraged
- Celebration of 'No vehicle Day'

## **Criteria 7: Innovations And Best Practices**

### **7.2. Innovations**

7.2.1. Give details of the Innovations introduced during last 4 years which have created a positive impact on the functioning of the college ?

- Earn while You Learn
- Book Exhibitions
- Reading Competitions
- Maximum use of ICT in teaching-learning
- Activities for 'Gender Sensitizing'
- Coaching for NET/SLET/GPSC
- Formation of Placement cells

## **Criteria 7: Innovations And Best Practices**

### **7.2. Innovations**

- Certificate Courses in “Calligraphy”, “Spoken English” Food “Preservation”, and “Journalism”
- ‘Piggy Bank in Classroom’ with a view to inculcate a sense of saving and helping the needy.
- Feedback system from the students for continuous improvement in teaching-learning process.
- Activities by the students to provide free education to underprivileged students .
- De-centralization of administrative and financial work

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## **Criteria 7: Innovations And Best Practices**

### **7.3. Best Practices**

- Publication House / Research Awards for faculty Members
- Ramp for Physically Disabled students
- Active Grievance Redressal Cell
- Inter college talent hunt competition
- Subject wise club which promotes the domain and research in the subject
- School Adoption
- MOU with 'A' Grade colleges
- Effective alumni financial system
- CCTV
- WIFI
- SOUL/RIFD/OPEC/Plageiarism Software

## **Criteria 7: Innovations And Best Practices**

### **7.3. Best Practices**

- Separate room free legal Aid clinic.
- Campus internet connectivity
- Establishment of Internal Quality Assurance Cells
- Thalessemia Awareness Programme
- H.I.V. Aids Awareness Programme
- Creation of E-Learning facility
- Organization of Sciences Fairs in the college
- Saptdhara Activities for Students' Holistic Development
- Expert Lectures on Life Skills and Career Guidance



- To Start Model Test Paper Scheme with TT
- Use of different Pedagogical tools.
- To start Study circle
- Apply for B.voc and other courses
- To collect University papers of last 10 Years and make available
- Education and Industrial Visit
- Lecture Series on Particular Subject
- MCQ Test /Weekly Test
- Introduce face detection system to record attendance
- Installation of white digital interactive board
- AC Staffroom
- Laptop or Computer for all faculty members
- Projector in all class room
- Rotating Trophy
- CSR benefits
- Suggestion box and timely response
- Clubs for students
- Cells for students
- News papers binding
- Scholarships for widow
- Alumni Association
- Adult Literacy Programme
- Online system

## **Criteria 7: Innovations And Best Practices**

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## **Criteria 7: Innovations And Best Practices**

### **7.3. Best Practices**

- Model waste management
- Guidance to rural people in legal issues
- Try to solve legal problems of socially and economically backward people.
- Involvement College students in social work.

## Evaluative Report OfThe Departments

- The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.
- Name of the department
- Year of Establishment
- Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
- Names of Interdisciplinary courses and the departments/units involved
- Annual/ semester/choice based credit system (programme wise)
- Participation of the department in the courses offered by other departments
- Courses in collaboration with other universities, industries, foreign institutions, etc.
- Details of courses/programmes discontinued (if any) with reasons
- Number of Teaching posts
- Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

## Evaluative Report Of the Departments

- List of senior visiting faculty
- Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty
- Student -Teacher Ratio (programme wise)
- Number of academic support staff (technical) and administrative staff; sanctioned and filled
- Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG
- Number of faculty with on-going projects from a) National b) International funding agencies and grants received
- Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received
- Research Centre /facility recognized by the University
- Publications:

## Evaluative Report Of the Departments

- Student projects
- Awards / Recognitions received by faculty and students
- List of eminent academicians and scientists / visitors to the department
- Seminars/ Conferences/Workshops organized & the source of funding
- Student profile programme/course wise:
- Diversity of Students

## Evaluative Report Of the Departments

- Details of Infrastructural facilities
- Number of students receiving financial assistance from college, university, government or other agencies
- Details on student enrichment programmes (special lectures / workshops /seminar) with external experts
- Teaching methods adopted to improve student learning
- Participation in Institutional Social Responsibility (ISR) and Extension activities
- SWOC analysis of the department and Future plans

## Format for presentation of Best Practice

- **Title of the Practice**

The title should capture the keywords that describe the Practice.

- **Goal**

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.

- **The Context**

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

- **The Practice**

Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

- **Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.



## Format for presentation of Best Practice

### **Problems Encountered and Resources Required**

Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words.

### **Notes (Optional)**

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

### **Contact Details**

Name of the Principal:

Name of the Institution:

City:

Pin Code:

Accredited Status:

Work Phone :

Fax:

Website

Mobile:

E-mail



## **Process Mapping -Administration & Accounts Year -2016**

**Based on PDCA format**

**P=Plan**

**D=Do**

**C=Check**

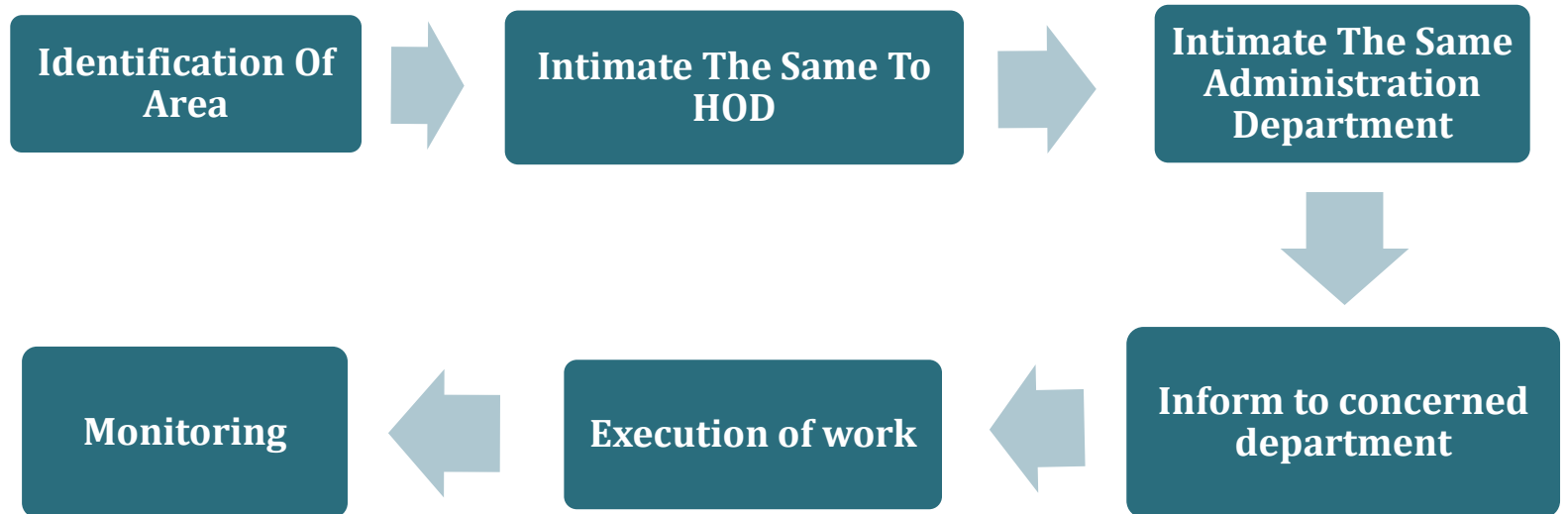
**A=Act**

# **Process Objective**

- To facilitate smooth working of college activities

# **Process map**

1. Building maintenance
2. Preventive Maintenance of Water System & Electricity



## **Process Steps:**

1. Identification of area of administration at which it is required
2. Intimation of the same by concern person to the HOD/Principal
3. HOD/Principal informs to the maintenance department
4. Maintenance department informs to the civil maintenance contractor
5. Execution of the work by civil maintenance contractor
6. Monitoring of the work by maintenance department

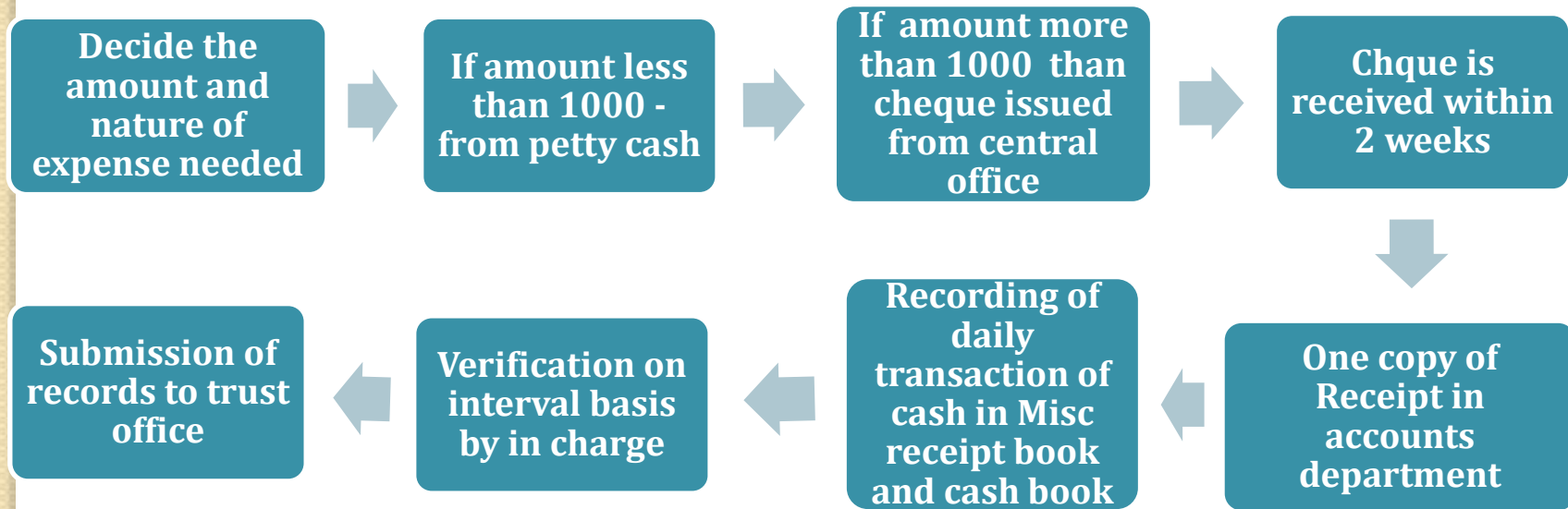
**List of Records:**

<b>Sr. No.</b>	<b>Record Name</b>	<b>Form/ Register/ Record</b>	<b>Record No.</b>	<b>Retention Period</b>
1.	Work order	Register	GCC/ANA/01/00	1 YEAR
2.	Testing record of drinking water (6 month frequency)	Record	GCC/ANA/02/00	1 YEAR

# Process Objective

-Execute transparent accounting process

## Process map



## Process Steps:

1. Decide the amount and nature of expense that is needed for a particular task.
2. If the expense amount is less than Rs.1000 the amount is given from petty cash after approval from Principal.
3. If expense amount is more than Rs.1000, than bill is sent to central office or sometime paid from petty cash with principal's approval.
4. Cheque is received from central office within 2 weeks.
5. Receipt obtained is kept with accounts department.
6. Daily transactions of cash are recorded in Misc receipt book and cash book.
7. Verification of the same is done on periodic basis by professor In charges and signed by principal.
8. Records are submitted to trust office every week.



