

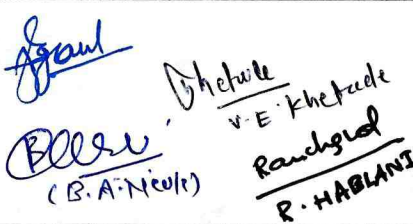
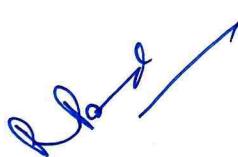

**SHRI RAMDEOBABA COLLEGE OF
ENGINEERING AND MANAGEMENT**

**PROCESS
MANUAL**

**DEAN
ACADEMICS**

DEAN_ACAD/A	INDEX OF WORK PROCEDURE	Page: 01 / 01
REF. Clause: 4.4, 7.5.2		ISS. No.: 01, Rev. No.: 01
		Dt.: 11/01/2019

Process No.	Title	ISS. No./ Rev. No.	Date	Clause	Page
DEAN_ACAD/A	Index of Work Procedures	01/00	01/01/2018	4.4, 7.5.2	01
DEAN_ACAD/B	Revision Sheet	01/00	01/01/2018	7.5.2	02
DEAN_ACAD/C	List of Documents and Evidences	01/00	01/01/2018	7.5.3	03
DEAN_ACAD/D	Organization Structure	01/00	01/01/2018	5.3	04
DEAN_ACAD/E	Responsibility and Authority	01/00	01/01/2018	5.3	05
DEAN_ACAD/F	Quality Objectives	01/01	11/01/2019	6.2.1, 6.2.2	06
DEAN_ACAD/PR/01	Internal Audit and Corrective Action	01/00	01/01/2018	9.2, 10.2, 10.3	07
DEAN_ACAD/PR/02	Processes	01/00	01/01/2018	4.4, 8.1	08

ALL THE SECTIONS IN THE MANUAL DEAN_ACAD / A TO DEAN_ACAD / PR/ 02 ARE		
		
<p>Prepared by Dean Academics Dr. Vivek Khetade Dr. Bhumika Neole Dr. Ramchand Hablani</p>	<p>Reviewed and Approved by Principal</p>	<p>Issued by MR</p>

DEAN_ACAD/B	REVISION SHEET	Page: 01 / 01
REF. Clause: 7.5.2		Iss. No. 01, Rev. No.: 00 Dt.: 01/01/2018

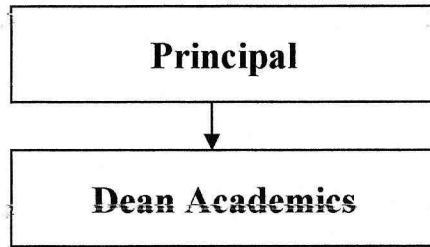
Process No.	ISS. No.	Rev. No.	Date of Revision	Nature of Change	Approved By
All	00	00	01/07/2016	Original Issue	Principal
All	01	00	01/01/2018	Revised Standard Issue	Principal

DEAN ACAD/C	LIST OF DOCUMENTS AND EVIDENCES	Page: 01 / 01
REF. Clause: 7.5.1		Iss. No. 01, Rev. No.: 00 Dt.: 01/01/2018

