




Shellino Education Society's
Arunamai College of Pharmacy, Mamurabad, Jalgaon.
Administration Process Manual

ADMINISTRATION PROCESS MANUAL

AS PER INTERNATIONAL STANDARD ISO 9001:2015

ISSUE NO: 01 DT. 20.12.2017




PRINCIPAL
Shellino Education Society's
Arunamai College of Pharmacy
Mamurabad, Tal. Dist. Jalgaon



**Shellino Education Society's
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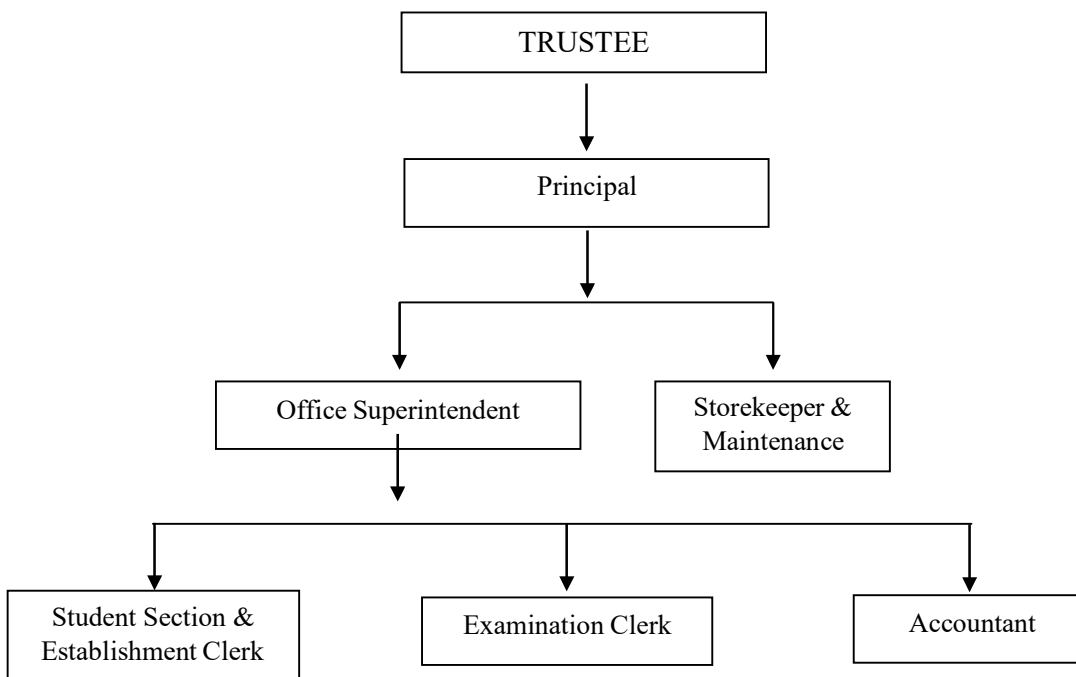
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ADMN / B	ADMINISTRATION ORGANIZATION CHART	
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Note: Presently Responsibilities of student section / Establishment Section/Examination Section is shared with O.S., Accountant and Computer Lab Attendant.



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ROLE: TRUSTEE			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	Take follow up of Affiliation / Approval / Accreditation / certification to Institute from Authorities e.g. University/ AICTE / PCI / GOVT. /NAAC / NBA / ISO.	Principal, Sr. Prof.	To monitor and control the activities of the same.
02	Take follow up of Staff Recruitment & Staff Approvals.	Principal, Sr. Prof.	To monitor and control the activities of the same.
03	Check status of Funds received from NMU/AICTE/UGC – organize Seminar / Workshop / Faculty Research work / equipments	Principal, Sr. Prof.	To monitor and control the activities of the same.
04	To monitor and control of Yearly Budget.	Principal, Sr. Prof.	To monitor and control the activities of the same.
05	Check Status of Admission process.	Principal	To monitor and control the activities of Admission Department.
06	Take follow up of Exam. Process.	Principal	To monitor and control the activities of Exam Department.
07	To monitor Accounts of Institute.	Principal	To monitor and control the activities of Accounts Department.



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ROLE: Principal			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	Take Affiliation / Approval / Accreditation / certification to Institute from Authorities e.g. University/ AICTE / PCI / GOVT. /NAAC / NBA / ISO.	Management, CEO, Sr. Prof, O.S., Establishment Clerk	To monitor and control the activities of the Affiliation/ Approval Process.
02	To identify the subject wise/ department wise staff requirement and get the approval from university.	Management, CEO, Sr. Prof, Academic Incharge, O.S., Establishment Clerk	To monitor and control the activities of Staff Recruitments.
03	Formation of Various Committees and finalization of their duties & responsibilities.	Sr. Prof, Faculty	To monitor and control the activities of the same.
04	Funds from NMU/AICTE/UGC – organize Seminar / Workshop / Faculty Research work / equipments.	Sr. Prof, Academic Incharge, Research Committee, Store Keeper	To monitor and control the activities of the same.
05	Prepare Yearly Budget.	Management, CEO, Sr. Prof, Academic Incharge,	To monitor and control the activities of the same.
06	Prepare Monthly Report / Proposals for approval of management.	O.S., Accountant, Establishment Clerk Store Keeper & Faculty	To report to top management.
07	Keep Trust / Building Original Documents in safe custody.	O.S.	To maintain up to date file
08	Monitor time Office & Leave Management. Get permission & monitor to staff movement during office hrs. for Institute / personal work.	Faculty & Staff, Establishment Clerk	To monitor and control the activities of Movement of staff.
09	To conduct smooth Admission process.	O.S. / Student Section, Admission Committee	To monitor and control the activities of Admission Department.
10	To conduct & monitor smooth Exam. Process.	CEO / Exam section	To monitor and control the activities of Exam Department.



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11	To Monitor Accounts of Institute.	Accountant	To monitor and control the activities of Accounts Department.
12	To carry out performance appraisal process.	Sr. Prof, Faculty	To submit the confidential reports to Management for further decisions.
13	To Monitor the performance of the non teaching staff.	Staff	To report to top management.
14	To maintain the conduct & discipline in the Institute.	Faculty, staff & Students	To monitor and control the activities in Administration Department.
15	To do gap analysis of competency matrix for all staff and identify training needs for the year.	Sr. Prof, Academic Coordinator	To decide training calendar and conduct trainings as per calendar
16	To define policy & procedure of Institute where required.	Sr. Prof	To discuss & finalize policy & Procedure.
17	To build Industry Institute relationship.	Sr. Prof	To monitor and control the activities of Industry Institute cell / Department.



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ROLE: SR. PROFESSOR			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	To Assist to Principal to get Affiliation / Approval / Accreditation / certification to Institute from Authorities e.g. University/ AICTE / PCI / GOVT. /NAAC / NBA / ISO.	Principal, Management, CEO, O.S., Establishment Clerk	To take appropriate decision in consultation with Principal
02	Help Principal to identify the subject wise/ department wise staff requirement and get the approval from university.	Principal, Management, CEO, Academic Incharge, O.S., Establishment Clerk	To take appropriate decision in consultation with Principal
03	Recommend Principal for formation of Various Committees and finalization of their duties & responsibilities.	Principal	To take appropriate decision in consultation with Principal
04	To assist to Principal to get Funds from NMU/AICTE/UGC – organize Seminar / Workshop / Faculty Research work / equipments	Principal, Academic Incharge, Research Committee, Store Keeper	To take appropriate decision in consultation with Principal
05	Help Principal to Prepare Yearly Budget.	Principal, Management, CEO, Academic Incharge,	To take appropriate decision in consultation with Principal
06	To assist to Principal to carry out performance appraisal process.	Principal, Faculty	To take appropriate decision in consultation with Principal
07	To assist to Principal to do gap analysis of competency matrix for all staff and identify training needs for the year.	Principal, Academic Coordinator	To take appropriate decision in consultation with Principal
08	Recommend Principal to define policy & procedure of Institute.	Principal	To take appropriate decision in consultation with Principal
09	Help Principal to build Industry Institute relationship.	Principal	To take appropriate decision in consultation with Principal



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ROLE: Office superintendent			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	To monitor and control activities in student, accounts, examination & establishment section.	Principal , Administration Staff	To take appropriate decision in consultation with Principal.
02	To prepare yearly administration activity calendar.	Principal, Staff and faculties	To monitor and conduct the activities as per calendar
03	To take actions on the nonconformities observed in administrative sections.	Administration Staff	To initiate corrective actions.
04	To maintain the conduct & discipline in the department.	Administration Staff	To monitor and control the activities in Administration Department.
05	To do timely correspondence with statutory bodies as per their requirements	Principal & Teaching staff	To submit the data as per timelines given by statutory bodies.
06	To review the documented information, applications and payments to statutory bodies.	Principal & Administration Staff,	To review the documented information
07	To coordinate with higher authorities on the matters of Administration Section.	Principal, Management	To implement the decisions of higher Authorities
08	To promote the requirements of University, Trust and college throughout the department.	University Authorities, Management, Principal, Students	To implement the requirements stated by University, Trust and College.
09	To report the top management on performance of quality management system in administration section.	Administration Staff, Principal	Timely and accurate reporting.
10	To carry out any other work allotted by authorities as and when needed.	Principal, Faculty,	To follow.



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ROLE: Accountant			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	To collect the fees at the time of admission and pending fees	Principal, O. S., Student	To do reconciliation of fees
02	To maintain the accounts in Tally Software.	Principal, O. S., Management	To generate all ledgers and submit it to Management.
03	To carry out daily cash handling, processing cash memo, bills and preparation of cash vouchers.	Principal, O. S.	To maintain up to date accounting.
04	To prepare cheques as per instructions from authorities against valid and authorized documents.	Principal, O. S., Management	Submit the cheques to Authorities for authorization and issue to concern.
05	To carry out Bank related work.	Principal, O. S., Management	To prepare monthly Bank reconciliation statement.
06	To assist in Internal and Statutory Auditing of accounts.	Auditors	To submit all the data as per requirement.
07	To prepare draft for yearly Budget.	Principal, O. S., Management	Submit for approval
08	To prepare Salary Sheet and transfer the salary in Employee Bank Account.	Principal, O. S., Faculty and Staff	Take approval from authorities and do salaries
09	To process and maintain the records of statutory payments like AICTE, NMU, PCI, PF, TDS etc.	Principal, O. S., Statutory Bodies	To report and maintain proper record
10	To liasoning with various scholarship authorities for release of payments.	Principal, O. S., Students	To distribute the scholarship to eligible students
11	To prepare fee sanction proposal	Principal, O. S.,	Submit to FRA for approval.
12	To issue various certificates to staff eg. Salary certificate, Form 16 etc.	Principal, O. S., & concerned staff	Maintain record
13	To submit filled up examination form and examination fees to university	CEO, Principal, O. S., Exam clerk	To maintain record
15	To carry out any other work allotted by authorities as and when needed.	Principal, Faculty, O. S.	To follow.