## List of records:

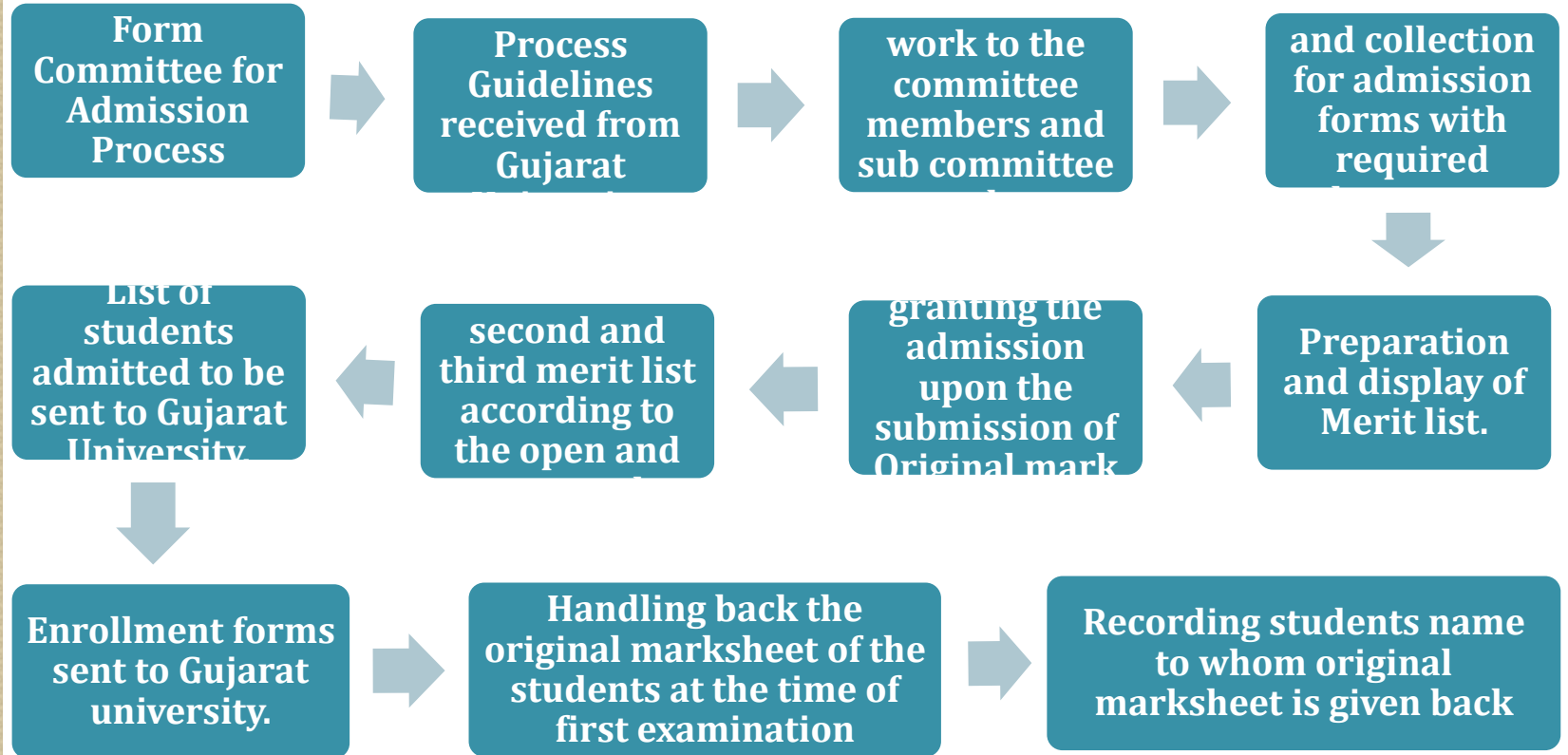
Sr. no.	Record Name	Record No	Retention Period
1	Cash Book	GCC/ANA/03/00	10 Years
2	Misc Receipt Book <ul style="list-style-type: none"> <li>• I Card Charge</li> <li>• Bonafide Certificate Charge</li> <li>• Retest Fine</li> <li>• Penalty</li> <li>• Extra Circular activities fee</li> </ul>	GCC/ANA/04/01/00  TO  GCC/ANA/04/43/00	10 Years
33	General Register	GCC/ANA/05/00	Permanent

## 2 - Process Mapping – Admission Process Year -2016

## **Process Objective**

Execute transparent admission Process, and make better relationship with customer (Students and parents)

## Process map



## **Process Steps:**

1. Constitute committee for the admission process.
2. Follow the admission process guidelines as given by the university
3. Allocate work to the committee and subcommittee members.
4. Distribution of admission forms and collection of the filled up forms ( with Xerox mark sheet attached) in various classrooms depending upon the percentage, medium (English medium) , board ( i.e. Gujarat board or CBSE or other board) and category ( i.e. general or reserved)
5. Prepare and display the merit list and given by the Gujarat university.
6. Accepting the fees and granting the admission upon the submission of Original mark sheet by students.
7. The previous two steps will be repeated for second merit list & third merit list. After the open category merit list then Reserved category merit list will be placed and fees will be accepted.
8. List of students enrolled sent to Gujarat University.
9. Enrollment forms of students will be sent by Gujarat University approx. in August which is to be filled up and submitted to Gujarat University along with the required documents ( i.e. attested mark sheet).
10. Handling back the original marks sheet to students at the time of first examination.
11. Recording the name of student to whom the mark sheets have been given back.

## List of Records:

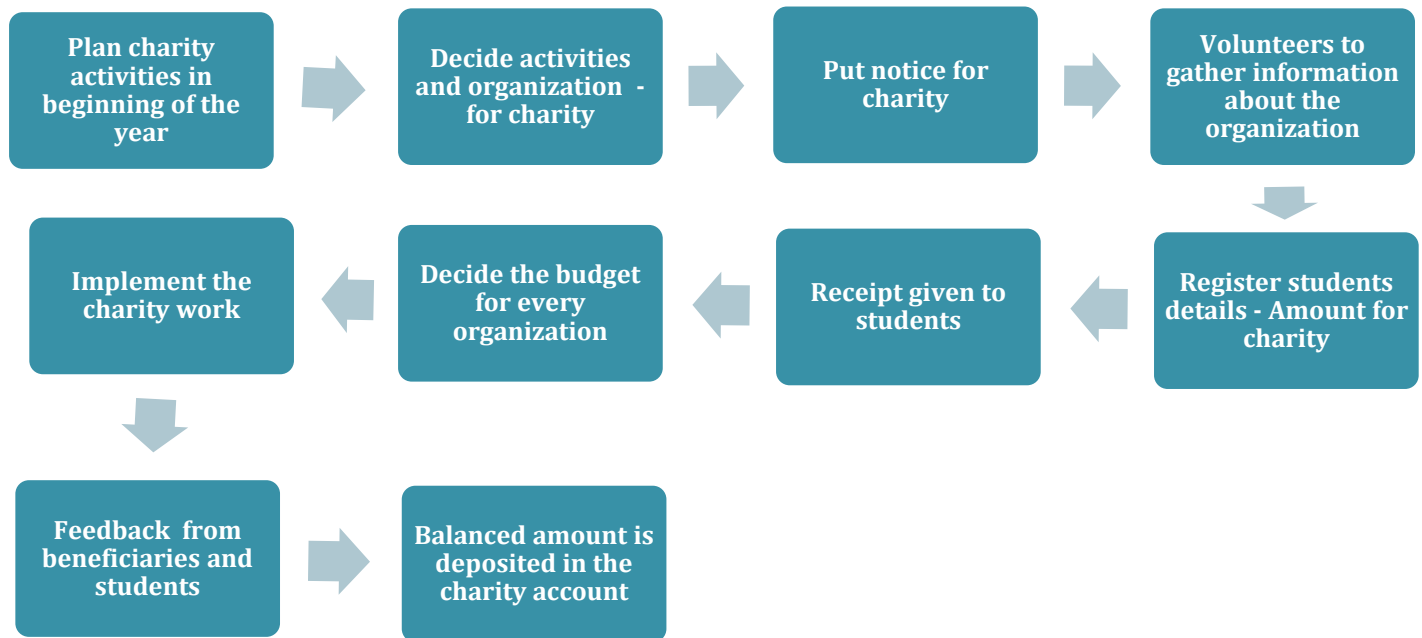
<b>Sr. No.</b>	<b>Record Name</b>	<b>Form/Format/ Record</b>	<b>Record No.</b>	<b>Retention Period</b>
1.	Admission committee copy	Record	GCC/ACM/01/00	1 YEAR
1.	Guidelines for admission (Prospectus and form)	Form	GCC/ACM/02/00	1 YEAR
1.	Distribution and collection of forms	Record	GCC/ACM/03/00	1 YEAR
1.	Merit List preparation/display	Record	GCC/ACM/04/00	1 YEAR
1.	Counseling for Admission, Admitted student list, Collection of Documents and Fees.	Record	GCC/ACM/05/00	3 YEARS
1.	Student Data sent to the University for Enrolment.	Record	GCC/ACM/06/00	3 YEARS
1.	Final Roll Call List	Record	GCC/ACM/07/00	1 YEAR
1.	List of students who received Original marksheet	Record	GCC/ACM/08/00	6 MONTHS

# Process Mapping – Charity Year-2015

# Process Objective

To make students aware about social responsibility & welfare activities.

## Process Flow Chart





## **Process Steps:**

1. Planning of charity activities.
2. Decide organization and activities for charity program.
3. Circulate notice to classrooms for charity program.
4. Decide volunteers to gather information about the organization.
5. Execution of charity work.
6. Decide the budget for every organization.
7. Receipt given to students.
8. Register students details and amount collected for charity.
9. Feedback given by the core team of student volunteers and the beneficiaries (organizations).
10. Deposit balance amount if any, in the charity account.
11. Certificate of appreciation to students.

## List of Records:

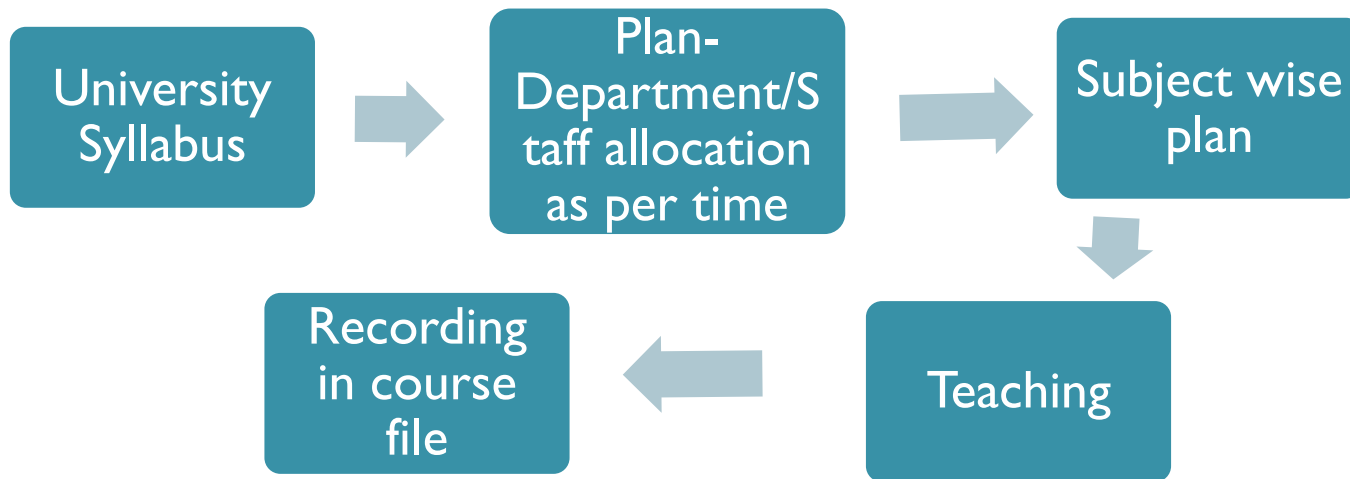
Sr No	Name of Record	Form/ Register/ Receipts	Record No	Retention Period
1.	Charity Plan	Form	GCC/RSS/01/00	1 Year
2.	Permission letter	letter	GCC/RSS/02/00	1 Year
3.	List of students	Form	GCC/RSS/03/00	1 Year
4.	Feedback from Beneficiaries n students	Form	GCC/RSS/04/00	1 Year
5.	Kit/ Benefits - given to organization	List/photos	GCC/RSS/05/00	1 Year

## 4 - Process Mapping – Class Room Teaching Year - 2016

## Process Objective

1. To enrich the subject knowledge of the students.
2. To ensure overall performance of the students in the university exams.

