

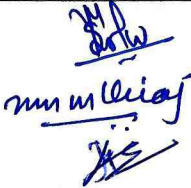
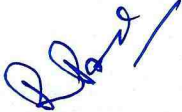

**SHRI RAMDEOBABA COLLEGE OF
ENGINEERING AND MANAGEMENT**

**PROCESS
MANUAL**

**DEAN
STUDENT
REPRESENTATIVE
COUNCIL**

DEAN_SRC / A	INDEX OF WORK PROCEDURE	Page: 01 / 01
REF. Clause: 4.4, 7.5.2		ISS. No.: 01, REV.: 00 DT.: 01/01/2018

Process No.	Title	Rev. No.	Date	Clause	Page
DEAN_SRC / A	Index of Work Procedures	01/00	01/01/2018	4.4, 7.5.2	01
DEAN_SRC / B	Revision Sheet	01/00	01/01/2018	7.5.2	02
DEAN_SRC / C	List of Documents and Evidences	01/00	01/01/2018	7.5.1	03
DEAN_SRC / D	Organization Structure	01/00	01/01/2018	5.3	04
DEAN_SRC / E	Responsibility & Authority	01/00	01/01/2018	5.3	05
DEAN_SRC / F	Quality Objectives	01/00	01/01/2018	6.2.1, 6.2.2, 8.1	06
DEAN_SRC/PR/01	Committee Formation	01/00	01/01/2018	4.4	07
DEAN_SRC /PR/02	Conduction of events	01/00	01/01/2018	4.4	08
DEAN_SRC / G	Internal Audit, Corrective Actions	01/00	01/01/2018	9.2, 10.2,10.3	09

ALL THE SECTIONS IN THE MANUAL DEAN_SRC/ A TO DEAN_SRC/ G ARE		
		
PREPARED BY DEAN SRC And Dr. M. V. Palandurkar Dr. Anand M. Gharad Mr. Jitendra B. Zalke	REVIEWED AND APPROVED BY PRINCIPAL	ISSUED BY MR

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DEAN_SRC / B	REVISION SHEET	Page: 01 / 01
REF. Clause: 7.5.2		ISS. No.: 01, REV.: 00 DT.: 01/01/2018

Process No.	Iss. No.	Rev. No.	Date of Revision	Nature of Change	Approved By
All	00	00	15/10/2004	Original Issue	Principal
All	00	01	01/07/2016	Change in entire Process Manual	Principal
All	01	00	01/01/2018	Revised Standard Issue	Principal