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ADMN / C	RESPONSIBILITIES AND AUTHORITIES	
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POSITION: Student section & Establishment Clerk			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY
1	To carry out Teachers Approval Process	Principal, O.S., Faculties	To submit the data for approvals for Principal & University.
2	To support in recruitment process as per University / Trust / College guidelines.	Management, Principal, O.S., Staff	To follow instructions.
3	To keep the record of attendance, leaves, personal files of all the teaching and non teaching staff.	Faculty and Staff ,O.S.,	To maintain up to date data.
4	To prepare monthly Attendance Report on muster.	Faculty and Staff, O.S.,	Take approval from O.S. & Principal and submit to Accountant for salary payments.
5	To maintain Training Record of the Employees.	Principal, Faculty, and Staff	To maintain training record and up date personal files.
6	To carry out correspondence with University, DTE and other authorities involved in admission procedure as per instructions from authorities.	University Authorities, Principal, O.S.,	To report.
7	To communicate the student related matters to parents eg. Pending fees, absenteeism, examination and result related activities, misbehavior, and other correspondence as instructed by authorities.	Management, Principal, O. S. applicant Students	To carry out communication and report to concerned authorities.
8	To carry out admission process in consultation with O.S. & Principal.	Principal, Faculty, O. S. Students	To take appropriate decision and report.
9	To guide the students to fill the scholarship forms and other formalities.	Principal, O. S., Accountant, Authorities,	To collect, verification of scholarship forms.
10	To issue various certificates & various documents to students like leaving certificate, fees structure, Bonafide, etc.	Principal, O. S. & Students	To issue with approval from authorities.
11	To preserve student property like LC, original documents of students.	Principal, O. S. & Students	To keep the documents in safe custody.
12	To maintain inward / outward correspondence and documents.	Principal, Faculty, O. S.	To issue the documents to concerned authorities after proper record keeping.
13	To carry out any other work allotted by authorities as and when needed.	Principal, Faculty, O. S.	To follow.



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ROLE: Storekeeper & Maintenance			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	To monitor, control all Purchase, stores & maintenance related work	Principal, and concerned staff	To report and take appropriate decision in consultation with authorities.
02	To receive all types of requirements for purchase eg. Equipments, chemicals, stationary, glassware's, accessories, etc.	Principal, Concerned in-charge, staff	To report and take appropriate decision in consultation with authorities.
03	To call the quotations as per decisions and prepare comparative chart	Principal, Concerned in-charge, Purchase Committee	Submit the comparative chart to Purchase committee for decision
04	To prepare Purchase Order	Principal, Concerned in-charge	To execute purchase Process Flow
05	To verify the received material against the purchase order	Supplier	To update the stock and take appropriate action on rejected material.
06	To issue the material as per requirement to concerned department	Staff, Faculty	To maintain stock records.
07	To carry out physical stock verification & expiry once in a year	Principal, Concerned in-charge	To prepare deficit report.
08	To assess the supplier performance	Supplier, Central Purchase	To decide continue or discontinue the supplier in consultation with authorities.
09	To prepare annual maintenance contracts and submit the management for approval.	Principal, Concerned in-charge & Agency	Monitor the work done by outsource supplier as per contract.
10	To register the complaints of all staff and rectify the problem in consultation with authorities.	Principal, Concerned in-charge	To maintain breakdown record
11			
12	To issue Uniform, I card, Journals to students	O.S., Student Section Clerk, Principal	To maintain proper stock record
13	To carry out any other work allotted by authorities as and when needed.	Principal, Faculty, O. S.	To follow.
14	Retesting of expired chemicals & their disposal(if any)	Store keeper ,principal, subject in charge ,concerned in charge	To update the stock



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ADMN / C	RESPONSIBILITIES AND AUTHORITIES	
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ROLE: Clerk Examination Section			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	To carry out correspondence with University regarding examinations related all activities.	CEO, University Authorities, Principal, O. S.	To report and maintain inward / outward record.
02	To display the notice related to examination	CEO, Principal, O. S.	To follow
03	To collect filled examination form	CEO, Students	To verify the data and submit to account for generation of Challan.
04	To prepare various examination remuneration bills as per University guidelines.	CEO, Principal, O.S., Accountant	To submit to accounts section
05	To assist faculties for online filling of internal examination marks	CEO, Faculties	To report
06	To carry out any other work allotted by authorities as and when needed.	Principal, Faculty, O. S.	To follow.

ROLE: Peon			
S.N.	RESPONSIBILITY	INTERFACE	AUTHORITY / POWER
01	To opening and closing of college premises	Principal & O.S.	To report
02	To maintain the section neat clean and state of order.	All Staff, Faculties	To report
03	To help the clerk in preserving records and his / her day-to-day activities	Admin Staff	To report
04	To display the notice	Management, Principal, O. S.,	To report
05	Any other duties assigned by the higher authority time to time	principal, All Staff, Faculties	To report



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ADMN / D	QUALITY OBJECTIVES	
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S.N.	Objectives (What will be done)	Indicator	Required Resources	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
01	To ensure the completeness of documents submitted to university and statutory bodies	Number of incidences.	Time, Knowledge about requirement of statutory bodies,	1. Count the number of incidences received from University or statutory bodies for incomplete / wrong information. 2. To calculate number of timely response given to statutory agencies.	Monthly	O.S.
02	To improve housekeeping index	%	Cleaning material, housekeeping staff, methodologies,	To calculate score as per housekeeping checklist	Monthly	Store keeper
03	To avoid variance in stock verification	Number	Good stock keeping practices, knowledge about stock management	To calculate no. of variance in stock verification	Yearly	Store keeper
04	To minimize breakdown	Number	Skilled manpower, funds, appointment of agencies,	1. To calculate number of breakdown in a month. 2. To calculate non availability of any equipment due to delayed maintenance activity.	Monthly	Store keeper



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ADMN / PR / 01	ADMISSION	
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Objective	To carry out the admission process for First year B. Pharm, direct second year B. Pharm	
Input	Intake capacity, Admission Rules, list of Candidates from DTE	

Sr.No.	Activity	Responsibility	Documented Information
A	Through Centralized Admission process (same procedure shall be followed for direct second year admission)		
	For first year B. Pharm 80 % CET (Maharashtra) & for second year 10 % lateral entry of intake capacity.	--	--
01	Receive the List of allotted Candidates from Director of Technical Education, Mumbai.	Principal	List of Allotted Candidate – Admission Circular
02	Reporting of students for admission & Get the admission form filled up from the student. Ask him / her to submit Original and 1 photo copy of required documents as per guidelines of DTE. Eg. S.S.C. & H.S.C. Mark sheet, CET Mark sheet, 12 th Leaving Certificate, nationality, caste certificate & caste validity, domicile, non-creamy layer along with the duly filled Admission form.	Student section	Admission Form & student documents
03	Scrutinize the documents, and provide instructions of fees to be deposited to the student.	Student section	-
04	Accept the prescribed fees through D.D. / RTGS as per sanctioned fees from FRA.	Accountant	Receipt
05	Deposit the DD / Take details of RTGS from students.	Candidate / Accountant	Receipt



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Sr. No.	Activity	Responsibility	Documented Information
06	Handover the receipt to the candidate.	A/C	Receipt
07	Take online printout of admission confirmation letter for each student.	Student Section	Admission Confirmation Letter - Original Doc. Of Students
08	Reviews the receipt submitted by the student, update the admission register and based on the data of admission register update the General registers.	Student section	Admission File - B Pharm General Register - B Pharm
09	Update all students Admission details in software.	Student section	-
B AGAINST CAP / INSTITUTE LEVEL ADMISSION			
01	For first year B. Pharm 20% of intake and vacant seats from centralized admission process for eligible candidates.	--	-
02	Release advertisement on competent authorities and on college website and follow the guidelines of DTE.	Principal	Advertisement File
03	Based on advertisement prepare admission schedule.	O.S. / Student Section clerk	Admission Circular File
04	Review the admission form received. Prepare merit list and display on main notice board and also upload on the website.	Student Section	DTE Admission Approval File
05	Make necessary arrangements for counseling and carry out the counseling.	Student Section	--
05	Scrutinize the documents / certificates submitted by the students, orally giving details of fees to be deposited to the student.	Student Section	--
06	Follow above (CAP) procedure to complete the admission process.	O.S. / Student Section / Accountant	DTE Admission Approval File
07	Prepare final list of admitted student and forward the list duly signed by the Principal to the Regional office DTE, Nashik after admission. Upload the data on the DTE website.	Student section	Final List of Admitted Student - DTE Admission Approval File



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Sr.No.	Activity	Responsibility	Documented Information
C Approval			
01	Prepare List of student admitted.	Principal	Final List of Admitted Student - DTE Admission Approval File
02	Get documents submitted by student reviewed & approved form Joint Director and submit to DTE -Nashik, NMU and get final approval from Admission Regulating Authority, Mumbai.	Principal	
04	Issue I cards.	Storekeeper	I Card Issue list
D Returning back the Original documents to the students			
01	Return back the original Documents except L.C. to the student after completion of eligibility & Obtain student signature on Register.	Student Section	Student Document Issue Register
E 2nd, 3rd and Final Year admission			
01	Eligibility criteria 1. All clear 2. Allow to keep turn (ATKT) as per Norms of NMU –	--	--
02	Get the admission form filled up from the eligible student.	Student Section	Admission Form
03	Scrutiny, handover the receipt giving details of fees to be deposited.	Student Section	Notice
04	Receive the fees through Demand Draft / RTGS	Accountant	Receipt
05	Handover the receipt to the candidate.	Student Section	Receipt
06	Review the receipt submitted by the student, allot the Roll Number to students.	Student Section	Roll Call List

Output	Fulfillment of intake capacity
Process Monitoring and Measurement	Intake capacity vs. vacant seats



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ADMN / PR / 02	ELIGIBILITY	
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Objective	To verify eligibility of the admitted students with University
Input	University Norms, Student admitted & student documents.

Sr. No.	Activity	Responsibility	Documented Information
01	Get the University specified Eligibility form filled from Admitted student.	Student Section	University Eligibility Form
02	Collect the Eligibility fees at time of other fees.	Accountant	Receipt
03	Scrutinize the received form; ensure validity of all the documents submitted by the student.	Student Section	University Eligibility Form
04	Prepare Student eligibility list and upload on University website	Student Section	Student eligibility list [in Excel format- Softcopy]
05	Generate the report & Eligibility list from University Website, create Challan and submit the data to University by hand.	Principal, O.S., Student Section & Accountant	Eligibility data- Eligibility Outward File
06	Receive the non -conformities from University and correct the queries after submitting the corrected data.	O.S.	
07	Receive the PRN from University for eligible students.	O.S.	List of eligible students with PRN.