## Process Map



## **Process steps:**

1. University prescribes the syllabus.
2. On the basis of syllabus, semester plan i.e. the whole syllabus will be distributed amongst departments
3. Then the Department HOD will allocate the subject to the subject teacher.
4. Each subject teacher will plan his/ her portion over the term as decided by the HOD.
5. The subject teacher will also prepare the course material.
6. Each subject teacher will execute his/her plan, according to the course material designed by them using conventional methods.
7. On daily basis, whatever has been taught will be recorded in the course file.

## List of Records:

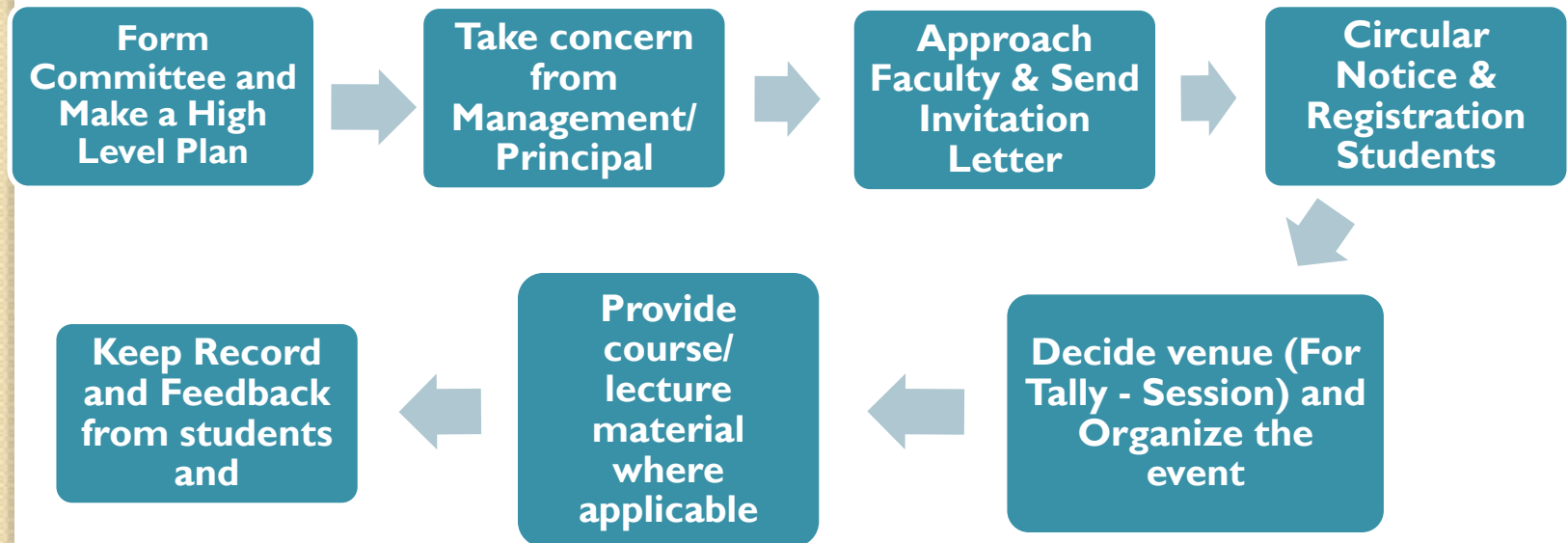
Sr.No.	Record Name	Form/ Register/ Record	Record No.	Retention Period
1.	University Syllabus	Record	GCC/CT/O1/00	1 Year
2.	Attendance Register	File	GCC/CT/O2/01/ 00 GCC/CT/02/02/0 0	1 Year
3.	Course Plan	Form	GCC/CT/O3/00	1 Year
4.	Course File (merge in Semester Plan)	Form	GCC/CT/O4/00	1 Year
5.	Log book	Book	GCC/CT/05/00	1 Year

5 - Process Mapping –Co Curricular Activities  
Year-2016

# Process Objective

To help students enhance their intra personal skills

## Seminar/Workshop/ Bridge Course/ Tally





## Process

1. Form a committee who will handle the process.
2. Plan on what activities ( lecture/seminars/workshop/bridge course/tally) to be done in year
3. Taking permission from the management or principal for the same and finalizing the date with concern of the faculty
4. Approach the guest/ visiting faculty for the seminars/lecture/workshop and finalizing date with the concern faculty
5. Sending the official invitation letter to the faculty.
6. Circular notice in the college and registration the interested students for the course.
7. Decide the venue and organize the event.
8. For tally – decide and plan the sessions
9. Provide the course/workshop/seminar/tally material.
10. Taking feedback from students as well as faculty and keeping the record of the same.

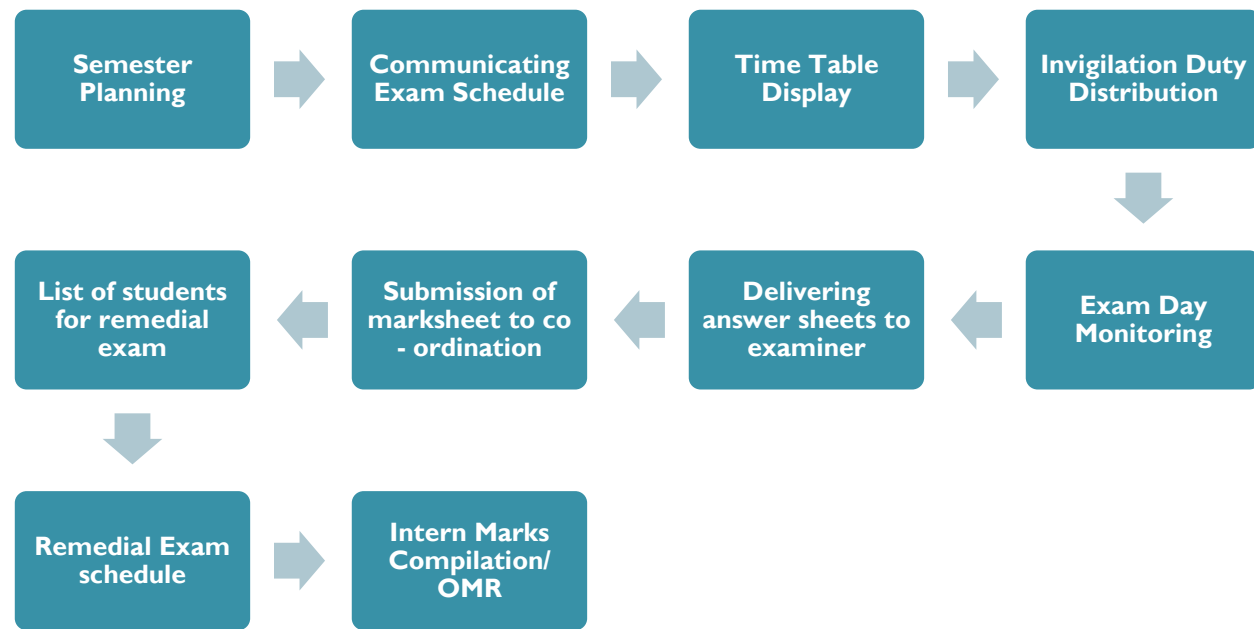
List of Records as following ...

# Process Mapping – Examination Year -2016

## Objectives:

1. Smooth conduction of examination.
- 2 . Effective evaluation of students.

## Process steps:



### **Process steps:**

1. Principal & all the department heads decide calendar for semester based on schedule decided by Gujarat University.
2. Announce the mid semester exam date to the students.
3. Timetable displayed at appropriate time before exam commencement.
4. Invigilators list prepared and communicated to the staff.
5. Submission of Question Paper by the subject teacher to co-ordinator 15 days prior to the exam.
6. Necessary arrangement for smooth conduct of exam.
7. Send answer books for assessment to the examiner.
8. Assessment of answer books by examiner's within prescribed time limit.
9. List of the students for remedial exam prepared and displayed.
10. Plan the Remedial Exam Schedule.
11. Complete the Remedial Exam as per schedule.
12. Prepare the final internal mark sheet.
13. Internal record prepared and submitted to Gujarat University.
14. University exam conducted as per University Schedule.

**List of Records:**

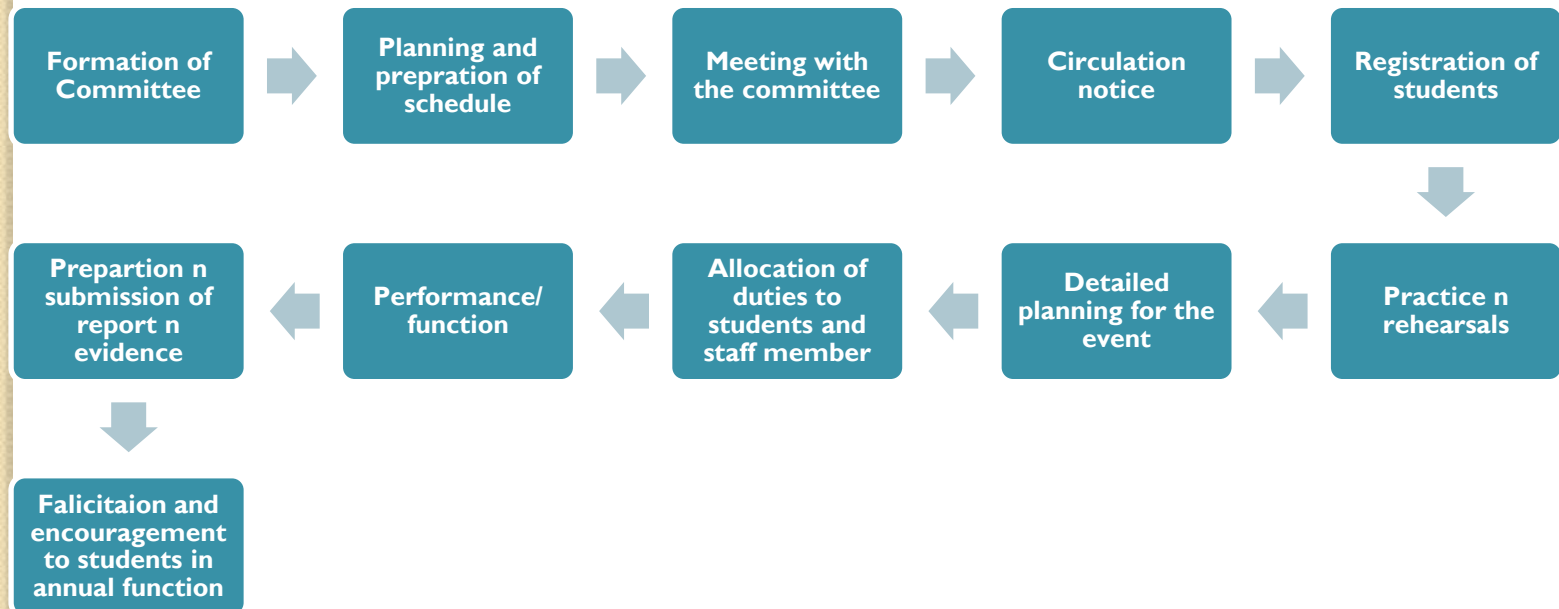
Sr. No.	Record Name	Form/ Register/ Record	Record No.	Retention Period
1.	Announcement of Exam. Date	Record	GCC/EXE/01/0 0	6 MONTHS
2	Display of Time table	Record	GCC/EXE/02/0 0	6 MONTHS
3	Invigilator list	Record	GCC/EXE/03/0 0	6 MONTHS
4	Question paper submitted by examiner	Register	GCC/EXE/04/0 0	1YEAR
5	Student presence record	Record	GCC/EXE/05/0 0	1 YEAR
6	Answer books receipt	Form	GCC/EXE/06/0 0	1 YEAR
7	Receipt of submission of mark sheets by examiner	Register	GCC/EXE/07/0 0	1 YEAR
8	Preparation of final Internal/ CD	Record	GCC/EXE/08/0 0	1 YEAR
9	Result analysis	Record	GCC/EXE/09/0 0	1 YEAR