Doc. No.	Reference Clause	Title	Master Copy Holder	Controlled Copy holder
--		Process Manual	MR	Dean Academics
--		Quality Manual	MR	Dean Academics
DEAN-ACAD-01	8.1	Ordinances/Regulations UG/PG /MBA Integrated	Dean Academics	All HODs
DEAN-ACAD-02	8.1	Scheme/ Syllabus UG/ PG/ MBA Integrated	Dean Academics	All HODs
DEAN-ACAD-03	8.1	Academic Council – Constitution & Meeting Details	Dean Academics	---
DEAN-ACAD-04	8.1	BOS - Constitution & Meeting Details	Dean Academics	HOD
DEAN-ACAD-05	8.1	Innovative Practices in Teaching-Learning Process	HOD	Dean Academics
DEAN-ACAD-06	8.1	Quality Improvement Through Curriculum Development	Dean Academics	All HODs
DEAN-ACAD-07	8.1	Curriculum Components	Dean Academics	All HODs
DEAN-ACAD-08	8.1	Academic Calendar	Dean Academics	All Faculties
DEAN-ACAD-09	8.1	Class Time Table	HOD	Dean Academics
DEAN-ACAD-10	8.1	Time Table for T1/T2/T3	HOD	Dean Academics
DEAN-ACAD-11	8.1	Time Table Remedial Classes	HOD	Dean Academics
DEAN-ACAD-12	9.1.2	Parent Teacher Meeting Record	HOD	Dean Academics
DEAN-ACAD-13	9.1.3	Result Analysis	HOD	Dean Academics
DEAN-ACAD-14	9.1.3	Student Feedback Analysis	HOD	Dean Academics
DEAN-ACAD-15	9.1.3	Feedback Report Alumni/ Employer meet	HOD	Dean Academics
DEAN-ACAD-16	9.1.1	Monitoring of Students Attendance	HOD	Dean Academics
DEAN-ACAD-17	9.1.1	Course Completion Record	HOD	Dean Academics
DEAN-ACAD-18	9.1.3	Detention List	HOD	Dean Academics
DEAN-ACAD-19	7.5.2	Academic Council – Minutes of Meeting	Dean Academics	All HODs
DEAN-ACAD-20	8.2.1	Open Electives Offered – List of Open Electives Offered	Dean Academics	All HODs
DEAN-ACAD-21	9.1.3	Readmission cases	Dean Academics	Dean Admissions
DEAN-ACAD-22	9.1.2	Student Grievances	Dean Academics	----
DEAN-ACAD-23	6.2.1, 6.2.2	Quality Objectives	Dean Academics	----
DEAN-ACAD-24	9.2, 10.2, 10.3	Internal Audit Record	MR	Dean Academics

Record Disposal: Dispose of the records by burning after the retention period (5 years) is over.

DEAN_ACAD/D	Organizational Structure	Page: 01 / 01
REF. Clause: 5.3		Iss. No. 01, Rev. No.: 00 Dt.: 01/01/2018



DEAN_ACAD / E	RESPONSIBILITY AND AUTHORITY	Page: 01 / 01
REF. Clause: 5.3		Iss. No. 01, Rev. No.: 00 Dt.: 01/01/2018

Responsibilities of Dean Academics

01.	To schedule and organize Academic Council meetings.
02.	To schedule Board of Studies meetings to be organized by respective boards
03.	To print and publish Ordinances/ Regulations.
04.	To print and publish Scheme and Syllabus Books.
05.	To prepare Academic Calendars for all the programs.
06.	To ensure adherence to Academic schedule and regulations.
07.	To monitor the attendance of the students.
08.	To monitor syllabus coverage.
09.	To organize allotment of Open electives.
10.	To analyze student feedback regarding institute/ department/ faculty.
11.	To keep track of innovative practices in teaching and learning adopted by the departments.
12.	To keep track of quality improvement through curriculum development.
13.	To initiate/execute academic reforms.
14.	To handle academic grievances of the students.
15.	To implement detention policy.
16.	To deal with cases of readmission.

DEAN_ACAD / F	QUALITY OBJECTIVES	Page: 01 / 01
REF. Clause: 6.2.1, 6.2.2		Iss. No. 01, Rev. No.: 01 Dt.: 11/01/2019

No.	Quality Objectives	Output
01	To ensure replacement of obsolete courses or major revision in syllabus in next academic year	DEAN-ACAD-23
02	To increase the number of choices for open electives	
03	To reduce the number of student detention	

DEAN_ACAD / PR/ 01	Internal Audit and Corrective Action	Page: 01 / 01
REF. CLAUSE 9.2, 10.2, 10.3		ISS. No:01, REV No:00 Dt: 01/01/2018

Sr. No.	Process Stage	Process Owner	Output
01	As per the audit plan, conduct the internal audit every Three months and Surveillance audit every Nine months.	MR	QMS-05
02	Take corrective actions on observation findings and NC (if any).	Dean Academics	QMS-05

DEAN ACAD / PR / 02	Processes	Page: 01 / 03
REF. CLAUSE 4.4, 8.1		ISS. No:01, REV No:00 Dt: 01/01/2018

Process 1: To schedule and organize Academic Council meetings

1. Minimum two Academic Council meetings are scheduled per year.
2. Dean Academics is the member secretary of Academic Council.
3. Agenda of the meeting is circulated by Dean Academics to all the members of the council in advance.
4. The minutes of the meetings are prepared by Dean Academics and circulated to all members.
5. Records of meetings are maintained by Dean Academics.