Output	List of eligible students with PRN.
Process Monitoring and Measurement	1. Timely eligibility as per NMU Norms 2. Number of non eligible students



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ADMN / PR / 03	ISSUE OF CERTIFICATES	
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Objective	: Issue of various to students for their future use
Input	: Request from student, student passing out of college, proforma's of all types of certificates

Sr. No.	Activity	Responsibility	Documented Information
General guideline			
01	Issue leaving /Transfer certificate after student is passed out from the college i.e. after passing final year.	Student Section	Leaving/ Transfer Certificate LC /TC Course wise
02	Issue Appearing certificate when the result of final year is awaited.	Student Section	Appearing certificate
03	Issue Bonafide certificate as per request received from student.	Student Section	Bonafide Certificate - Certificate Issue Register
04	Receive the application from the student for the issuing various certificates and maintain record.	Student Section	Student application file

Process Output	Issue of certificates to students
Process Monitoring and Measurement	Students applications Vs. Delivered Certificates



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ADMN/PR/04	CONTINUATION AFFILIATION / APPROVALS	
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Objective	To define procedure for ensuring continuation and affiliation of the college with NMU / AICTE / PCI / STATE GOVT/ DTE
Input	NMU / AICTE / PCI / STATE GOVT/ DTE Requirements

Sr. No.	Process Flow	Responsibility	Documented Information
01	Prepare list of affiliations with type of affiliation, affiliating agency / body, date of receipt and next affiliation due date.	O.S.	List of Affiliations
02	Complete all the formalities required to obtain affiliation / approvals from concerned authorities.	Principal	Affiliation file of NMU, AICTE, PCI, DTE & Govt.
03	Prepare and Submit the required documents along with the Affiliation Fees required for affiliation before due date.	Principal	Affiliation / Approval File
04	Carry out preparation for inspections of various authorities.	Principal	Inspection File
05	Receive the compliance report from relevant authority. Carry out corrective actions on the compliance.	Principal	Compliance Report file of NMU, AICTE, PCI, DTE & Govt.
06	Obtain affiliation / approval from relevant authority.	Principal	Letter
07	Attach copy of affiliation / approval to the list for reference.	O.S.	Affiliation / Approval File
09	Update list after each renewal.	O.S.	List of Affiliations

Process Output	Timely Continuation and affiliation of course offered by the college
Process Monitoring and Measurement	<ol style="list-style-type: none"> 1) Timely submission of proposal 2) No. of errors in proposal



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ADMN / PR / 05	CORRESPONDENCE WITH PARENTS	
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Objective	To communicate the parents about students performance
Input	Student performance, course plan, attendance, student related complaints from faculties, etc.

Sr. No.	Activity	Responsibility	Documented Information
A	General Communication		
01	Communicate with parents on the matters related to: <ul style="list-style-type: none"> a. Opening of the semester b. Fees to be deposited – at the beginning of academic year and need based c. Attendance – After every 45 days i.e. at least twice in semester d. Examination & results – After sessional and semester examinations e. Misbehavior – Need based 	Class teacher , Mentors & Student Section	Electronic data
02	Compile a data for above parameters and send SMS to parents.	Class teacher , Mentors & Student Section	SMS data
03	For critical issues call the parents and discuss the issue with them for further actions.	Class teacher , Mentors & Student Section	Parent communication Register

Output	Communication with the parents.
Process Monitoring & Measurement	<ol style="list-style-type: none"> 1. Number of incidences of misbehavior 2. No of students having Low attendance 3. No of students having Poor performance in various examinations



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ADMN / PR / 06	SCHOLARSHIP	
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Objective	To define the process for obtaining the Scholarship for the Eligible Students.
Input	Student eligible, Scholarship Rules.

Sr. No.	Activity	Responsibility	Documented Information
01	Display of notice for calling application giving details of eligibility to apply, documents required and last date for submitting the online application.	Principal	Student Notice File
02	Receive the duly filled online application form, required documents.	Student Section	Application form for scholarship
03	Scrutinize the form and submitted documents, inward online & forward to authority.	Student Section	Online Data
04	Generate online report as per Government format.	Student Section	Scholarship File
05	Submit the same along with received application of concern government authority.	Student Section	Scholarship File
06	Receive the scholarship amount from the Govt. Authority to Institute / students.	Accountant	Scholarship File
07	Distribute it among the student account by online transfer / RTGS.	Accountant	Scholarship File
08	Obtain signature of student on receipt pasted with revenue stamp.	Accountant	Scholarship File

Sr.	Scholarship	Authority
01	EBC	DTE, Nashik
02	SC – freeship	District social welfare officer, Jalgaon
03	SC – Scholarship	District social welfare officer, Jalgaon
04	ST – freeship	Project officer Integrated tribal development project, Yawal
05	ST – Scholarship	Project officer Integrated tribal development project, Yawal
06	NT	District social welfare officer, Jalgaon
07	SBC	District social welfare officer, Jalgaon
08	OBC	District social welfare officer, Jalgaon
09	Minority	DTE, Nashik

Output	Scholarship distributed to the eligible students
Process Monitoring & Measurement	Nonconformities identified in scholarship process



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ADMN / PR / 07	UNIVERSITY EXAMINATION	
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Objective	To conduct the University Examination as per the schedule.
Input	Communication from university, Examination schedule from University, Online submission of examination forms, Advance towards Exam expenses, Students attendance

Sr. No.	Activity	Responsibility	Documented Information
01	Display of notice for filling examination form and required fees.	Examination clerk	Notice
02	Filling of online examination form.	Examination clerk	Examination Form File
03	Receive the examination form with required fees and scrutinize the forms.	Examination clerk	Examination Form File
04	Issue of receipt after collecting the fees	Accounts	Receipt
05	Inward the exam forms on university portal and approve it. Prepare name list and generate the challan.	Examination clerk	Name List, Subject wise Summary of student appearing for exam.
06	Submit Examination form, name list and summary (soft and hard copy) along with examination fees challan paid to the university.	Examination clerk	Challan
07	Download the Hall tickets and handover them to the students.	Examination clerk	Hall ticket.



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ADMN / PR / 07	UNIVERSITY EXAMINATION	
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Sr. No.	Activity	Responsibility	Documented Information
Post Examination Activity			
06	After end of examination, prepare remuneration bills of all staff involved in examination duty.	Exam Clerk / Accountant	Exam Remuneration Bill File
07	Forward the bills to the accounts section for final settlement of bill.	Exam Clerk / Accountant	Exam Remuneration Bill File & Register
Results			
01	Receive the information related to result declaration date and also for collecting the results from the University.	Examination Clerk	-
02	Collect the result and mark sheets as per schedule from the University.	CEO / Examination Clerk	Result ledger Sheets
03	Distribute the Mark Sheet, provisional passing certificate to the students. Obtain signature of student.	Examination Clerk	Result Issue Register,



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ADMN / PR / 07	UNIVERSITY EXAMINATION	
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Sr. No.	Activity	Responsibility	Documented Information
Photocopy , Verification and revaluation			
01	Display of notice for filling applying for photocopy, verification and Verification form giving details a. Photocopy b. Verification fees c. Last date of submission	Examination Clerk	Notice
02	Filling online verification form	Examination Clerk / Students	Verification & Re-evaluation Form
03	Receive the Verification Form, scrutinize the forms	Examination Clerk	
04	Ask the students to deposit examination fees in the accounts section.	Examination Clerk	
05	Issue receipt after collecting the fees	Accountant	Receipt
06	Generate fees Challan and reports	Examination Clerk	Challan & Report
07	Submit verification form and name list along with verification fees challan to the university.	Examination Clerk	Exam Form File
08	Receive the photocopy and revised List of marks from the University. If any changes, apply for Verification.	Examination Clerk	List of Marks
09	Collect the Old Mark sheet from the student in case of change in Marks sheet.	Examination Clerk	-
10	Handover the old mark sheet and collect the revised mark sheet from the university and distribute to the student.	Examination Clerk	Result Issue Register

Output	Examination conducted, Distributed mark sheet & provisional certificates
Process Monitoring and Measurement	<ol style="list-style-type: none"> 1. Timely submission of exam forms 2. Mark sheets received Vs. No of marks sheets issued to students



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ADMN / PR / 08	ISSUE OF DOCUMENTS TO THE PASSED OUT STUDENTS	
Rev.: 00 Date: 20.12.2017	Clause: 8.5.1	Page: 01 / 01

Objective	Issue of various documents to students for their future use
Input	Request from student, student passing out of college

Sr.No.	Activity	Responsibility	Documented Information
01	Receive request from the student for Leaving certificate and B. Pharm / M. Pharm Marks sheet	Students Section	Student application file
02	Handover Clearance Form to Student.	Students Section	Clearance Form
03	Receive Clearance Form duly authorized by the all departments from the student.	Students Section	Clearance Form
04	Issue Leaving Certificate to student & take signature on Office copy of LC & General Register.	Students Section	LC, General Register

Process Output	Issue of certificates to students
Process Monitoring and Measurement	Students applications Vs. Delivered Certificates



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ADMN / PR / 09	CONTROL OF COLLEGE INFORMATION THROUGH BROCHURE AND WEBSITE	
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Objective	To advertise the admission process, facilities of college
Input	Courses offered by college, DTE requirements, facilities

Sr.No.	Activity	Responsibility	Documented Information
A Through Brochure			
01	Convene a meeting of college Committee at the end of academic year.	Principal, Admission Committee Members	Minutes of Meeting
02	Decide the structure and contents for the prospectus.	Admission Committee Members	
03	Finalize the prospectus. Ensure that the same is complying with DTE guidelines.	Admission Committee Members	Draft of Brochure
04	Give the draft for printing.	Admission Committee Members	Draft of Brochure
05	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.	Admission Committee Members	Brochure
06	Receive the Printed Brochures from the printing press & issue it against indent to student section	Storekeeper	Brochure- General Stock Register
07	Handover the Brochure along with printed admission form to the student at the time of admission after collecting the brochure fees.	Student Section	Receipt
B Information through Website			
01	Ensure that college website is always in working condition.	Website Coordinator	www.vjsmale.com
02	Update all the information about college on website as and when need arises.	Website Coordinator	Minutes of meeting
03	Ensure that all required information is available on website at the earliest after completion of events.	Website Coordinator	Updated information

Output	Brochure sold to the students
Process Monitoring and Measurement	<ol style="list-style-type: none"> 1. Number of admissions against promotional activities 2. Timely up-dation of website



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ADMN / PR / 10	STAFF RECRUITMENT/ TEACHER APPROVAL	
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Objective	To identify the subject wise/ department wise staff requirement and get the approval from university	
Input	AICTE, PCI requirements, NMU, Roaster	

Sr.No.	Activity	Responsibility	Documented Information
01	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	Competency Matrix
Teaching Staff Recruitment			
01	To Obtain reservation cell of University and reservation cell of Govt. of Maharashtra approval for filling up the vacancies as per Roaster.	Principal	Staff Approval Roaster
02	After approval release of advertisement approved by reservation cell of University and Govt. of Maharashtra in local and state level (any two) news papers. Giving details related to Designation with subjects, Eligibility criteria (refer AICTE and PCI requirements), last date of submission of CV / bio-data	Principal	Advertisement file
03	Communicate the information to Employment offices (State Employment Dept. / University / Samaj Kalyan / Tribal Dept.) for probable candidate lists.	Principal	Letters - Staff Selection File
04	Receipt of applications from the individuals or from Employment offices, scrutinize, short-listing of eligible candidates.	Principal	List of Candidates - Staff Selection File
05	Communication with University for staff selection committee, as per the approved advertisement by University.	Principal	Letters - Staff Selection File