**Process Mapping – Extra curricular Activities  
Year-2016**

## Process objectives:

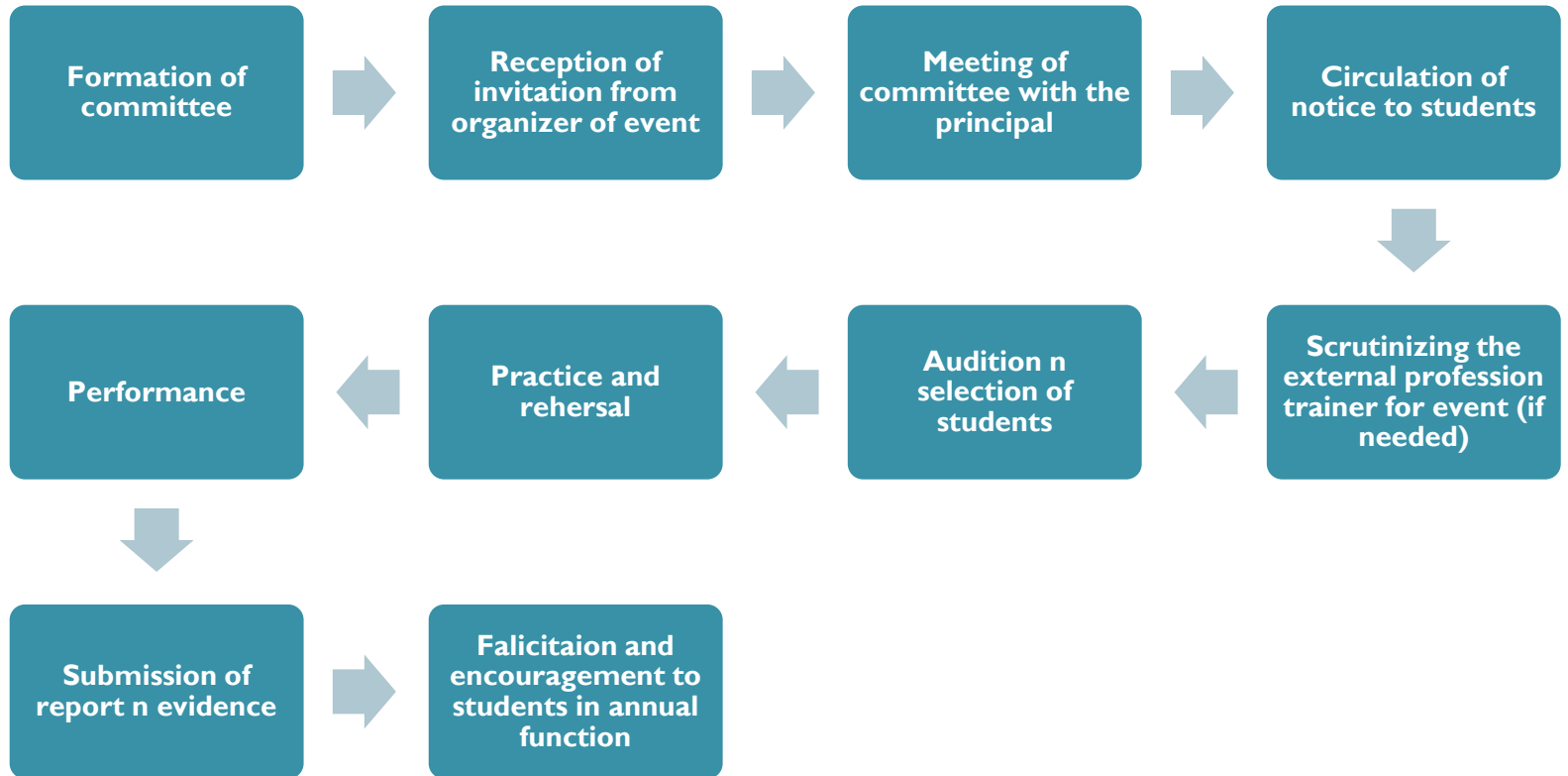
1. To develop character, discipline; team spirit and sportsmanship through healthy competition.
2. To provide equal opportunities and common platform for the students to perform.

## A) In House Activities





## B) Inter College Activities



## Process :

### In House

- Constitute committee for coordinating the extra curricular activities
- Plan and schedule the in house activities.
- Meeting of the committee with the principal to discuss various aspects like budget, type of activities etc.
- Circulating the notice regarding the event
- Registration of students participating in the event.
- Practice and Rehearsals.
- Meeting with the principal for detailed planning for event ( invitation cards, external judges, guest etc)
- Allocation of duties to the staff as well as the student volunteers
- Performance / Event
- Preparation and submission of the report and preserving evidences.
- Felicitation and encouragement to the winners and volunteers in the Annual function.

## **Inter college:**

1. Constitute committee for coordinating the extracurricular activities
2. Receive invitation from organizers for different events.
3. Meeting with the principal for budget, events etc.
4. Plan the preparation on receiving the invitation for inter college events.
5. Registration of the student participants for the event.
6. Initial auditions.
7. Scrutinizing external professional trainer for the event (if needed)
8. Final auditions.
9. Rehearsal and practice for the event
10. performance/ event
11. Preparation of report and submission of evidence ( trophy, photographs etc)
12. Felicitation and encouraging students in annual function.

## List of Records:

Sr. No.	Record Name	Form/ Format/ Record	Record NO	Retention Period
1.	Extra curricular activities committee	Record	GCC/ECA/01/00	1 Year
2	Events Schedule	Record	GCC/ECA/02/00	1 Year
3	Registration of students	Form	GCC/ECA/03/00	1 Year
4	Judges result sheet	Form	GCC/ECA/04/00	1 Year
5	Preparation of report	Record	GCC/ECA/05/00	1 Year
6	Evidences	photos	GCC/ECA/06/00	1 Year
7	Felicitation of the winners in Annual function.	Record	GCC/ECA/07/00	1 Year

# **Management System Manual**



## **1. Background**

The institution was started in the year 1993, one of the flagship Government College Government of Gujarat, Gujarat Commerce College is a premier institute imparting UG& PG programs in Commerce. Since then the endeavor has been to create a strong academic environment through a serene ambience and remarkable infrastructural facilities. The Institutes' philosophy has been to develop leadership qualities through not only class room teaching and learning but also equally importantly through participation in co-curricular activities and social and community work.

## **2. Scope**

Management system defined in this manual covers the following services:

- To provide education in the field of commerce at undergraduate and post-graduate level

This system is also designed to meet expectations of following standards / requirements:

- Statutory / Regulatory Requirements (for our services)

**Notes:** Following scope details are not included in this section considering frequent changes and included in the listed section / document.

- a. List of services and their specifications (operational control procedures)
- b. List of processes / departments (including subcontracted activities) and their sequence & interaction (Operational control procedures)

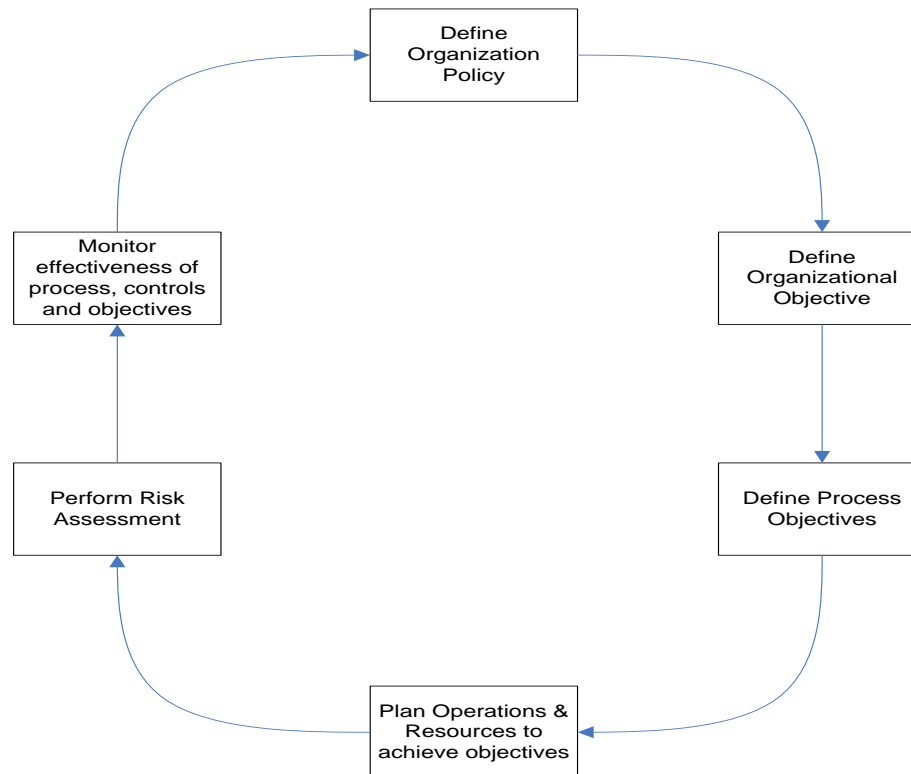
## **3. Terms & Conditions**

- The word "Quality" in all documents of our organization also includes "Safety and Hygiene"

# Sequence & Interaction of Processes

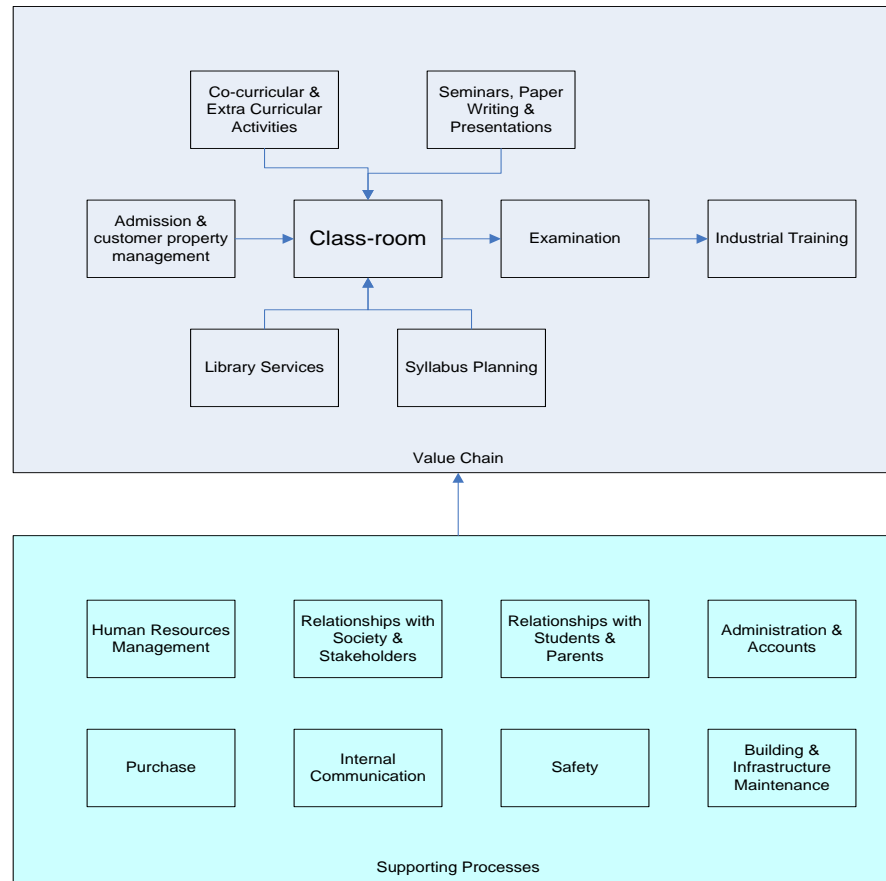
This section defines high level sequence and interaction of processes implemented at organization. The first diagram provides framework of governance and the second diagram provides framework for operational processes.

Diagram 1: Governance





## Diagram 2: Operational Processes



**Note 1:** Detailed process documentation or their reference including sequence of actions, standards, risks, control points, assets, forms / formats are included in “Operating Control Procedures” of respective department

## 4. Control of Documents

This section defines procedure to control issue, revision and communication of documents. Detailed list of documents (including external) is maintained by management representative

Following table defines approval / issue authority and review frequency for each document type.