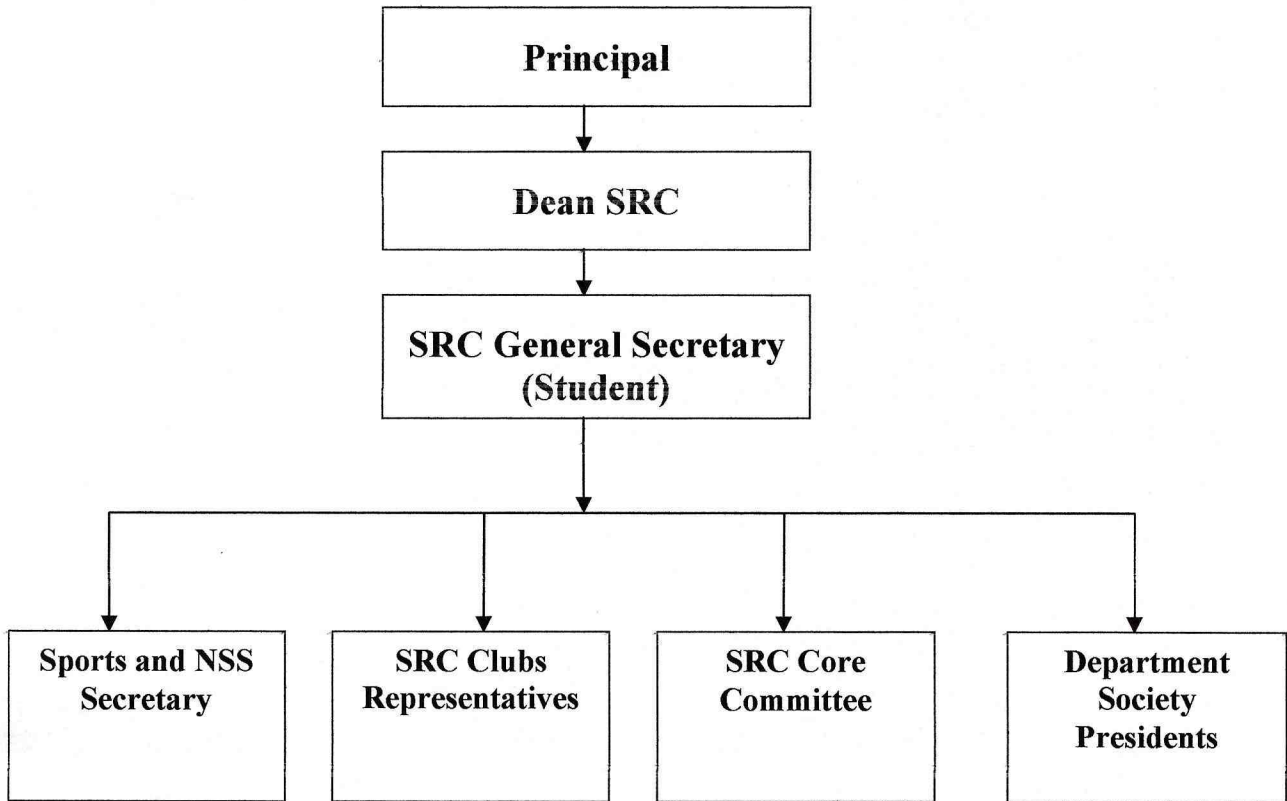
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DEAN_SRC / C	LIST OF DOCUMENTS AND EVIDENCES	Page: 01 / 01
REF. Clause: 7.5.1		ISS. No.: 01, REV.: 00 DT.: 01/01/2018

Doc. No.	Reference Clause	Title	Master Copy Holder	Controlled Copy Holder
--		Quality Manual	MR	Dean SRC
--		SRC Process Manual	MR	Dean SRC
SRC-01	5.2.1, 5.2.2	Vision and Mission statement of the Institute	Principal	Dean SRC
SRC-02	7.1.4, 8.2.1	University Notices	Dean SRC	---
SRC-03	4.4.1, 4.4.2	Event Calendar of different Departments	Dean SRC	---
SRC-04	8.1, 6.2.2	Budget allocation and expenses	Dean SRC	---
SRC-05	4.4.1	GS Election	Dean SRC	---
SRC-06	5.3, 8.3.3 4.4.1, 5.3, 7.1.2	a) Rules & Regulations of SRC b) SRC Formation and Distribution responsibilities	Dean SRC	---
SRC-07	7.3, 7.4	SRC Meeting Record	Dean SRC	---
SRC-08	8.3	SRC Club Activities	Dean SRC	---
SRC-09	8.3	SRC General Activities	Dean SRC	---
SRC-10	4.4.1	'Gyanodaya' First year Induction Program	Dean SRC	---
SRC-11	4.4.1	'Aaruni' - First year Fresher's Program	Dean SRC	---
SRC-12	4.4.1	'Pratishruti' - Annual Cultural Festival	Dean SRC	---
SRC-13	6.2.1, 6.2.2	Quality Objective Status, Corrective Actions Taken	Dean SRC	---
SRC-14	10.2, 10.3	Internal Audit Record	MR	Dean SRC

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

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DEAN_SRC / E	RESPONSIBILITY AND AUTHORITY	Page: 01 / 01
REF. Clause: 5.3	ISS. No.: 01, REV.: 00 DT.: 01/01/2018	

Responsibilities of Dean SRC

1.	To constitute the Student's Representative Council(SRC) on the guidelines given by Nagpur University
2.	To organize and conduct " Gyanodaya" , first year students UG/PG Induction program.
3.	To organize and conduct " Aaruni" , fresher's program.
4.	To organize and conduct " Pratishruti" , an annual cultural festival.
5.	To organize different activities under various SRC clubs.
6.	To organize various activities as per the guidelines received from RTMNU and other government organizations.