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Sr.No.	Activity	Responsibility	Documented Information
06	Receive the details of Staff Selection committee members from University. Finalize the dates for interview in discussion with committee members.	Principal	Staff Selection File
07	Communicate the date to the candidates selected for the interview at least 15 Days prior to the date of interview.	Principal	Staff Selection File
08	Make necessary arrangements for the interview.	Principal	staff selection file
09	On the date of interview, mark the attendance of candidates reporting for the interview. Prepare subject wise list of applications received.	Principal	staff selection file
10	Receive the report from the Committee and submit the report within 72 hrs. to University; issue the appointment letter to the recommended candidates.	Principal	Staff Files Staff selection file
11	Fill up the Teacher approval form, Forward Copy of Appointment letter, teacher approval form, selection committee report and copy of advertisement to the University within one month of joining.	Principal	staff selection file
12	Receive the Subject wise and Post wise approval letter (Academic / Permanent) from university	Principal	Approval file Staff - NMU
13	File the letters in staff selection committee / approval file.	Establishment Clerk	Staff Approval file
14	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.	Principal	



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Sr. No.	Activity	Responsibility	Documented Information
	Local Selection Committee Process		
01	If vacancies are not filled by above procedure then candidates are selected as follows from June to September every year.	Principal	Staff Requirement Chart
02	Float the advertisement in local news paper for required vacancies or walk in candidates.	Principal	Advertisement file
03	Receive the applications, scrutinize the applications as per requirement	Principal	Applications - Local Staff Selection File
04	Arrange the interviews of suitable candidates.	Principal	Local Staff Selection File
05	Maintain record at college level.	Principal	Local Staff Selection File



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Sr.No.	Activity	Responsibility	Documented Information
Local Selection Committee Process – INSTITUTE LEVEL			
01	If vacancies are not filled by above procedure then candidates are selected as follows.	Principal	Staff Requirement Chart
02	Vacancy is communicate with word of mouth	Principal	-
03	Receive the applications, scrutinize the applications as per requirement	Principal	Applications - Local Staff Selection File Institute Level
04	Arrange the interviews of suitable candidates.	Principal	Local Staff Selection File – Institute level
05	Inform candidates regarding Interview Schedule by telephonically	Establishment Clerk	-
06	Conduct Interview & recommend suitable candidates.	Principal, Local selection committee	Local selection committee report
07	Issue the appointment letter to the recommended candidates.	Principal	Staff File Local Staff Selection File – Institute level

Output	Recruitment of Competent staff
Process Monitoring & Measurement	No. of faculties appointed vs required



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ADMN / PR / 11	CONTROL OF CUSTOMER PROPERTY	
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Objective	To keep safe custody of students' documents.
Input	Original documents received from students at the time of admission as per requirement

Sr. No.	Activity	Responsibility	Documented Information
A	Receipt and storage		
01	Receive original documents from the students at the time of first year admission.	Student Clerk	--
02	Keep the collected documents in a well identified (Year wise) folder / file. Always keep the document in safe custody (Cupboard with Lock).	Student Clerk	Original Document File
B	Returning back the Original documents to the students		
02	Returned after passing out or on request. Receive application, issue clearance form. Receive marked clearance form. If there are no dues handover the copies, in case of dues ask student to clear the dues and after verifying the clearance form issue the documents.	Student Clerk	Student Document Issue Register Clearance Form File

Output	Protected and preserved student property.
Process Monitoring and Measurement	Number of incidences of lost of original documents of students from college.



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ADMN/PR/12	COMPETENCE, TRAINING AND AWARENESS	
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Objective	: To define procedure for enhancing competencies of the staff through training.
Input	: NMU Requirements, College Requirements

Sr. No.	Process Flow	Responsibility	Documented Information
01	Determine, provide and maintain the teaching and non-teaching employee's requirement necessary for operation of processes and effective implementation of quality management system.	Management, Principal	Requirement List
02	Define the competency requirements of teaching staff as per NMU, AICTE, PCI norms regarding education, experience and skills.	Principal	Competence Chart
03	Principal & HOD's should analyze and justify skills for Teaching as well as non teaching staff.	Principal, HOD, Academic coordinator	--
04	Record actual education qualifications, experience and skills available for each faculty / staff.	Principal	List of Faculties and Staff
05	Identify the gaps in desired and actual skills to find out training needs and accordingly prepare training calendar.	Principal	Training Calendar
06	Get the training calendar reviewed & approved from the Principal.	Principal	Training Calendar
07	Arrange the training for the identified faculties / staff to address the training needs and maintain the record.	Principal	Training Record
08	Evaluate the effectiveness of the training.	Principal	Training Record
09	Ensure that the awareness training on Quality Management System is planned and conducted every year for existing and new staff.	Principal	Training Calendar, Training Record

Process Output	Competency enhancement of the staff through training Process Flow.
Process Monitoring and Measurement	<ol style="list-style-type: none"> 1) No of Trainings / Seminars / Workshops attended. 2) Effectiveness of the training program. 3) Training planned vs. completed



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ADMN / PR / 13	TIME OFFICE & LEAVE MANAGEMENT	
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Objective	To monitor employee attendance and leaves
Input	leave policy, organizational norms

Sr. No.	Activity	Responsibility	Documented Information
01	Staff member marks the attendance in the muster.	Principal	Muster
02	Mark the approved leaves on the muster & Leave Register.	Establishment Clerk	Muster, Leave Register
03	At the end of month compile the data related to attendance considering the leaves.	Establishment Clerk	-
04	Prepare Summary of Pay Sheet and salary sheet based on Muster get it approved Principal, O.S. and accountant.	Accountant	Salary Sheet Register
05	Forward the list to the Bank for deposition of salary amount in the accounts.	Accountant	Bank file
06	Obtain signature of concerned staff member on salary sheet once the salary is credited to the account.	Establishment Clerk	Salary Sheet Register
Leave Management			
A Casual Leave			
01	Receive the application form, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment Clerk	Leave Form
02	Put balance leave, get it reviewed form O.S. and approved from Principal. Inform the same to concerned staff member.	Establishment Clerk	Muster, Leave Register
B Medical Leave			
01	Receive the application form along with Medical Certificate, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment Clerk	Leave Form



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ADMN / PR / 13		TIME OFFICE & LEAVE MANAGEMENT	
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02	Put balance leave, get it reviewed form O.S. and approved from Principal. Inform the same to concerned staff member.	Establishment Clerk	Muster, Leave Register
C Earned Leave			
01	Receive the application, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment Clerk	Leave Form
02	Put balance leave, get it reviewed form O.S. and approved from Principal. Inform the same to concerned staff member.	Establishment Clerk	Muster, Leave Register
D Compensatory Off			
01	Assign responsibility to staff for additional / extra, indoor / outdoor duty.	Principal	Extra Duty Register
02	Receive the application form, ensure name, type of leave, department, leave period and reason is correctly marked.	Establishment Clerk	Leave Form
03	Put balance leave, get it reviewed form O.S. and approved from Principal. Inform the same to concerned staff member.	Establishment Clerk	Muster, Leave Register
E Staff Movement			
01	Make entry in movement regisiter if any staff is having personal work / official work.	Principal, HOD, Staff	
02	Inform Principal about movement.	Staff	
03	The Security Guard will update Staff Movement Register at the time of in & Out.	Security Guard	Movement Register
Process Output		Updated employee attendance record, Salary statement, leave accounting	
Process Monitoring and Measurement		1) Timely Updation of attendance record 2) No. of errors in Attendance & leave record per month	



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ADMN/PR/14	PURCHASING	
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Objective	To define the process for Institute level Purchasing.
Input	Material Requisition, Stock Record.

Sr. No.	Process Flow	Responsibility	Documented Information
A	General Purchase		
01	Receive the requirement from the concern staff / Department for the Purchase of Material.	Storekeeper	Requirement list
02	Prepare proposal and submit to Management for approval.	Principal & Storekeeper	Proposal for purchasing
03	Call the Quotations from at least 2 / 3 Suppliers from list of approved suppliers	Storekeeper	List of Approved Suppliers Quotations
04	Prepare the comparative statement as per evaluation criteria. Material Purchasing Evaluation Criteria <ul style="list-style-type: none"> • Make • Cost • Tax • Delivery period • Warranty • Quantity • Specification • Quality • Location • Date of Manufacturing • Expiry Date • Delivery Terms & Cost (Transport – Cost) • Transit Loss Terms • Return Terms • Past Experience with suppliers (Quality, Quantity & Delivery) Outsource Service Evaluation Criteria <ul style="list-style-type: none"> • Technical Competency • Service Terms • Servicing Period • Service record • Response • Taxation & Costing • Location • Service Report • Actions Against non conformities/complaint • Past Experience of services 	Storekeeper	Comparative Statement



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ADMN/PR/14	PURCHASING	
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Sr. No.	Process Flow	Responsibility	Documented Information
05	The Supplier as per above criteria shall be treated as approved supplier who has awarded purchase order /Work order for respective Academic Year	Storekeeper	Approved Supplier list
06	Submit comparative statement as per above criteria take approval from higher Authorities	Storekeeper	Comparative Statement
07	Prepare the Purchase Order with information of Supplier, Material Ordered, Quantity, Cost, and expected delivery date and payment terms.	Storekeeper	Purchase Order / Work Order
08	In case of any advance amount to be released, prepare the cheque of that amount and get approved from Principal & Management.	Storekeeper & Accountant	Cheque
09	Issue the advance amount Cheque to Supplier.	Accountant	Cheque
10	Receive the material along with the challan and Invoice.	Storekeeper	Invoice / Challan
11	Verify the material for quantity and defects against the P. O.	Storekeeper	--
12	Update the Inward Register for the material received.	Storekeeper	Material Inward Register
13	Prepare verification and certification report and attach the supplier's bills and challans and submit it to Management for approval.	Principal & Storekeeper	Verification & Certification of Bill
14	After approval from Management Forward the Challan and Invoice to Accounts section for preparing cheque for the amount to be issued to supplier.	Accountant	Invoice / Challan
15	Issue the cheque to Supplier and take a sign of person receiving the cheque on voucher	Accountant	Voucher
B	College Level Purchase/ cash purchase		
01	Principal is authorized to make purchase up to amount of Rs. 5000/- as per the rules.	--	--
02	Receive the application and purchase from concerned as per purchase policy for the expenses to be done.	Conc. Staff	Purchase Requisition
03	Take approval for purchasing from Principal on Proposal.	Store Keeper	Proposal
04	Carry out the Purchase / expenses and take Bill for the expenses made.	Store Keeper	Bill
05	Submit the bills to accounts and reimburse the amount of expenses against voucher	Accountant	Bill
06	Submit the Bill and remaining amount (if any) to accounts section.	Store Keeper	Bill