Document Name	Approval Authority	Issue Authority	Review Frequency
Policy	Principal	Principal	Annual
Objectives	Principal	Principal	Annual
Management System Manual	Principal	MR	Annual
Operating Control Procedures	Process Owner & Principal	MR	Annual
Documents of External Origin	N/A	Principal	Annual
Departmental work instruction (syllabus, assignment, projects etc.)	HOD	HOD	Annual

Each document has a section to record revisions. Last 1 obsolete copy will be maintained by Process Owner and MR for historical references. Obsolete copies are identified with watermark (in soft copies) and stamp (in physical documents).

## Document Identification Method

Copy	Identification requirement (stamp / watermark)
Signed Master Copy	Original Copy
Photocopy	Controlled Copy
Obsolete	Obsolete Copy

**Following records are maintained to adhere with this procedure:**

Number	Name of Record (Form / Format)	Maintained By
GCC/ABD/01/00	Revision Record Sheet	Document Approval Authority
GCC/ABD/02/00	Master List of Documents and Records	MR

## 5. Control of Records

- This section defines procedure to control issue, revision and communication of records. Detailed list of records is maintained by management representative
- Format of each record is assigned a number based on following formula:
- GCC / Process Code / Format No / Revision No
- Following department codes will be used

Process	Code	Process	Code
Extra Curricular Activities	ECA	Seminars, Paper Writing & Presentations	SPP
Admission & customer property management	ACM	Class-room Teaching	CT
Examination	EXE	Industrial Tour & Training	INT
Library	LIB	Building & Infrastructure Maintenance, Safety	BIS
Human Resources Management	HRM	Relationships with Society & Stakeholders	RSS
Relationships with Students & Parents	RSP	Administration & Accounts	ANA
Co-curricular Activities	COC	Internal Communication	INC

Each process document defines the type of records maintained. Respective process owner is responsible to maintain records. Following table defines the retention period of records:

Type of Record	Retention Period
Statutory Requirements	5 years
Others	3 Years

Following records are maintained to adhere with this procedure:

Number	Name of Record (Form / Format)	Maintained By
GCC/ABD/01/00	Revision Record Sheet	Document Approval Authority
GCC/ABD/02/00	Master List of Documents and Records	MR

Following parameters are monitored to measure performance of organization and processes. Actual targets defined for those parameters are available with respective process owner and MR.

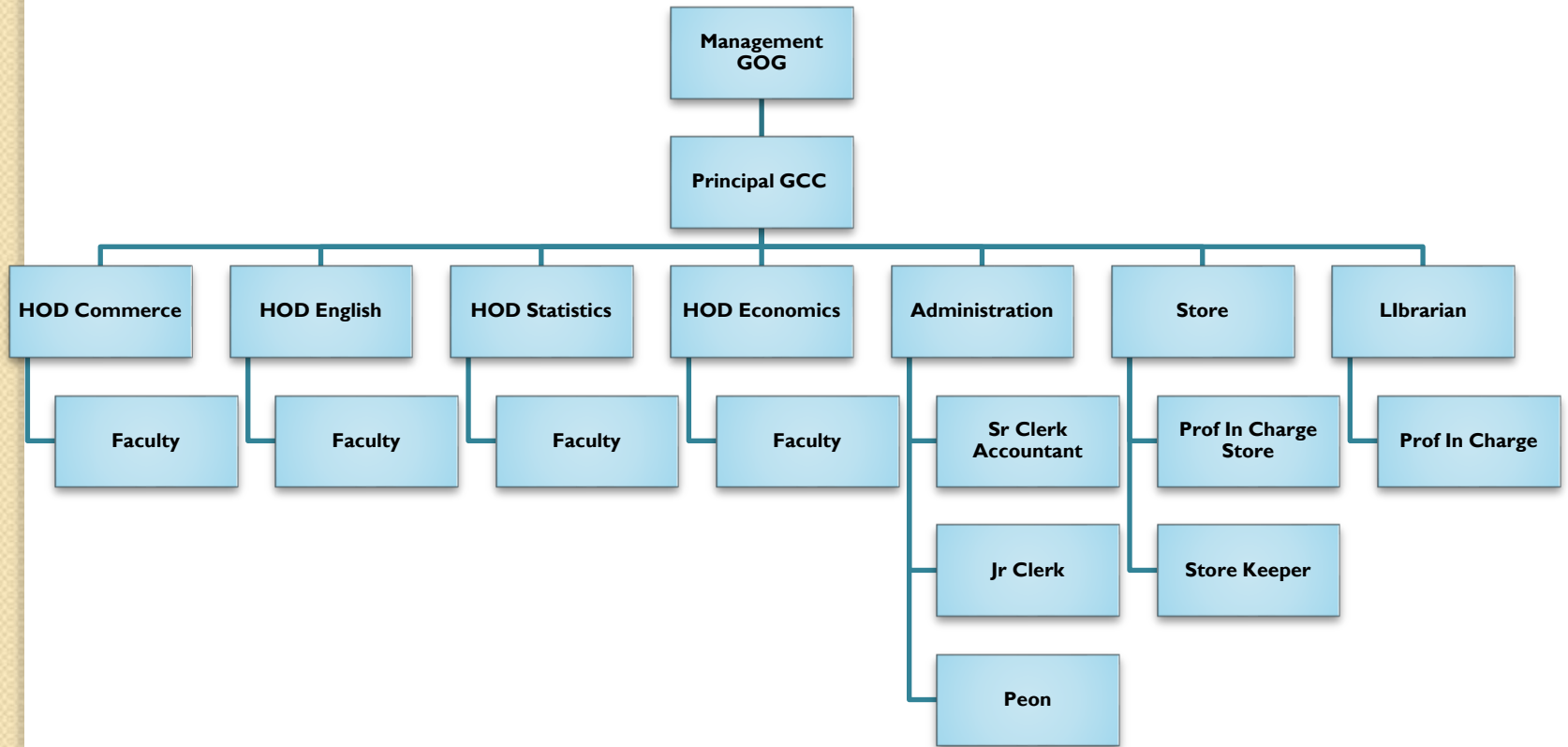
## **Regulatory / Statutory Compliance**

Required regulatory / statutory (product related) compliances applicable to our institute are listed below.

1. University Grant Commission
2. Gujarat University Norms

## **Responsibility, Authority & Communication**

The Principal sets direction and ensures success of the organization. The interrelationship of top management and other key personnel are depicted in following organization chart.



**Note:** Responsibility and Authority of each employee is defined in respective operational control procedure. Detailed list of employees with their designation and process owner chart is maintained by administrative office.



## Management Review

Top Management conducts a management review meeting at every quarter / internal audit to ensure the continuing suitability, adequacy, and effectiveness of the management systems. The primary inputs reviewed include data that measures the conformance and performance of our system. Conformance is primarily assured through internal audits and demonstrated through a review of internal audit results and our ability to correct/prevent problems. Performance is primarily assured through the deployment of objectives and demonstrated through a review of current status. The primary output of management review meetings are actions required to make necessary changes to our systems, including policy, objectives and the provision of resources needed to implement these actions. Below mentioned is the standard agenda for each College Review Meeting:

- Results of Audit (Internal / External)
- Status of Company & Process level Objectives
- Customer Satisfaction Level
- Process Product Conformity
- Status of Corrective / Preventive Actions
- Recommendations for Improvement

## **Internal Audit**

Internal Audit is performed on half yearly basis to verify operational effectiveness of each system requirement. Management has created detailed audit plan defining frequency of audit for each process. Management has also created detailed test plan for each process to ensure objective approach to audit exercise.

Audit results are documented in the form of report and presented to Principal during college review meetings. A running GAP / Improvement tracker is also maintained to track status of findings noted during each internal audits.

Management representative is responsible to ensure timely execution of audit process and coverage of all important processes.

## **Corrective / Preventive Actions**

Corrective / Preventive actions are recorded as a result of:

- Internal Audit
- College Review Meetings
- Customer Feedback / Complaint
- Quality Assurance Program

Management representative maintains master register for GAP / improvement actions. Status of these actions is reported during college review meetings

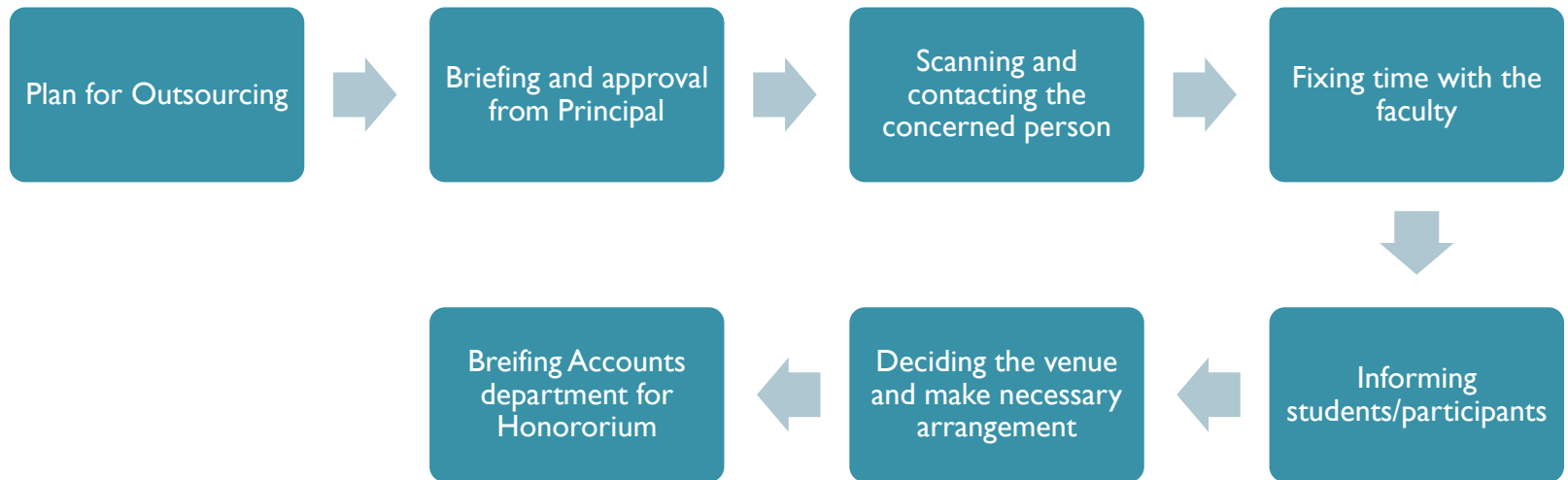




# Process Mapping -Outsourcing Year - 2016

**Process Objective:** To provide in depth in sight to students

**Process Map:**



## **Process Steps:**

1. Make a high level plan for outsourcing
2. Briefing the Principal about the requirement and taking his approval for the same.
3. Scanning and contacting the concerned person
4. Finalizing the dates with the
5. Announcing the dates(slots) to the participants/students and sending notice in the class
6. Registration of participants/students
7. Collecting participation fees.
8. Arranging for properties/facilities if required.
9. Commencing the outsource inputs.
10. Payment to the resource person/team.