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DEAN_SRC / F	QUALITY OBJECTIVES	Page: 01 / 01
REF. Clause: 6.2.1, 6.2.2	ISS. No.: 01, REV.: 00 DT.: 01/01/2018	

No.	Quality Objectives	Output
01	<p>To make the students contribute in the development of the Institute and enhance their personality, organizational skills and career by participating and organizing intra and inter Institute activities and programs on and off the campus.</p> <ul style="list-style-type: none">• Number of cultural events organized in the institute• Number of technical events organized in the institute• Number of students participated/ attended in inter-institute technical/extracurricular events• Number of Induction programs organized	SRC-13

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DEAN_SRC/ PR/ 01	Committee Formation	Page: 01 / 01
REF. CLAUSE 4.4		ISS. No:01, REV No:00 Dt: 01/01/2018

No.	Process Stage	Pocess Owner	Output
	Student core committee formation		
1	Dean SRC sends notice to all departments.	DEAN_SRC	SRC-06
2	Receive the application from final year students.	DEAN_SRC	SRC-06
3	Conduction of interview for selection of SRC core committee.	DEAN_SRC	SRC-06
4	Selection of students for core committee.	DEAN_SRC	SRC-06
5	Selection of sub-committee members by the core committee members with the permission of dean SRC.	DEAN_SRC	SRC-06

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DEAN_SRC / PR/ 02	Conduction of SRC events	Page: 01 / 01
REF. CLAUSE 4.4		ISS. No:01, REV No:00 Dt: 01/01/2018

No.	Process Stage	Process Owner	Output
A	Departmental activity		
1	Dean SRC keeps the record of dates of departmental society activity conduction and institute level activities.	DEAN_SRC	SRC-03
B	Conduction of Gyanodya		
01	Conduction of first year induction program 'Gyanodya'	DEAN_SRC	SRC-10
02	Finalization of budgeget and planning.	DEAN_SRC	SRC-10
03	Approval of the budget from the concerned authority.	DEAN_SRC	SRC-10
04	Execuation of events.	DEAN_SRC	SRC-10
C	Conduction of Aaruni		
01	Conduction of first year freshers program 'Aaruni'	DEAN_SRC	SRC-11
02	Finalization of budgeget and planning.	DEAN_SRC	SRC-11
03	Approval of the budget from the concerned authority.	DEAN_SRC	SRC-11
04	Execuation of events.	DEAN_SRC	SRC-11
D	Conduction of Pratishruti		
01	Planning of annual cultural event and selection of Prashruti teacher incharge.	DEAN_SRC	SRC-12
02	Finalization of budget by the Prashruti incharge in cordiantion with Dean SRC and student SRC team.	DEAN_SRC	SRC-12
03	Approval of the budget from the concerned authority.	DEAN_SRC	SRC-12
04	Formation of teacher-student committee for the various events of pratishruti.	DEAN_SRC	SRC-12
05	Conduction of Pratishruti events.	DEAN_SRC	SRC-12
E	Conduction of events recommended by university, AICTE, etc.		
1	Finalization of budgeget and planning in coordination with higher authorities.	DEAN_SRC	SRC-09
2	Execuation of events.	DEAN_SRC	SRC-09

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DEAN_SRC / G	INTERNAL AUDIT, CORRECTIVE ACTION	PAGE: 01 / 01
REF. CLAUSE: 9.2	ISS. No.: 01, REV.: 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.	MR	QMS-05
02	Take corrective actions on observation findings and NC (if any).	Dean SRC	QMS-05

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