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ADMN/PR/14	PURCHASING	
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Sr. No.	Process Flow	Responsibility	Documented Information
C	Re-evaluation & Performance Monitoring of external providers(Suppliers)		
1	Based on yearly purchasing or services offered monitor performance of supplier	Principal, Store Keeper	Supplier Performance monitoring Chart
2	Performance monitoring is based on For material:- quality, quantity & delivery For Services:- Terms as per contract, no. of services offered vs. delivered , response against non compliances.	Principal, Store Keeper	Supplier Performance monitoring Chart
3	If any supplier is found non performing as per above criteria then take suitable action or delete the supplier from the list	Principal, Store Keeper	Supplier Performance monitoring Chart
4	Update the list of approved supplier accordingly	Store Keeper	Approved Supplier list

Process Output	Received and verified material as per requirement
Process Monitoring and Measurement	<ul style="list-style-type: none"> Timely receipt of material Supplier performance monitoring



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ADMN/PR/15	STORES MANAGEMENT	
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Objective	To define the process for store and stock management.
Input	Purchased Material, Indent, stock records

Sr. No.	Process Flow	Responsibility	Documented Information
01	As per Inward register update the dead stock register and consumable stock register.	Store Keeper	Dead Stock Register Consumable Stock Register General Stock Register
02	Store the material in the stores at identified and designated location.	Store Keeper	--
03	For issue, receive the Indent from concern Staff for material required, as per stock available in stores	Store Keeper	Indent
04	Check for the availability of material in stock.	Store Keeper	Stock registers
05	Get it approved by the Principal.	Store Keeper	Stock registers
06	Issue the material to concern staff and update the respective Stock Register for the issue done.	Store Keeper	Stock registers
07	Take a received signature of the person receiving the material on the Indent & or register	Store Keeper	Indent Stock registers
08	Timely update the Stock Register for the receipts and issues of the material.	Store Keeper	Stock registers
09	At the end of Academic year verify the actual Material stock against the Book Stock.	Store Keeper	Stock Verification Report
10	In case of any variance, initiate necessary action.	Store Keeper	Corrective Action
11	Maintain record of daily material movement for material issued on returnable basis	Store Keeper	Daily Material movement register
12	If returnable material is not received initiate suitable action	Store Keeper	
13	receive breakages from various labs maintain list of breakage & submit to accounts section for further action	Store Keeper	Breakage List
14	In case of transfer of any material from stores to sister institutes then prepare transfer note take approved & Update respective store register	Principal, Store Keeper	Transfer Note



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ADMN/PR/15	STORES MANAGEMENT	
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15	Maintain record of material issued to students e.g. I- card, Apron, Uniform ect	Store Keeper	List of material issued to student
16	Submit proposal for Q.I.P. & other relevant documents to university	Principal, Research Committee, Academic Incharge, Store Keeper	Q.I.P. File
17	Follow purchase procedure after approval from university	Principal, Store Keeper	Q.I.P. File
18	Received the material, verify & maintain entries in stock Register.	Store Keeper	Q.I.P. File
19	After receipt of material submit documents to University	Principal, Research Committee, Academic Incharge, Store Keeper	Q.I.P. File

Process Output	Preservation and account of material in stock
Process Monitoring and Measurement	No of variance in the stock verification.



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ADMN/PR/15a	Preservation of chemicals.	
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Objective	To define the process for preservation, retesting and disposal of chemicals.
Input	Chemicals

Sr. No.	Process Flow	Responsibility	Documented Information
1	After receiving and checking, the chemicals should be put alphabetically on the shelves.	Store keeper	Stock record
2	Each stock chemical container should have a designated storage place, and it should be returned to that same location after each use.	Store keeper	Stock record
3	Inflammable and hazardous chemicals should be stored in a separate Corner.	Store keeper	List of hazardous chemicals
4	All the chemicals in the store must be labeled. Storage area should not be exposed to extremes of heat or sunlight and it should be well ventilated.	Store keeper	--
5	All the chemicals are tested for expiry at the time of stock verification.	Store keeper	Stock verification report
6	Expired chemicals are retested to decide whether to retain or dispose that respective chemical.	Store keeper, concerned subject in-charge.	Stock verification report
A) Procedure for chemical retesting and their disposal.			
1	Segregate the expired chemicals with under test label.	Store keeper	List of expired chemicals.
2	Check the individual chemical container wise for physical /chemical condition or stability- appearance, colour, odour, stickiness.	Store keeper, concerned subject in-charge.	List of expired chemicals.
3	Chemicals like vitamins, hormones or biological products are not liable for shelf life extension.	--	--
4	All approved chemicals are given fresh retest date depending upon its original shelf life period.	Store keeper, concerned subject in-	Label.



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		charge	
5	Fresh ACOP label with new retest date is to be placed on each container.	Store keeper	--
6	Ensure that the new retest date appears in the stock register and these chemicals are to be used first.	Store keeper	Stock register
7	All the retested chemicals should be used within two years.	subject in-charge	List of expired chemicals.
8	For their disposal, water soluble chemicals should be dissolved in substantial amount of water and drained-off.	Store keeper, concerned subject in-charge	List of expired chemicals.
9	Add sufficient quantity of detergent in Water insoluble (Lipid soluble) chemicals and then store overnight. On next day dissolve in substantial amount of water and then drained-off.	Store keeper, concerned subject in-charge	List of expired chemicals.
10	Organic solvents should be distilled and reused. The undistilled residue should be dissolved in substantial amount of water and then drained-off.	Store keeper, concerned subject in-charge	List of expired chemicals.

Output	: Preservation and account of chemicals in stock.
Process Monitoring & Measurement	: 1) Number of expired chemicals. 2) Expenses made against the Budget



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ADMN/PR/16	ACCOUNTS	
Rev. 00 Dt. 20.12.2017	Clause: 8.5	Page: 01 / 02

Objective	: To define the process for Budget preparation and college Accounts
Input	: Student Admission, Purchase

Sr. No.	Process Flow	Responsibility	Documented Information
A Salary Processing			
01	Prepare Monthly Salary Report for all employees	Accountant	Monthly Salary Report.
02	On the basis of Monthly Salary Report prepare Salary Sheet for each individual employee.	Accountant	Salary Register
03	Get the salary sheet approved from the Principal.	Accountant	Salary Register
04	After approval of Principal, prepare the Cheques for Salary, Profession Tax, EPF, TDS as applicable.	Accountant	Cheques TDS file
05	Send the salary sheet and Cheques to Principal and Management for approval.	Accountant	--
06	Get the cheques signed from Principal and Management.	Accountant	--
07	Deposit the Cheques to Bank Account.	Accountant	Bank Letter
B Budgeting			
01	Get the requirements from all the departments for preparing Budget.	Accountant	MOM
02	Discuss the requirements with concern Department and Principal, prepare the Draft Budget.	Accountant	Draft Budget
03	Get the Draft Budget reviewed from Principal	Accountant	Draft Budget
04	Put up the Draft Budget to Management for final approval.	Accountant	Draft Budget
05	After approval from Management, present the Budget in Budget Committee meeting.	Accountant	MOM
06	After approval from Budget committee, make the required expenses as per the budget.	Accountant	--
C Fee's Collection			
01	At the time of admission, receive the Fee's Demand Draft from admitting Student as per FRA norms.	Accountant	--
02	Handover the receipt of Fee's received to concern student.	Accountant	Fee Receipt
03	In case student is not able to pay full Fee's, take Letter from the student for request of paying the fee's in part, ensure full payment of fees as per instructions of Principal.	Accountant	Students Application File
04	Note the remark on the Letter for Fee's pending and due date of depositing the remaining fee.	Accountant	Fee receipt



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ADMN/PR/16	ACCOUNTS	
Rev. 00 Dt. 20.12.2017	Clause: 8.5	Page: 02 / 02

Sr. No.	Process Flow	Responsibility	Documented Information
D	Other Fees Collection		
01	Collect the Other Fee's through Demand Draft / Cash / RTGS from admitting Student on Account of Eligibility, Apron, I Card, Uniform, Journals etc. between Dec. to March.	Accountant	--
02	Handover the receipt of Fee's received to concern student.	Accountant	Fee Receipt
E	Accounts Finalization		
01	Update the accounts record time to time.	Accountant	--
02	Once in a year, Statutory Audit is conducted by Chartered Accountant.	Accountant	--
03	Report of the Statutory Audit is submitted to Management by the Chartered Accountant.	Accountant	Accounts Audit Report
04	In case of any queries raised during the Audit, take appropriate actions on the same as decided by the Management.	Accountant	Accounts Audit Report
05	After resolving queries, Balance Sheet Is prepared by Chartered Accountant.	Accountant	Balance Sheet
06	Review the Balance Sheet and get the authorization by Principal.	Accountant	Balance Sheet
07	After the authorization of Principal, forward the Balance sheet for approval and signature of Chartered Accountant and Management.	Accountant	Balance Sheet

Output	: Updated account statements
Process Monitoring & Measurement	: 1) No of queries in Statutory Audit 2) Expenses made against the Budget



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ADMN/PR/17	CONTROL OF OUTSOURCED SERVICES	
Rev. 00 Dt. 20.12.2017	Clause: 8.4	Page: 01 / 01

Objective	: To define the process for controlling the services which are outsourced.
Input	: Service providers

Sr. No.	Process Flow	Responsibility	Documented Information
01	Identify the activities in the College that has to be outsourced, such as Civil maintenance, Electrical / Hardware maintenance, maintenance, Pest Control, etc.	Store Keeper	--
02	Call the Quotations from at least three Suppliers providing the required service.	Store Keeper	Quotations
03	Prepare the comparative statement for work to be carried out, Rate, Tax, Contract period, etc	Store Keeper	Comparative Statement
04	Get approval from concerned Authorities of College	Store Keeper	--
05	Prepare the Work /Purchase Order / AMC with information of Supplier, Work to be carried out, Contract period, Rate, reporting and payment terms.	Store Keeper	Purchase Order / Work Order AMC
06	Monitor the work done by the service provider & Prepare AMC Monitoring Record.	Store Keeper	AMC Monitoring Record
07	If work is completed satisfactorily, authorize the work completion record of the service provider	Store Keeper	Verification & certification report
08	Release the payments of service provider against bills as per contractual terms or as per work order and follow purchase procedure for release of payments.	Accountant	Payment
09	Inform the concerned department for the completion of work suitably.	Store Keeper	Verbal

Output	Controlled and Monitored outsourced activities.
Process Monitoring & Measurement	Timely work done against the requirements.