<b>Sr.No</b>	<b>Name of the record</b>	<b>Record Register</b>	<b>Retention Period</b>
1	Brochure (if any) - Photocopies	GCC/AOS/01/00	1 Year
2	Registration sheet	GCC/AOS/02/00	1 Year
3	Fees record if any	GCC/AOS/03/00	1 Year
4	Receipt of payment to the resource person	GCC/AOS/04/00	1 Year
5	Feedback Form	GCC/AOS/05/00	1 Year

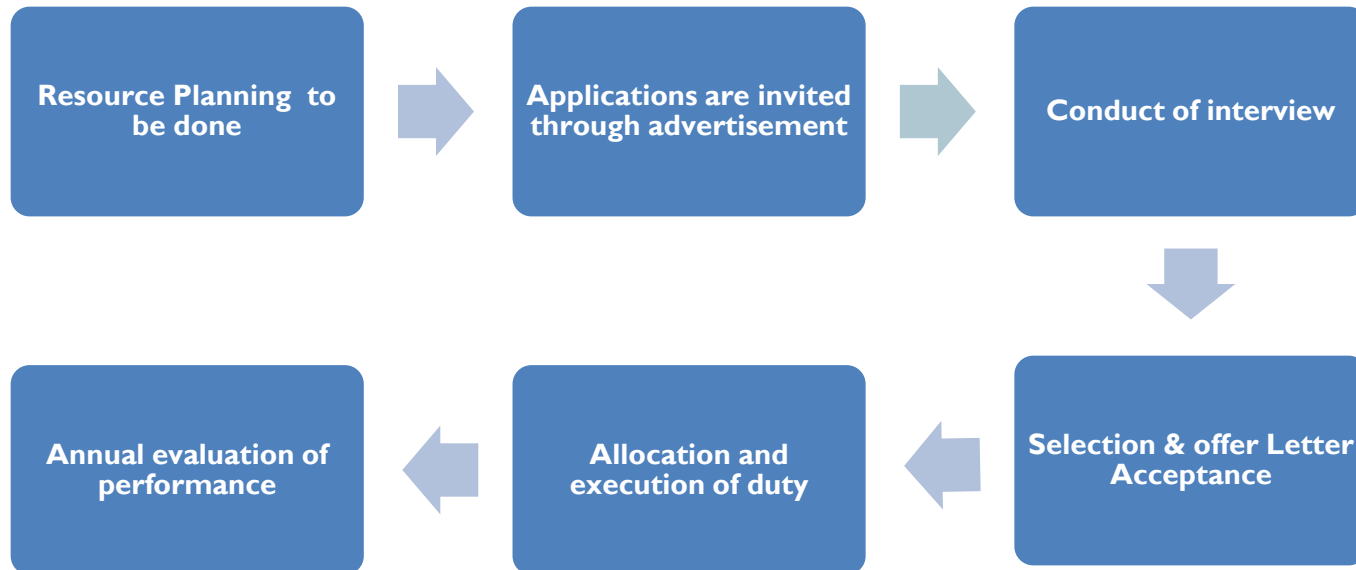


Process Mapping – Human Resource  
Management  
Year - 2016

### Process Objectives:

- Selection of competent person to provide quality education and to facilitate effective teaching.
- Provide opportunity for the development of the staff.

### Process Map:



### **Process Steps:**

1. Department head informs principal about the need of a teaching staff.
2. Management will invite applications through advertisement.
3. Selection panel, decided by university, will be formed for interview.
4. Interview will be conducted and candidates will be selected by interview panel.
5. Appointment letter will be provided to selected candidates.
6. University approval of the candidate will be taken and maintained in the personal file of teaching staff.
7. Candidate will join the institute and performs duties allocated by HOD/ Principal
  - a. Staff will execute the allocated duties.
8. Motivation of the staff by providing facilities like HRA, medical allowance, providing facility for higher studies.

## List of Records:

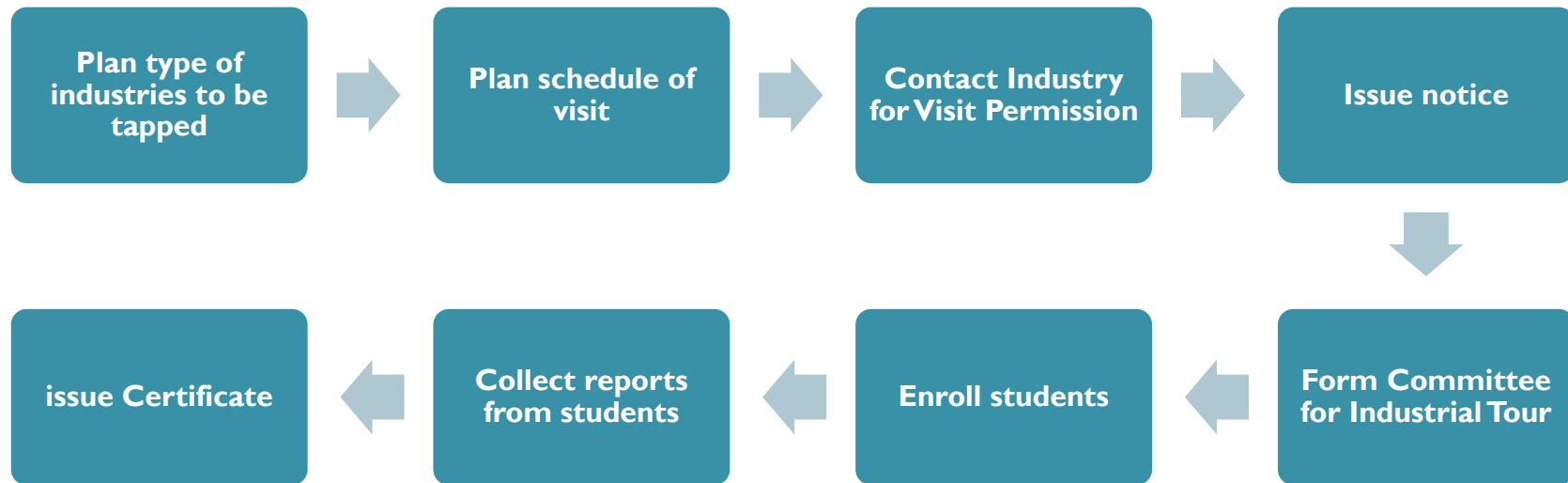
Sr. No.	Record Name	Form/Register/Record	Record No.	Retention Period
1	University rules for the selection of staff	Record	GCC/HRM/01/00	Permanent
2	Appointment letter	Record	GCC/HRM/02/00	Permanent
3	University approval letter	Record	GCC/HRM/03/00	Permanent I
4	Maintenance of staff file/ Personal File	Record	GCC/HRM/04/00	Permanent
5	Leave report	Form	GCC/HRM/05/00	Permanent
6	Service book maintenance	Register	GCC/HRM/06/00	Permanent
7	Staff Feedback from student	Form	GCC/HRM/07/00	Permanent
8	Appraisal From	Form	GCC/HRM/08/00	Permanent

Process Mapping – Industrial Visit  
Year - 2015

## Process objective

1. To increase knowledge of the students regarding recent advances, emerging trends and development in the industries

## Process Map



### **Process Steps:**

1. Take permission from industry regarding visit
2. Issue notice and collect the fees form students
3. Form committee of professors and students and explain students regarding industry and project
4. Collect the project report in both soft and hard copy from students.
5. Issue Certificates to the students
6. Relevant industry/organization is communicated for their co-operation and hospitality.

### List of records

Sr. No	Record Name	Format	Record No	Retention Period
1	Permission Request	Form	GCC/INT/01/00	1 year
2	Notice for students	Form	GCC/INT/02/00	1 year
3	No of students participating	Register	GCC/INT/03/00	1 year
4	Staff Feedback	Form	GCC/INT/04/00	1 year
5	Students Feedback	Form	GCC/INT/05/00	1 year



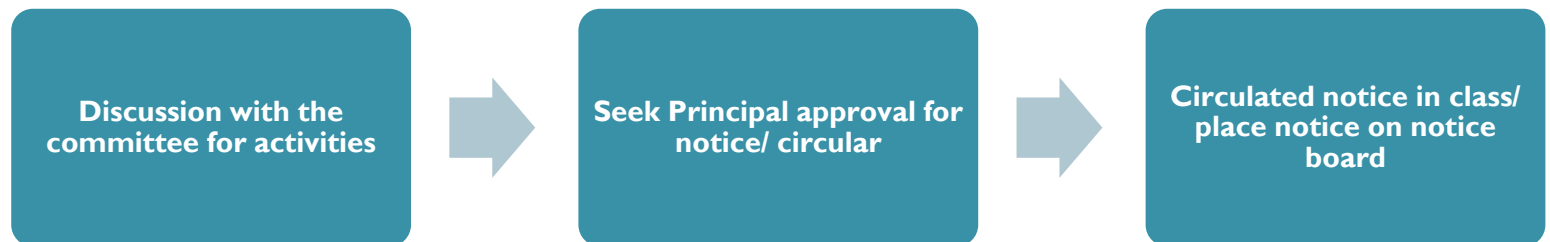
Process Map – Internal Communication  
Year - 2016

## Process Objective

To communicate the information properly in time among departments and to students.

### Process Map:

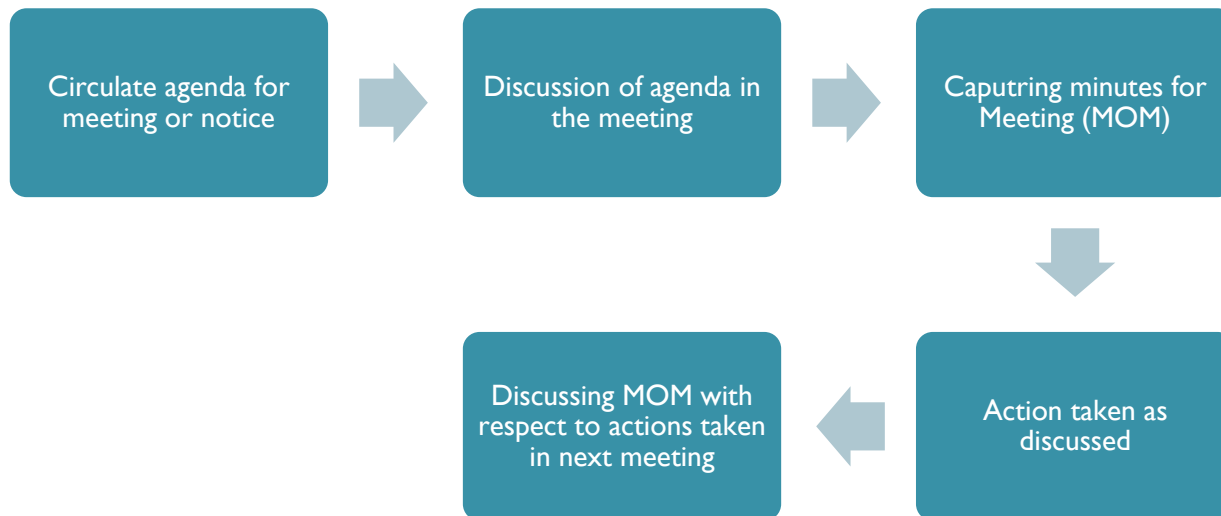
#### A. Communication for students



## Process Steps:

- Discussion with the committee members for all the activities that would take place for an event/ circular task
- Deciding on the content of the notice/ circular
- Seek approval for principal
- Circulating notice in class/ place on notice board/ make announcement through microphone.

## B. Communication for staff members



## **Process Step:**

- Principal circulate the agenda /notice (from Management) for the meeting.
- During meeting agenda are discussed
- Minutes of meeting are recording and maintained
- Necessary / Agreed action are taken
- During next meeting, minute of meeting of last meeting are discussed.