Process 2: To schedule Board of Studies meetings to be organized by respective boards

1. BOS meetings are scheduled twice in a year in all boards.
2. Beside board agendas, common agenda set by Dean Academics is also discussed in BOS meeting.
3. Minutes of BOS are compiled and submitted by Dean Academics for the approval of Academic Council.

Process 3: To print and publish Ordinances/Regulations

1. The Ordinance/Regulation approved in Academic Council is passed through Board of Management (BOM) and then published.
2. The printed copy of ordinance is distributed to all the departments/offices and softcopy is uploaded on college website.

Process 4: To print and publish Scheme and Syllabus Books

1. Scheme and syllabus are prepared by BOS. It is approved by Academic Council and then BOM.
2. Printed copies are distributed to all the departments/offices and to each newly admitted student.

Process 5: To prepare Academic Calendars for all the programs

1. Academic Calendars for each program are prepared before start of academic session after discussion with Dean SRC, Sports coordinator, and Controller of Examination (COE) and then approved by Academic Council.
2. Softcopy is uploaded on college website.

Process 6: To ensure adherence to Academic Schedule and regulations

1. Various activities mentioned in Academic Calendar are monitored by Dean Academics on the regular basis.
2. To ensure the adherence of Academic Calendar, following reports are asked from each department:
 - Load distribution
 - Class time table
 - Test time table
 - Report of PTM

DEAN_ACAD / PR / 02	Processes	Page: 02 / 03
REF. CLAUSE 4.4, 8.1		ISS. No:01, REV No:00 Dt: 01/01/2018

Process 7: To monitor the attendance of the students

1. First three days attendance is sent by department to Dean Academics.
2. Dean Academics monitor attendance of students through GEMS and by physically visiting departments on regular basis.

Process 8: To monitor syllabus coverage

1. Before conduction of each test, syllabus coverage report is asked by Dean Academics from each department.
2. If syllabus is not covered upto the mark, then Dean Academics asks for scheduling of extra classes.

Process 9: To organize allotment of Open electives

1. Students are required to submit their choices for Open electives through GEMS.
2. Electives are allotted on the basis of their choices and CGPA.

Process 10: Honors/Minors allotment

1. Applications are invited through GEMS for Honors/Minors and then allotted according to their choices and CGPA.
2. Minimum criteria for allotment of Honors/Minors are that their CGPA must be greater than or equal to 6.75

Process 11: To keep track of innovative practices in teaching and learning adopted by the departments

1. Dean Academics ask departments, to send report for innovative practices adopted by faculties of the department.

Process 12: To initiate/execute academic reforms

1. Reforms are initiated from the office of Dean Academics, approved by Academic Council and communicated to concerned department for its implementation.

Process 13: To handle academic grievances of the students

1. If there are any academic grievances from students, they are resolved by the office of Dean Academics.
2. Any student can submit the grievances to Dean Academics directly or through mail.
3. Formal meetings with student representatives of all the departments are conducted in each semester. In the meeting, grievances are recorded.
4. Minutes of meeting are prepared by Dean Academics and presented to Principal for resolving the grievances.

DEAN_ACAD / PR / 02	Processes	Page: 03 / 03
REF. CLAUSE 4.4, 8.1		ISS. No:01, REV No:00 Dt: 01/01/2018

Process 14: To implement detention policy

1. Department is asked to send detention list of a students as per detention policy of the institute.
2. After verifying the list, Dean Academics send it to COE after approval of the Principal.

Process 15: To deal with cases of readmission

1. Student can apply for readmission. The Dean Admission and BOS Chairman recommend for readmission as per institute policy, and decision is taken