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ADMN / PR / 18	INWARD / OUTWARD	
Rev.: 00 Date: 20.12.2017	Clause: 8.5	Page: 01 / 01

Objective	To maintain the inward and outward letters records
Input	Letters, various correspondence received from statutory agencies

Sr.No.	Activity	Responsibility	Documented Information
Inward			
01	Receive the letters, Put the inward stamp, allot inward number, and enter the details in inward register	Student Clerk	Inward Register
02	Forward it to the Principal and through Principal to respective authority.	Student Clerk	-
03	File the letter in the respective file based on the subject. OR handover the copy to concerned department / staff as per the marking by Principal.	Student Clerk	Inward File Concern Dept.
Outward			
01	Receive letters from concerned departments (2 sets – 1 to be dispatched and 2 – O.C.)	Student Clerk	-
02	Give outward number seal the letter in the envelop, put the address correctly on the envelop send the letter to Concerned agency. Enter the details in outward register also Attach the bill of postage expenses in outward register.	Student Clerk	Outward Register
03	File the O.C. in the respective file based on the subject.	Student Clerk	Outward File Concern Dept.

Output	Traceability of Inward and Outward correspondence
Process Monitoring and Measurement	<ol style="list-style-type: none"> 1. No of Letters without Inward Vs. outward number. 2. No. of letters submitted after due date



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ADMN/PR/19	HOUSEKEEPING AND SAFETY	
Rev. 00 Dt. 20.12.2017	Clause: 7.1.4	Page: 01 / 02

Objective	: To define the procedure to ensure cleanliness.
Input	: Infrastructure Facilities, Organization requirements

Sr. No.	Process Flow	Responsibility	Documented Information
A	Housekeeping		
01	Allocate the responsibilities to monitor housekeeping and hygiene in the department.	Principal	Notice
02	In class room ensure the following environment: a. Cleanliness b. Proper ventilation c. Proper illumination d. Comfortable Seating Arrangement	Attendants	--
03	In Laboratory, ensure the following – a. Cleanliness b. Proper ventilation c. Proper illumination d. Comfortable Seating Arrangement e. Fire Extinguisher f. First Aid Box	Lab In-charge, Attendants	--
04	Select the adequate type of fire extinguisher for the laboratories.	HOD & Technician	--
05	Ensure that these fire extinguishers are kept at proper location. Also ensure that each fire extinguisher is identified with its status i.e. refilling date and next due and identification label is visible.	Technician	--
06	Once in three months, ensure the status of the fire extinguisher and get the fire extinguisher refilled as required.	Technician	--
07	Laboratories and common passages are to be cleaned once in a day for both brooming and moping. Classrooms are to be swept at least once in a day.	Housekeeping Agency / Attendant	--
08	Supervise the work carried out by the housekeeping person. Verify the completion of the work done and sign on the housekeeping record. If found un-satisfactory, report to the supervisor and get the area cleaned.	Attendants & House keeping Department	Housekeeping Record
09	Once in a month check the above parameters of work environment.	Housekeeping Incharge / HOD & Staff	Housekeeping Audit
10	Inform to concern authority for necessary action in case of discrepancies.	--"--	Corrective action



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ADMN/PR/19	HOUSEKEEPING AND SAFETY	
Rev. 00 Dt. 20.12.2017	Clause: 7.1.4	Page: 02 / 02

B	Safety		
01	Prepare list of fire extinguishers – location wise and type wise	Store keeper	list of fire extinguishers
02	Get the extinguishers filled from authorized agencies and update the date of next refill on list of fire extinguishers	Store keeper	-
03	Ensure that filled date and next due date sticker is pasted on fire extinguisher	Store keeper	-

Output	Healthy work environment in College and safety is ensured
Process Monitoring & Measurement	Housekeeping Nonconformities in the Audit. Nonavailability of fire extinguishers in case of fire



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ACAD/PR/20	INFRASTRUCTURE MAINTENANCE	
Rev. 00 Dt. 20.12.2017	Clause: 7.1.3 / 8.5.1	Page: 01 / 01

Objective	: To ensure the infrastructure i.e building, workplace, equipment, instruments are always maintained and in working condition for safe and smooth delivery of teaching learning process.
Input	List of equipments, building, AMC, maintenance agencies, etc.

Sr. No.	Process Flow	Responsibility	Documented Information
01	Receive written breakdown complaint of civil, electrical, plumbing, equipment, teaching aids from concerned staff.	Storekeeper & maintenance	Maintenance complaint Register
02	See the nature of problem and try to rectify the problem internally.	Storekeeper & maintenance	--"--
03	If not rectified internally call external agency from list of approved supplier for maintenance.	Storekeeper & maintenance	Maintenance complaint Register
04	Finalize the agency as per purchase procedure and outsource service provider procedure	Storekeeper & maintenance	Purchase documents, quotations, vouchers etc
05	Get the problem rectified. Ensure that the problem is rectified and facility / equipment is in working condition.	Storekeeper & maintenance, Outsourced agency	Maintenance complaint Register
06	If the facility / equipment cannot be repaired, then submit the report to Management for scrap or purchase of new equipment / facility.	Principal, Storekeeper & maintenance	Proposal
07	In case of new purchase / scrap update dead stock register as applicable.	Storekeeper & maintenance	Dead Stock Register
08	Handover the facility / equipment to concerned user and take satisfactory remark on maintenance register from user.	Storekeeper & maintenance	Maintenance complaint Register
09	At the end of the month calculate the data as defined below for process monitoring and measurement.	Storekeeper & maintenance	Maintenance complaint Register

Output	Maintenance of infrastructure to ensure smooth delivery of teaching learning
Process Monitoring & Measurement	<ul style="list-style-type: none"> • number of breakdowns, • repeated / recurring failures and • non availability of equipment / facility for use in number of hours



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ACAD/PR/21	COMMUNICATION	
Rev. 00 Dt. 20.12.2017	Clause: 7.4	Page: 01 / 01

Objective	: To communicate with staff and students through various notices.
Input	Reason of Notice, University & Statutory Body Circulars, Local Committee Decision.

Sr. No.	Process Flow	Responsibility	Documented Information
A Staff Communications			
01	Prepare Notice regarding Holidays, Exam, University Submissions or any other relevant issue etc.	Principal	Notice
02	Keep the Notice in muster and obtain sign. of concern staff on register.	Clerk	Notice File & Register
03	If any staff is absent ensure communication through other media.	Clerk	--
B Student Communications			
01	Prepare Notice regarding Holidays, Exam, University Submissions or any other relevant issue etc.	Principal	Notice
02	Keep the Notice on Notice Board.	Clerk	Notice File & Register
03	If any student is absent ensure communication through other media.	Teaching Staff	--

Output	Timely communication to Staff and Students.
Process Monitoring & Measurement	<ul style="list-style-type: none"> No. of incidences of communication not done in time.



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ADMN/PR/22	PERFORMANCE APPRAISAL	
Rev. 00 Dt. 20.12.2017	Ref. Clause: 7.1.2	Page: 01 / 01

Objective	This procedure describes the steps followed to measure staff performance.
Input	List of staff, previous data, filled confidential report, work load

Sr. No	Activity	Responsibility	Record / Document
01	At the end of academic year i.e. in April every year, handover Appraisal forms to all staff members.	Principal	Confidential Report Format
02	Fill up the required information in the form, and submit duly filled form to the Principal in the month of May every year.	Staff Members	Confidential Report Format
03	Review the information furnished by the individual, give recommendations. And put individual remarks of the observations made during academic year.	CEO / Principal	Confidential Report Format
04	Put all the forms to management for further action in the month of May every year.	Principal	--
05	Review the performance and recommendations by the Management / CEO / Principal and decide on incentive / increment i.e. in the month of June every year.	CEO / Principal	Office Order
06	Communicate the incentive / increment and other performance details to concerned staff members in the month of July every year.	Principal	---

Output	Overall Assessment of all staff through performance appraisal method.
Performance Measurement	Number of staff not eligible in performance appraisal.



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ADMN/PR/23	FORMATION AND MANAGEMENT OF COMMITTEES	
Rev. 00 Dt. 19.06.17	Reference Clause: 8.5.1	Page: 01 / 01

Objective	To monitor and management of various activities of school
Input	List of the Committee, List of the members as per the committee, work instruction of the Committee, Guidelines for Committee.

Sr. No.	Activity	Responsibility	Documented Information
A	Various Committees		
01	At the beginning of an Academic year, formulate the committees as per the recommendation of the Principal.	Principal	List of committees
02	Appoint the Member Secretary of the committee.	Principal	-
03	Formulate work instruction for the committee.	Committee	-
04	Allocation of duties to the members of the committee.	Committee	-
05	Decide number of activities to be conducted in academic year.	Committee	-
06	Conduction of the work as per the work instruction and maintain evidences of the committee activities.	Member Secretary of Committee	Committee wise record & Minutes

Output	To manage the function of the college with help of a dedicated Committee
Process Monitoring & Measurement	Number of activities planned Vs. activities completed.



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ADMN/ANEX/A	LIST OF DOCUMENTED INFORMATION - ADMINISTRATION
Rev. 00 Dt. 20.12.2017	Ref. Clause: 7.5

ADMINISTRATION

DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
ADMN/DI/01	Documented Information on Risks and Opportunities	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED

ADMISSION

DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
ADMN/ADM/DI/01	ADMISSION CIRCULAR FILE : COURSEWISE	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/ADM/DI/02	COLLEGE BROCHURE & WEBSITE FILE	0	20.12.2017	HARD COPY	ALL	O.S./ STORE	BROCHUER COMMITTEE	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/ADM/DI/02-01	COLLEGE BROCHURE										
ADMN/ADM/DI/03	ADMISSION FORM COURSEWISE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/ADM/DI/03-01	ADMISSION FORM- B.PHARM										
ADMN/ADM/DI/03-02	ADMISSION FORM- M.PHARM										
ADMN/ADM/DI/03-03	ADMISSION FORM- B.PHARM II/III/IV & M.PHARM II YEAR										



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ADMN/ADM/DI/03-04	ELIGIBILITY FORM –F.Y. B.PHARM / D.II. YEAR B.PHARM / F.Y.M.PHARM										
ADMN/ADM/DI/04	ADMISSION REGISTER – COURSE WISE										
ADMN/ADM/DI/04-01	ADMISSION REGISTER- F.Y.B.PHARM										
ADMN/ADM/DI/04-02	ADMISSION REGISTER- D.II.YR. B.PHARM	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ADM/DI/04-03	ADMISSION REGISTER - M.PHARM [PH]										
ADMN/ADM/DI/04-04	ADMISSION REGISTER - M.PHARM[QAT]										
ADMN/ADM/DI/04-05	ADMISSION STATISTICS B.PHARM & M.PHARM										
ADMN/ADM/DI/05	GENERAL REGISTER – COURSE WISE										
ADMN/ADM/DI/05-01	GENERAL REGISTER – B.PHARM	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ADM/DI/05-02	GENERAL REGISTER – M.PHARM [PH]										
ADMN/ADM/DI/05-03	GENERAL REGISTER – M.PHARM[QAT]										
ADMN/ADM/DI/06	LC – HSC / D.PHARM / B.PHARM										
ADMN/ADM/DI/06-01	HSC LEAVING CERTIFICATE - F.Y. B.PHARM	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ADM/DI/06-02	D.PHARM LEAVING CERTIFICATE -D.II.Y. B.PHARM										