## Records:

Sr. No.	From	To	Topics	Means of communication	Process code/Retention Period
1.	Principal	Departments	<ul style="list-style-type: none"> <li>Staff meeting</li> <li>Management Notice</li> </ul>	By circular/ Staff-Notice Board	GCC/INC/01/01/00 GCC/INC/01/02/00 1 YEAR
2.	Administration office	Departments/ Faculty	<ul style="list-style-type: none"> <li>Students name list</li> <li>Holidays list</li> <li>Salary</li> </ul>	By circular	GCC/INC/02/01/00 GCC/INC/02/02/00 GCC/INC/02/03/00 1 YEAR
3.	Administration office	Students	<ul style="list-style-type: none"> <li>Fees</li> </ul>	By circular .F.Y . F.Y . F.Y . S.Y . S.Y . S.Y . T.Y . T.Y . T.Y	GCC/INC/03/01/00 GCC/INC/03/02/00 GCC/INC/03/03/00 GCC/INC/03/04/00 GCC/INC/03/05/00 GCC/INC/03/06/00 GCC/INC/03/07/00 GCC/INC/03/08/00 GCC/INC/03/09/00 1 YEAR
4.	Departments	Students	<ul style="list-style-type: none"> <li>Time table</li> <li>Student's communication</li> <li>Notices regarding events – co circular/extra co circular</li> </ul>	By circular	GCC/INC/04/01/00 GCC/INC/04/02/00 GCC/INC/04/03/00 1 YEAR

Process Mapping - Library  
Year-2016

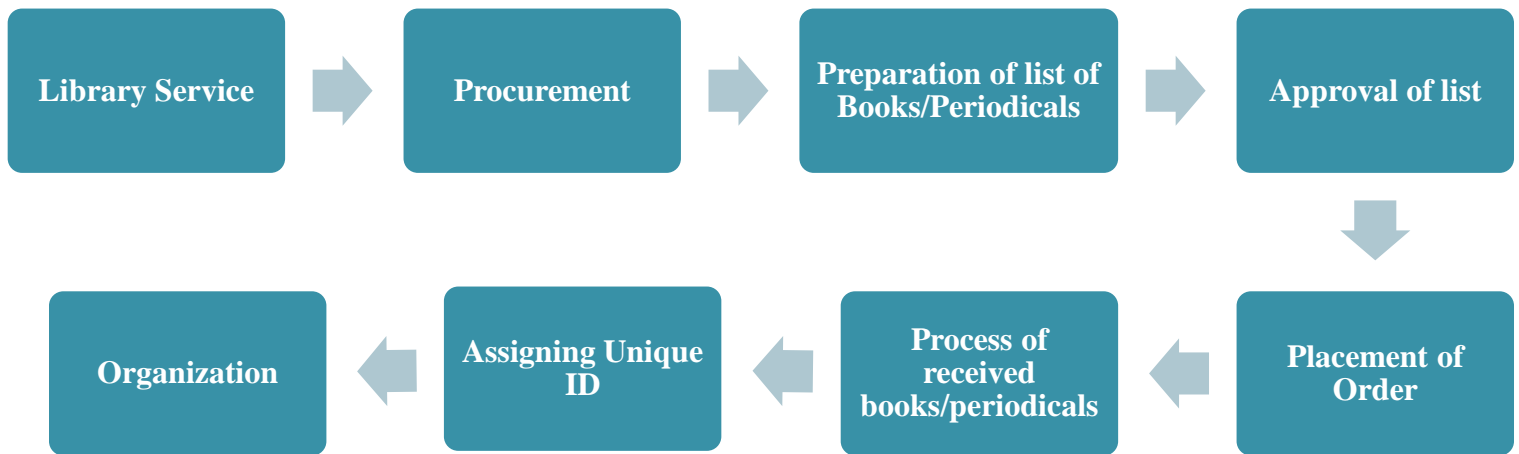
## **Process objective:**

### **Library services**

1. To assemble, preserve and circulate, as budget and resources permit, books and other resources and support the academic program.
2. To provide books, periodicals for enriching knowledge and provide information, self education for the students/staff.

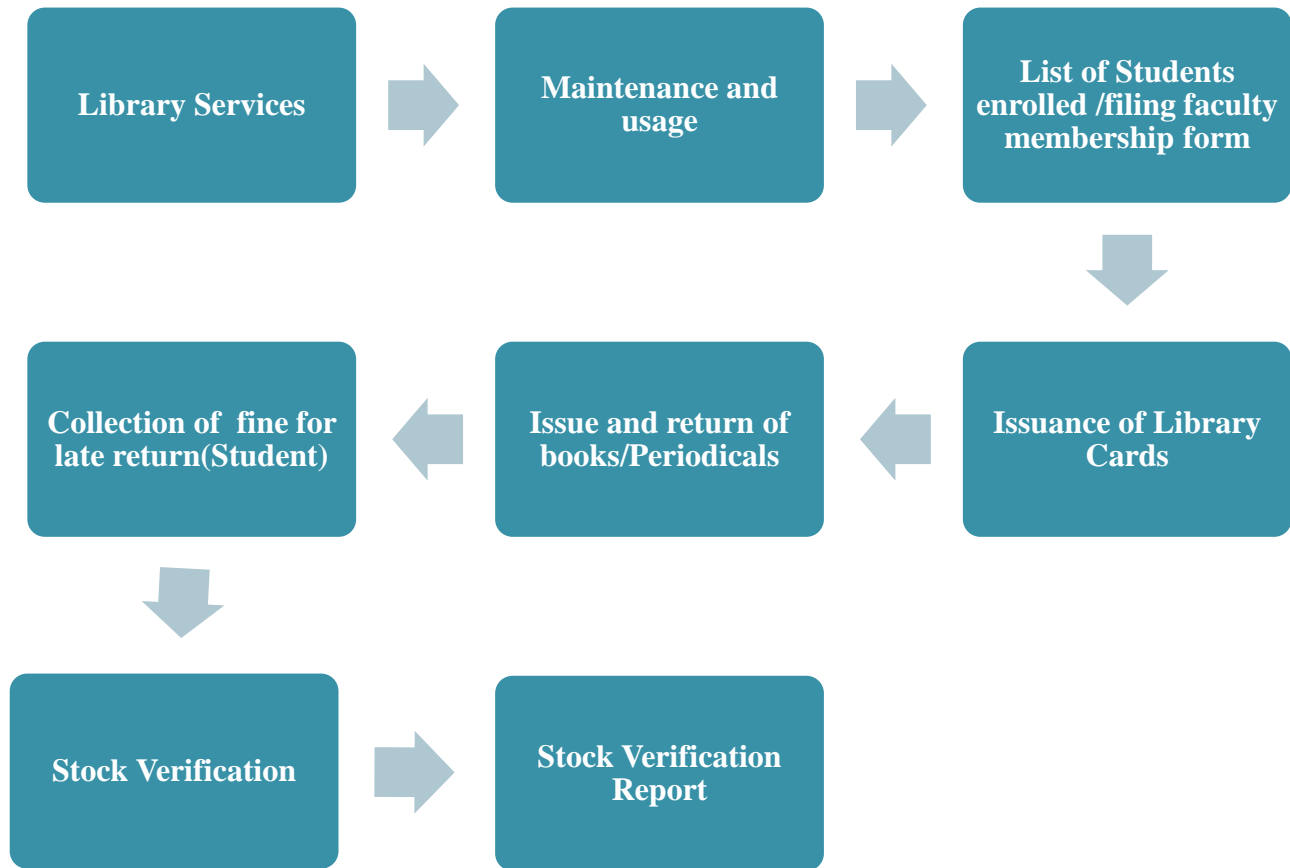
# Process Map for Library Services

## 1. Procurement





## 2. Maintenance & Usage



## **Process Steps:**

### **A. Procurement**

1. The list of books/ periodicals/ journals/ magazines is made according to syllabus and on recommendation of students and staff. A duly filled and signed recommendation form is given to librarian.
2. The list is taken to principal of the college for approval.
3. After approval the order of approved list is placed to appropriate book store as decided by Management/ college.
4. After receiving the books/ periodicals/ journals/ magazines processing of the same is done.
5. A unique identification / accession number or barcode) is given to each book/ periodical/ journal/ magazine after billing.
6. Then the books/ periodicals/ journals/ magazines are kept in library at appropriate place in organized manner for better use.

## B. Maintenance and usage

1. The list of students enrolled is obtained from administration.
2. The Library card is issued to the enrolled students and faculty member after filling the membership form.
3. The books/ periodicals/ journals/ magazines are issued in library. The same are returned back in library and appropriate fine is collected from students if returned after due date according to norms of Management.
4. Stock verification of the books present in the library is done on yearly basis by the library in charge.
5. The stock verification report is submitted to principal of the college.

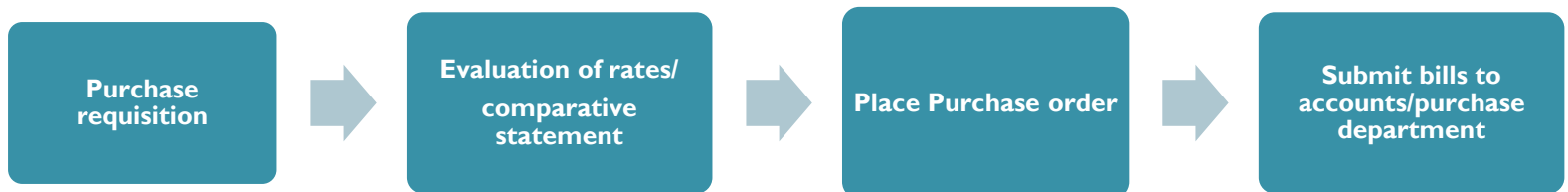
## List of Records:

Sr.No.	Record Name	Form/ Record	Format/ Record No.	Retention Period
1	Reference books	Record	GCC/LIB/01/00	Permanent
2	Books issue	Record	GCC/LIB/02/01/00 GCC/LIB/02/02/00	1 Year
3	Books return	Record	GCC/LIB/03/01/00 GCC/LIB/03/02/00	1 Year
4	Magazine/ Journal / periodical issue/News Papers	Register	GCC/LIB/04/00	1 Year
5	Exam paper record ( subject wise for internal and external exam)	File	GCC/LIB/05/01/00 GCC/LIB/05/02/00 GCC/LIB/05/03/00	3 Years
6	Books requisition	Form	GCC/LIB/06/00	1 Year
7	Purchase register	Register	GCC/LIB/07/00	Permanent
8	Media Coverage	File	GCC/LIB/08/00	Permanent
9	Stock verification report	File	GCC/LIB/09/00	1 Year

Process Mapping - Purchase  
Year -2016

**Process Objective:** Purchase process to be cost effective and efficient and should be planned for smooth conduction of process.

### **A) PURCHASE-Process Map**



**Process Steps:**

1. List of requirement (stationery, event related material etc) from each department received.
2. Preparation of comparative statement as per the rate contract received
3. Purchase order is placed to the vendors which are lowest in price and at the same time provide quality products in time.
4. Bills submitted to the accounts department/ Purchase department.

**List of Records:**

Sr. No.	Record Name	Form/ Register/ Record	Record No.
1	List of requirements	Record	
2	Rate contract copy	Record	
3	Comparative statement	Form	
4	Purchase order	Form	
5	Supplier's Bill/ invoice	Record	

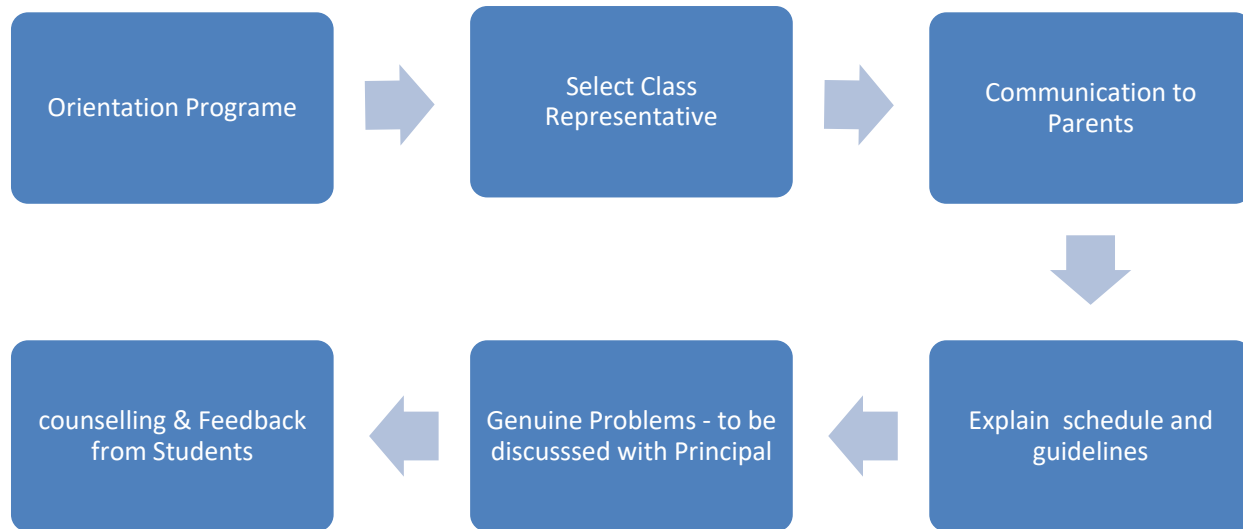
Process Mapping - Relation with Students &  
Parents  
Year-2016



## Process Objective:

- Improve the level of understanding amongst the parents, students, teachers and the institute
- Make student-teacher interaction more effective.
- Provide students and parents a platform to share opinion about staff and institute and exchange suggestions.

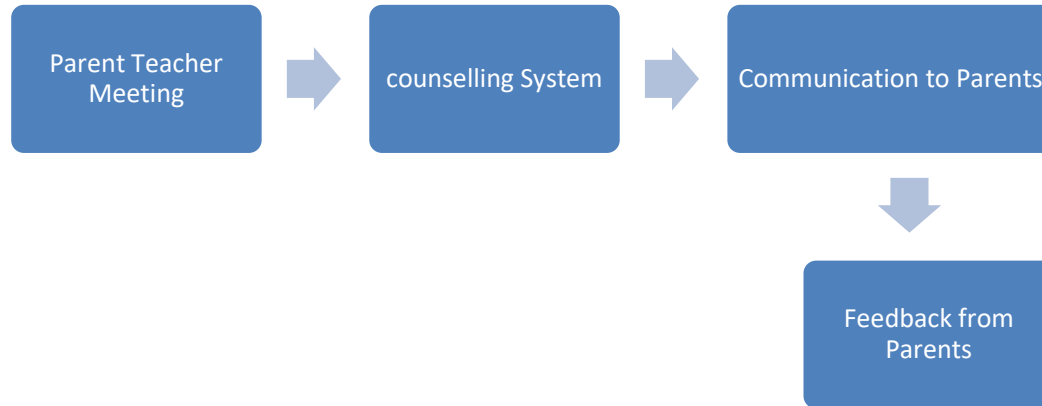
## Process Map:



## **1. Process Steps:**

- Introductory talk by principal about the institute, teachers, rules and regulations, subject offered, infrastructural facilities and academic calendars to the first years students on their first day at college
- Selection of Class representative on the basis of Merit List
- Communication / Intimation Letter is sent to parents
- Genuine problems may be discussed with the Principal
- Taking feedback forms from the students.
- Counselling to students
- Every Saturday forth lecture is assigned for counselling
- Reactive counselling is practiced and not proactive because of high ratio of students
- Record counselling sessions is maintained

## B. Parents



### **Process Steps:**

1. Introductory letter to be send to parents briefing about the institute, teachers, rules and regulations, subject offered, infrastructural facilities
2. Any complain regarding student's result, attendance and improvement steps taken for that will be communicated to parent by counsellor.
3. Feedback from parents will be taken & action taken will be communicated to the parents.

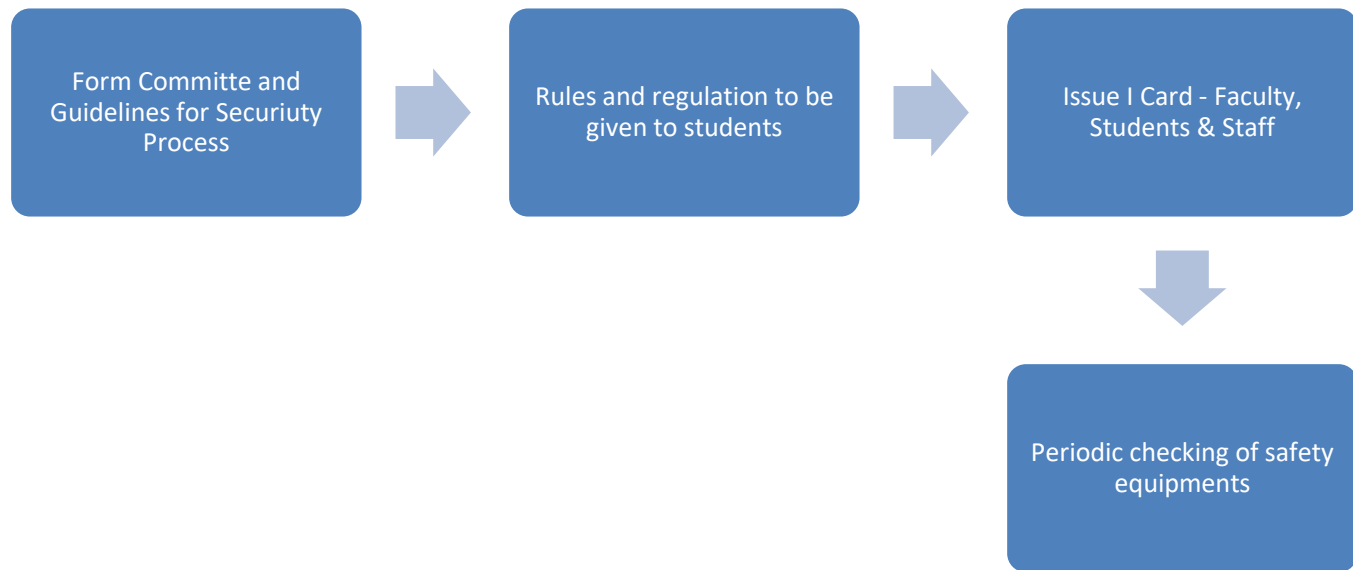
## Records

Sr. No	Record Name	Form/Register/Record	Record No.	Retention Period
1	Invitation Letter	Letter	GCC/RSP/01/00	1 Year
2	Registration Form	Form	GCC/RSP/02/00	1 Year
3	Leave Summary Report	Register	GCC/RSP/03/00	1 Year
4	Attendance Sheet	Form	GCC/RSP/04/00	1 Year
5	Parents feedback form	Form	GCC/RSP/05/00	1 Year
6	Complaint record	File	GCC/RSP/06/00	1 Year
7	Report/photos	Document	GCC/RSP/07/00	1 Year
8	Counselling form	Form	GCC/RSP/08/00	1 Year

Process Mapping – Security & Maintenance  
Year-2016

**Process Objectives:** Ensuring security for faculty, staff & students on campus

**Process Map:**



## Process Steps:

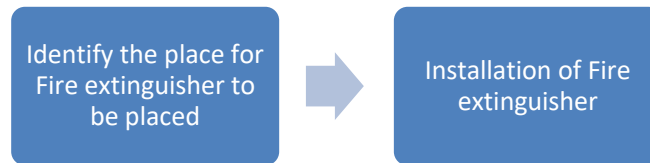
- Creating the security Committee
- Create guidelines for the security and defining rules and regulation for the same
- Rules and regulations for security and safety to be given to students at the beginning of the year
- I Cards to be issued to faculty and staff members and students
- Periodic checking of safety equipment like fire extinguishers, emergency alarm

## List of records:

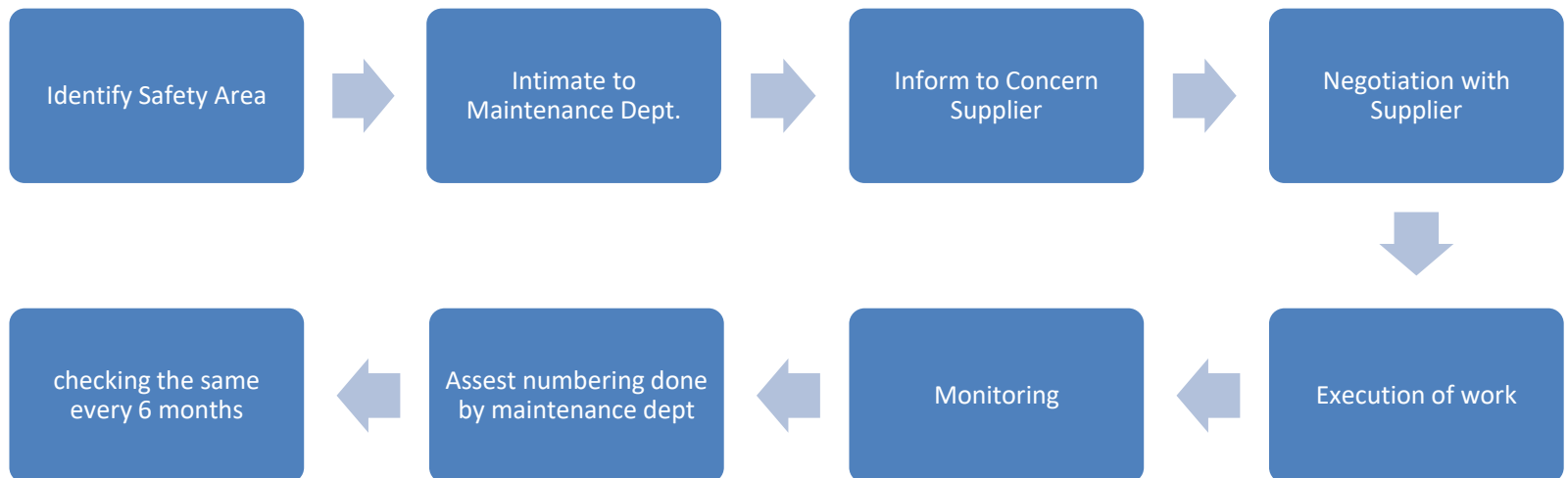
Sr. No.	Record Name	Form/Format/Record	Record NO.	Retention Period
1.	Security committee copy	Record	GCC/BIS/01/ 00	1 YEAR
2.	Guidelines for security	Notice	GCC/BIS/02/ 00	1 YEAR
3.	Distribution of I-cards to students, staff and faculty members.	Form/card	GCC/BIS/03/ 00	1 YEAR

**Process map for Security and maintenance (Fire extinguisher, First aid box and assets numbering ):**

### **Installation of Fire Extinguishers**



### **Maintenance of Fire Extinguishers**





## **Process Steps:**

### **Installation of fire Extinguishers:**

1. Identification of the place for fire extinguishers to be placed
2. Installation of fire extinguisher

### **Maintenance of fire extinguishers:**

1. Intimation to the maintenance department on due date for filling/refilling
2. Maintenance department informs to supplier
3. Negotiation with the supplier for regular/preventive maintenance
4. Execution of the work
5. Monitoring of the work by maintenance department for refilling
6. Asset numbering done by maintenance department and checking of the same every 6months.

## List of Records:

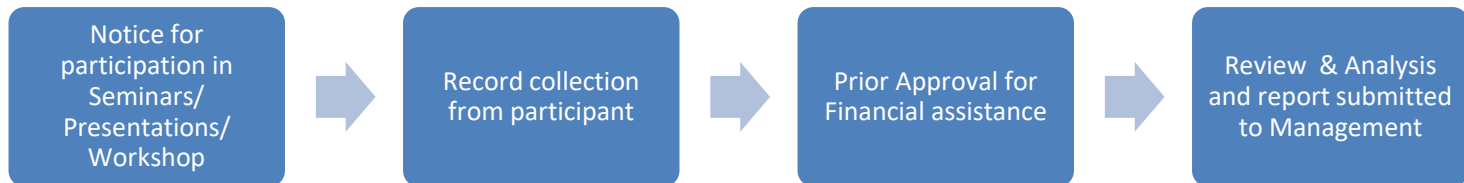
Sr. No.	Record Name	Form/ Format/ Record	Record No.	Retention Period
1	First aid stock	Register	GCC/BIS/04/00	1 YEAR/EXPIRY DATE
2	Emergency contact No.	Record	GCC/BIS/05/00	PERMANENT
3	Asset Numbering Register	Register	GCC/BIS/06/00	1 YEAR
4	Fire Extinguisher refilling record	Record	GCC/BIS/07/00	1 YEAR

Process Mapping – Seminars and Paper  
Presentation  
Year- 2016

### Process objective:

- To obtain advanced knowledge by the faculty.
- To maintain and upgrade the existing academic level regularly.

### Process map



## **Process steps**

1. Receive brochure and reviewing it with principal and put notice for the same.
2. Prior approval from Management will be taken by the faculty in order to obtain financial assistance to attend seminar and conference.
3. Registration form is filled & enrollment for the same is done with fees.
4. If faculty is presenting paper then sending paper within the given date.
5. Attending the seminar or workshop.
6. Submitting the DL report & certificate in the college.

## List of Records:

Sr. No.	Record Name	Form/ Register/ Record	Record No.	Retention Period
1	Seminar, conferences Brochure	Record	GCC/SPP/01/00	1 Year
2	Record of Seminar Attended by Faculty	Register	GCC/SPP/02/00	1 Year
3	Record of certificate of participation/presentation	Record	GCC/SPP/03/00	1 Year
4	Papers / Books published	Record	GCC/SPP/04/00	1 Year