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ADMN/ADM/DI/06-03	B.PHARM LEAVING CERTIFICATE - F.Y. M.PHARM PHARMACEUTICS										
ADMN/ADM/DI/06-04	B.PHARM LEAVING CERTIFICATE - F.Y. M.PHARM Q.A.T.										
ADMN/ADM/DI/07	LC / TC - COURSEWISE										
ADMN/ADM/DI/07-01	LEAVING CERTIFICATE – B. PHARM										
ADMN/ADM/DI/07-02	TRANSFERENCE CERTIFICATE – M. PHARM [PHARMACEUTICS]	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ADM/DI/07-03	TRANSFERENCE CERTIFICATE – B. PHARM [Q.A.T.]										
ADMN/ADM/DI/08	DTE ADMISSION APPROVAL FILE – COURSEWISE										
ADMN/ADM/DI/08-01	F.Y.B.PHARM										
ADMN/ADM/DI/08-02	DIRECT II YEAR B.PHARM	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ADM/DI/08-03	F.Y.M.PHARM										
ADMN/ADM/DI/09	ARA ADMISSION APPROVAL FILE – COURSEWISE										
ADMN/ADM/DI/09-01	F.Y.B.PHARM										
ADMN/ADM/DI/09-02	DIRECT II YEAR B.PHARM	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ADM/DI/09-03	F.Y.M.PHARM										
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AFFILIATION / APPROVALS



DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETE NTI ON PERIOD	DISPOS AL METHC D
ADMN/AFI/DI/01	LIST OF AFFILIATIONS	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/AFI/DI/02	AFFILIATION FILE OF NMU	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/AFI/DI/03	APPROVAL FILE OF AICTE	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/AFI/DI/04	AFFILIATION FILE OF PCI	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/AFI/DI/05	APPROVALS FILE OF DTE / STATE GOVT.	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/AFI/DI/06	APPROVAL FILE STAFF -NMU	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/AFI/DI/07	AFFILIATION PROPOSAL FILE OF NMU	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/AFI/DI/08	APPROVAL PROPOSAL FILE OF AICTE	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/AFI/DI/09	AFFILIATION PROPOSAL FILE OF PCI	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/AFI/DI/10	INSPECTION FILE	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/AFI/DI/10-01	INSPECTION FILE -NMU										



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ADMN/AFI/DI/10-02	INSPECTION FILE -DTE										
ADMN/AFI/DI/10-03	INSPECTION FILE -PCI										
ADMN/AFI/DI/10 -04	INSPECTION FILE -AICTE										
ADMN/AFI/DI/11	COMPLIANCE REPORT FILE										
ADMN/AFI/DI/11-01	COMPLIANCE REPORT FILE -NMU										
ADMN/AFI/DI/11-02	COMPLIANCE REPORT FILE -DTE	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/AFI/DI/11-03	COMPLIANCE REPORT FILE -PCI										
ADMN/AFI/DI/11-04	COMPLIANCE REPORT FILE - AICTE										
ADMN/AFI/DI/12	NAAC ACCREDITATION	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/AFI/DI/13	NBA ACCREDITATION	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/AFI/DI/14	ISO-9001-2015	0	20.12.2017	HARD COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
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STAFF											
DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
ADMN/STAFF/DI/01	STAFF REQUIREMENT CHART	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	PRINCIPAL	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/02	COMPETENCY MATRIX	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	PRINCIPAL	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/03	ROASTER – COURSEWISE	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/STAFF/DI/03-01	ROASTER - B.PHARM TEACHING STAFF										
ADMN/STAFF/DI/03-02	ROASTER- M. PHARM TEACHING STAFF										
ADMN/STAFF/DI/03-03	ROASTER - DIVYANG TEACHING STAFF										
ADMN/STAFF/DI/04	STAFF SELECTION FILE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/05	LOCAL STAFF SELECTION FILE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/05-01	LOCAL STAFF SELECTION FILE - INSTITUTE LEVEL	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/05-02	LOCAL STAFF SELECTION COMMITTEE REPORT - INSTITUTE LEVEL	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/06	STAFF MUSTER COURSE WISE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-



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ADMN/STAFF/DI/06-01	MUSTER TEACHING STAFF – B.PHARM										
ADMN/STAFF/DI/06-02	MUSTER TEACHING STAFF – M.PHARM [PHARMACEUTICS]										
ADMN/STAFF/DI/06-03	MUSTER TEACHING STAFF – M.PHARM [Q.A.T.]										
ADMN/STAFF/DI/06-04	MUSTER NON- TEACHING STAFF – B.PHARM & M.PHARM										
ADMN/STAFF/DI/06-05	RECORD OF LATE REPORTING REGISTER										
ADMN/STAFF/DI/06-06	EXTRA DUTY REGISTER										
ADMN/STAFF/DI/07	LEAVE FORM										
ADMN/STAFF/DI/07-01	LEAVE FORM– TEACHING STAFF	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/07-02	LEAVE FORM– NON TEACHING STAFF										
ADMN/STAFF/DI/08	LEAVE REGISTER										
ADMN/STAFF/DI/08-01	LEAVE REGISTER – TEACHING STAFF	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/STAFF/DI/08-02	LEAVE REGISTER – NON TEACHING STAFF										
ADMN/STAFF/DI/09	STAFF FILES	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/STAFF/DI/10	CR FILE	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	PRINCIPAL	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC



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ADMN/STAFF/DI/11	TRAINING CALENDAR	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	PRINCIPAL	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/12	TRAINING RECORD	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	PRINCIPAL	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/13	STAFF GENERAL APPLICATION FILE	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/14	STAFF GATE PASS FILE	0	20.12.2017	HARD COPY	ALL	CLERK	HOD	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STAFF/DI/14-01	STAFF - MOVEMENT REGISTER										
ADMN/STAFF/DI/15	LIST OF FACULTY	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
Continue....											



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LETTER CORRESPONDENCE



DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
ADMN/COR/DI/01	INWARD REGISTER – OFFICE	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/02	OUTWARD REGISTER - OFFICE	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03	INWARD FILES	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-01	GENERAL - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-02	DTE - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-03	RDTE - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-04	GR - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-05	AICTE - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-06	PCI - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-07	ARA - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-08	FRA - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC



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ADMN/COR/DI/03-09	AISHE - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-10	SPSU ACD.SEC. - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-11	SPSU BCUD SEC -INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-12	SPSU PRORATA / ELIGIBIITY /SPORTS / HEALTH SEC. - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-13	SPSU FINANCE SEC. - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-14	SPSU RESERVATION SEC.- INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-15	SPSU PLANING & DEVELOPMENT SEC. - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-16	SPSU STUDENT WELFARE BOARD SEC.- INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-17	SPSU CHANCELLOR - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-18	NMU EMPLOYMENT & SELF EMPLOYMENT OFFICE - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-19	NSS - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-20	GRAMPANCHAYAT / TAHSIL OFFICE -INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-21	SAMAJ KALYAN OFFICE- INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC



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ADMN/COR/DI/03-22	EMPLOYMENT OFFICE MAHA. GOVT. OFFICE - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-23	RTI - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-24	TRAINING & PLACEMENT - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-25	ANIMAL HOUSE INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-26	ASSO. OF UNITED PRIVATE PHARMACY COLLEGE - INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-27	TRUST LETTES -INWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-28	BANK - INWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-29	PF - INWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-30	SCHOLARSHIP SAMAJ KALYAN OFFICE - INWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-31	SCHOLARSHIP TRIBAL OFFICE - INWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-32	SCHOLARSHIP EBC DTE OFFICE- INWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-33	SCHOLARSHIP MINORITY DTE OFFICE- INWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/03-34	SCHOLARSHIP M.PHARM GPAT AICTE OFFICE- INWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC



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ADMN/COR/DI/04	OUTWARD FILES	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-01	GENERAL - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-02	DTE- OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-03	RDTE- OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-04	GR- OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-05	AICTE- OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-06	PCI FILE – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-07	ARA- OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-08	FRA- OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-09	AISHE- OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-10	SPSU ACD.SEC. – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-11	SPSU BCUD SEC. – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-12	SPSU PRORATA / ELIGIBILITY /SPORTS / HEALTH SEC. – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC



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ADMN/COR/DI/04-13	SPSU FINANCE SEC. FILE – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-14	SPSU RESERVATION SEC. – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-15	SPSU PLANING & DEVELOPMENT SEC. – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-16	SPSU STUDENT WELFARE BOARD SEC. – OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-17	SPSU CHANCELLOR– OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-18	NMU EMPLOYMENT & SELF EMPLOYMENT OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-19	NSS - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-20	GRAMPANCHAYAT / TAHSIL OFFICE -OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-21	SAMAJ KALYAN OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-22	EMPLOYMENT OFFICE MAHA. GOVT. OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-23	RTI - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-24	TRAINING & PLACEMENT - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-25	ANIMAL HOUSE -OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC



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ADMN/COR/DI/04-26	ASSO. OF UNITED PRIVATE PHARMACY COLLEGE - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-27	TRUST LETTES - OUTWARD	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-28	BANK - OUTWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-29	PF - OUTWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-30	SCHOLARSHIP SAMAJ KALYAN OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-31	SCHOLARSHIP TRIBAL OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-32	SCHOLARSHIP EBC DTE OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-33	SCHOLARSHIP MINORITY DTE OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/COR/DI/04-34	SCHOLARSHIP M.PHARM GPAT AICTE OFFICE - OUTWARD	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
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GENERAL FILES



DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
ADMN/GEN/DI/01	TRUST ORIGINAL DOC. FILE	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	PRINCIPAL	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/GEN/DI/02	BUILDING DOC. FILE	0	20.12.2017	HARD COPY	ALL	PRINCIPAL	PRINCIPAL	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/GEN/DI/03	GOVERNING BODY FILE & MINUTES	0	20.12.2017	HARD COPY	ALL	MEMBER SECRETARY	MEMBER SECRETARY	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/GEN/DI/04	LMC FILE & MINUTES	0	20.12.2017	HARD COPY	ALL	MEMBER SECRETARY	MEMBER SECRETARY	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/GEN/DI/05	COLLEGE DEVELOPMENT COMMITTEE FILE & MINUTES	0	20.12.2017	HARD COPY	ALL	MEMBER SECRETARY	MEMBER SECRETARY	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/GEN/DI/06	UNDERTAKING / MOU/ AFFIDAVITS FILE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/GEN/DI/07	ADVERTISEMENT & NEWS FILE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/GEN/DI/08	STUDENT NOTICE FILE	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
ADMN/GEN/DI/08-01	RECORD OF NOTICES DISPLAYED ON THE NOTICE BOARD										
ADMN/GEN/DI/09	STAFF NOTICE FILE	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED



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ADMN/GEN/DI/09-01	OFFICE CIRCULARS / NOTICES REGISTER										
ADMN/GEN/DI/10	MONTHLY REPORT & PROPOSAL FILE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/GEN/DI/11	PHOTO COPY / PRINT REGISTER	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/GEN/DI/12	TELEPHONE CALL REGISTER	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/GEN/DI/13	ADMIN. CALENDER	0	20.12.2017	SOFT COPY	ALL	O.S.	O.S.	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
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STUDENT											
DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
ADMN/STUD/DI/01	CERTIFICATE ISSUE REGISTER	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STUD/DI/02	STUDENT APPLICATION FILE	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STUD/DI/03	PARENT COMMUNICATION REGISTER	0	20.12.2017	HARD COPY	ALL	CLERK	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/STUD/DI/04	STUDENTS ORIGINAL DOCUMENT ISSUE REGISTER	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/STUD/DI/05	STUDENTS ORIGINAL DOCUMENTS FILE	0	20.12.2017	HARD COPY	ALL	O.S.	CLERK	PRINCIPAL	PRINCIPAL	4 YEARS	RETUR N TO STUDE NT
ADMN/STUD/DI/05-01	STUDENTS ORIGINAL DOCUMENTS FILE - F.Y.B.PHARM										
ADMN/STUD/DI/05-02	STUDENTS ORIGINAL DOCUMENTS FILE - D.II.Y.B.PHARM										
ADMN/STUD/DI/05-03	STUDENTS ORIGINAL DOCUMENTS FILE - F.Y.M.PHARM PHARMACEUTICS										
ADMN/STUD/DI/05-04	STUDENTS ORIGINAL DOCUMENTS FILE - F.Y.M. PHARM Q.A.T.										
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EXAM



DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETE NTI ON PERIOD	DISPOS AL METHC D
ADMN/EXAM/DI/01	CLEARANCE FORM	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	6 MONTH S	SHREC
ADMN/EXAM/DI/02	EXAMINATION FORM FILE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/EXAM/DI/03	EXAM REMUNERATION BILL FILE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	CLERK	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/EXAM/DI/03-01	EXAM REMUNERATION BILL REGISTER										
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ACCOUNT											
DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
ADMN/ACC/DI/01	VOUCHER FILE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/ACC/DI/01-01	VOUCHER FILE- B.PHARM CASH										
ADMN/ACC/DI/01-02	VOUCHER FILE – B. PHARM BANK										
ADMN/ACC/DI/01-03	VOUCHER FILE - M. PHARM CASH										
ADMN/ACC/DI/01-04	VOUCHER FILE – M. PHARM BANK										
ADMN/ACC/DI/02	RECEIPT FILE / REGISTER	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/ACC/DI/03	FORM 16 / TAX FILE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/ACC/DI/04	CHEQUE REGISTER	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/ACC/DI/05	SALARY REGISTER COURSE WISE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ACC/DI/05-01	SALARY REGISTER TEACHING STAFF B.PHARM										



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ADMN/ACC/DI/05-02	SALARY REGISTER TEACHING STAFF M.PHARM [PHARMACEUTICS]										
ADMN/ACC/DI/05-03	SALARY REGISTER TEACHING STAFF M.PHARM [Q.A.T]										
ADMN/ACC/DI/05-04	SALARY REGISTER NON-TEACHING STAFF B.PHARM										
ADMN/ACC/DI/05-05	SALARY REGISTER NON-TEACHING STAFF M.PHARM										
ADMN/ACC/DI/06	AUDIT REPORT FILE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	LIFE TIME	-
ADMN/ACC/DI/07	FRA FEES PROPOSAL FILE COURSE WISE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/ACC/DI/08	TALLY REPORT REGISTER	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/ACC/DI/09	PASSBOOK FILE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
ADMN/ACC/DI/10	BUDGET FILE	0	20.12.2017	HARD COPY	ALL	ACCOUNTANT	ACCOUNTANT	PRINCIPAL	PRINCIPAL	5 YEARS	SHREC
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STORE

DI NO.	TITLE	REV NO.	DT	MEDIA	ACCE SS	STORAGE PLACE	PREPARED BY	REVIEWED BY	APPROVED BY	RETENTI ON PERIOD	DISPOS AL METHC D
STR/DI/001	PURCHASE CHEMICALS & GLASSWARE FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/001-1	PURCHASE CHEMICALS & GLASSWARE FILE, B. PHARM										
STR/DI/001-2	PURCHASE CHEMICALS & GLASSWARE FILE M. PHARM										
STR/DI/002	PURCHASE EQUIPMENT FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/002-1	PURCHASE EQUIPMENT FILE B. PHARM										
STR/DI/002-2	PURCHASE EQUIPMENT FILE M. PHARM										
STR/DI/003	PURCHASE FURNITURE FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/003 -1	PURCHASE FURNITURE FILE B. PHARM										
STR/DI/003- 2	PURCHASE FURNITURE FILE M. PHARM										
STR/DI/004	PURCHASE GENRAL/OTHER FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED



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STR/DI/005	PURCHASE MAINTENANCE FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/006	PURCHASE COMPUTER FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/006 - 1	PURCHASE COMPUTER FILE B. PHARM										
STR/DI/006 - 2	PURCHASE COMPUTER FILE M. PHARM										
STR/DI/007	PURCHASE ELECTRIC FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/008	BREAKAGE LIST FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/008 - 1	BREAKAGE LIST FILE B. PHARM										
STR/DI/008 - 2	BREAKAGE LIST FILE M. PHARM										
STR/DI/009	PROPOSAL FOR PURCHASING (p`stava p`p~)	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/010	NOTICE FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/011	PURCHASE STATIONARY FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/012	QUOTATION FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/013	APPLICALTION FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHRED



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STR/DI/014	INDENT FILE B. PHARM	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHRED
STR/DI/014 -1	INDENT FILE B. PHARM FIRST YEAR										
STR/DI/014 -2	INDENT FILE B. PHARM, SECOND YEAR										
STR/DI/014 -3	INDENT FILE B. PHARM, THIRD YEAR										
STR/DI/014 -4	INDENT FILE B. PHARM, FINAL YEAR										
STR/DI/014 -5	INDENT FILE B. PHARM, OTHER DEPARTMENT										
STR/DI/015	INDENT FILE M. PHARM	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHRED
STR/DI/015 -1	INDENT FILE M. PHARM										
STR/DI/015- 2	INDENT FILE M. PHARM										
STR/DI/016	STUDENT LOCKER LIST FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/017	REQUIRMENT LIST FILE B. PHARM	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/018	QIP DOCUMENT FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEARS	SHRED
STR/DI/019	STOCK VERIFICATION REPORT	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHRED



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STR/DI/020	ASSET REGISTER A- FURNITURE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/021	MAINTANANCE REGISTERE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/022	DOCUMENT OUTWARD REGISTER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/023	DOCUMENT INWARD REGISTER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/024	DAILY MATERIAL MOVEMENT REGISTER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/025	ASSET REGISTER -E- LOG	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/026	ASSET REGISTER- D- QIP	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/027	GENERAL STOCK REGISTER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/028	ASSET REGISTER- C- COMPUTER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/029	ASSET REGISTER- B EQUIPMENT -1	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/029	ASSET REGISTER- B EQUIPMENT -2	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/030	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/030-1	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-2	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										



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STR/DI/030-3	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-4	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-5	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-6	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-7	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-8	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-9	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/030-10	CONSUMABLE STOCK REGISTER B. PHARM CHEMICALS										
STR/DI/031	CONSUMABLE STOCK REGISTER B. PHARM GLASSWARE										
STR/DI/031- 1	CONSUMABLE STOCK REGISTER B. PHARM GLASSWARE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED
STR/DI/031- 2	CONSUMABLE STOCK REGISTER B. PHARM GLASSWARE										
STR/DI/032	CONSUMABLE STOCK REGISTER M. PHARM CHEMICALS										
STR/DI/032-1	CONSUMABLE STOCK REGISTER M. PHARM CHEMICALS	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHRED



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STR/DI/032-2	CONSUMABLE STOCK REGISTER M. PHARM CHEMICALS											
STR/DI/032-3	CONSUMABLE STOCK REGISTER M. PHARM CHEMICALS											
STR/DI/033	CONSUMABLE STOCK REGISTER M. PHARM GLASSWARE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHREC	
STR/DI/034	MATERIAL INWARD INSPECTION REGISTER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHREC	
STR/DI/035	GENERAL COMPLIANT REGISTER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHREC	
STR/DI/036	AMC MONITORING RECORD	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC	
STR/DI/037	VERIFICATION & CERTIFICATION OF BILL	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME	SHREC	
STR/DI/038	COMPARATIVE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC	
STR/DI/039	INDENT	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC	
STR/DI/040	PRASTAV FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC	
STR/DI/041	PURCHASE ORDER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC	
STR/DI/042	PURCHASE REQUISITION	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC	
STR/DI/043	GATE PASS	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC	



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STR/DI/044	GATE PASS FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	2 YEARS	SHREC
STR/DI/045	TRANSFER NOTE FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	LIFETIME
STR/DI/046	DELIVERY CHALLAN FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/047	GENERAL REQUIREMENT FORM FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/048	GENERAL REQUIREMENT FORM	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/049	REQUIREMENT LIST FILE M. PHARM	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/050	FIRE EXTINGUISHER FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/051	AMC MONITORING RECORD FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/052	STOCK VERIFICATION REPORT FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/053	LIST OF FIRE EXTINGUISHER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/054	STUDENT MATERIAL ISSUE LIST	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/055	TRANSFER NOTE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/056	REQUIREMENT B. PHARM	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC



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STR/DI/057	REQUIREMENT M. PHARM	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/058	BREAKAGE LIST	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/059	PURCHASE ORDER FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/060	STUDENT MATERIAL ISSUE FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	5 YEAR	SHREC
STR/DI/061	SUPPLIER PERFORMANCE LIST	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	3 YEAR	SHREC
STR/DI/062	LIST OF APPROVED SUPPLIER	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	3 YEAR	SHREC
STR/DI/063	LIST OF APPROVED SUPPLIER / SUPPLIER PERFORMANCE LIST FILE	00	19.06.17	HARD COPY	ALL	STORE KEEPER	STORE KEEPER	PRINCIPAL	PRINCIPAL	3 YEAR	SHREC
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ANEX/B	REVISION SHEET	
Rev.: 00, Date: 20.12.2017	Clause: 7.5	Page: 01 / 01

Document no.	Rev.	Date	Nature of Change	Approved By
All	00	20.12.2017	Original Issue	Principal



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ANEX/C	APPROVAL NOTE	
Rev.: 00 Date: 20.12.2017	Clause: 7.5	Page: 01 / 01

ALL THE PROCEDURES IN THIS MANUAL ARE		
PREPARED BY: O.S.	REVIEWED & APPROVED BY: Principal	Issued By QMS Coordinator