

Phaltan Education Society's
College of Engineering, Phaltan
IQAC Procedure Manual

Procedure for purchase:

1. Collection of Requirement (Equipment/ Raw material / Hardware/ Software/ Books etc...)
2. Permission to purchase from authority.
3. Call of quotations.
4. Preparation of comparative statement & put it in front of purchase committee.
5. Call to suppliers for negotiation (if required)
6. Visit to suppliers site to check material quality (if required)
7. Send purchase order (PO) to supplier, who has been finalized by purchase committee.
8. After delivery of material from supplier inward it to store.
9. Department issue materials through store issue indent.
10. Call to suppliers for installation & demonstration (if required)
11. Give report of installation& demonstration to HOD & Principal.
12. If materials are as per specification then add it to respective dead stocks register (code the equipment and give final approval report to the principal), otherwise return it to store & inform about problem to supplier.
13. Take follow-up of payment to supplier (as per terms and conditions mentioned in PO) from accountant.

Procedure for maintenance and calibration:

1. Need of maintenance / calibration
2. List out the various equipment of department which requires calibration/maintenance.
3. Take permission from Principal along with tentative budget for maintenance / calibration of equipment/ machine.
4. For outhouse maintenance
 - a) Decide service firm
 - b) Send equipment/ machine to store through store **return** indent.
 - c) Store will send equipment/ machine to decided service firm
 - d) Take follow-up of maintenance.
 - e) After material inward to store get it through store issue indent
 - f) Check condition of equipment/ machine& take follow-up of payment
5. For in-house maintenance /calibration
 - a) Decide service firm
 - b) Call to service engineer /technician.
 - c) After maintenance check condition of equipment/ machine & take follow-up of payment.
6. Make entry of maintenance / calibration in maintenance register
7. Prepare and submit report to the principal about completed work (**Enclosure:** permission letter, service engg. letter, payment receipt, experimental result and conclusion)

Procedure for Visit:

1. Take permission for visit from the principal with information to HOD.
2. Send request letter to industry.
3. Collect confirmation letter/email from industry.
4. Collect undertaking from student and parents
5. Prepare presentation of visit, demonstrate it to the students, and give instructions to students to maintain discipline (Uniform, I-card & Shoes are mandatory) during visit.
6. Arrange visit with transportation mode.
7. After successful completion of visit give appreciation letter to industry.
8. Prepare visit report along with attendance of faculty & student, photo& submit it to the Principal.

Procedure for Expert lecture/ Guest Lecture

1. Take permission to arrange Expert lecture/ Guest Lecture from the principal with information to HOD
2. Send request letter to Expert/ Guest
3. After confirmation from Expert / Guest arrange Expert lecture/ Guest Lecture.
4. Conduct feedback of Expert lecture/ Guest Lecture from student and faculty& prepare feedback analysis.
5. After successful completion of Expert lecture/ Guest Lecture give appreciation letter to Expert / Guest.
6. Give remuneration, TA &DA.
7. Prepare Expert lecture/ Guest Lecture report along with photo, attendance of faculty & student, submit it to the principal.

Procedure to arrange Workshop/ STTP/FDP

1. Get permission from the principal (along with finalized topic, no of days, tentative schedule, tentative budget)
2. Arrange resource persons (invitation/ appreciation/ request letter, acceptance).
3. Approval from
AICTE/DTE/MSBTE/UGC/University/Professional bodies.
4. Prepare campaigning material (Poster/Covering Letter/ Leaflet /Presentation)& campaign
5. Collection of study material from resource persons
6. Printing of study material as per requirement
7. Make lodging boarding arrangement for participants & resource persons.
8. Arrangement of inaugural and valedictory function guests
9. Prepare Participation Certificate / Momentous /Insignia
10. Conduct feedback of each session and overall event, feedback analysis and suggestions.
11. Get snapshots/photographs of each session
12. Prepare abstract book of program / day wise record file /photo album /recording /audit record.
13. Publicity of the event pre & post (Newspapers / college newsletter/ Website/University mail /Social media)
14. Send details of event (abstract book, soft copy of recording & photos) to all participants, resource persons and approving/sponsoring agency.
15. Send appreciation letter to all Principals, from which college participants participated in event
16. Measure impact of event

Procedure for Duty Leave (to attend Workshop / STTP / FDP)

1. Take permission for task/workshop from the principal with information to HOD
2. Fill up movement order
3. After said duty prepare detail report of task/workshop submit it to principal
4. Along with duty leave application enclose detail report, yellow movement order slip and attendance certificate

Procedure for to arrange functions/ program (co-curricular/extracurricular / Social activities / ISR activities)

1. Take permission from principal along with proposal & budget.
2. Prepare schedule of the said activity.
3. Send invitation to guest/judge/stakeholders
4. Do necessary arrangement to conduct said event.
5. Send appreciation letter to guest/judge/stakeholders.
6. Budget utilization report.
7. Prepare the report of said event with photographs along with detail information.

Procedure for to conduct meetings of different committees

1. Every member should know frequency of conduction of meeting & prepare its tentative schedule.
2. Secretary has to take permission from chairman along with agenda of meeting.
3. Prepare & circulate notice to all members of committee regarding meeting details & keep proof of same.
4. Finalize minutes of last meetings.
5. Write all subjects discussed, in meeting register.
6. Write all resolutions with respect to subjects discussed, in meeting register (on time subjects should have advisor & seconder.)
7. Take sign of members on rough note book.
8. Take sign of chairman & secretary on meeting register.
9. Keep proofs of action taken on resolutions. (Notice, follow up record of resolution (PO, Invoice, permission letter, undertaking, photo etc.))

Procedure to issue Gate Pass

1. Take permission from respective department HOD.
2. Fill necessary details in Gate Pass and get sign of HOD.
3. Make entry in department Gate Pass register.
4. Take permission and sign of Principal Sir.
5. Submit Gate Pass at security cabin.
6. After coming back fill in coming time in department Gate Pass register.
7. Watchman should fill incoming time of respective faculty on Gate Pass and submit all Gate Passes at the end of day in office.

➤ **Reports of STTP/Technical event/Youth festival should be submitted within **one week** after completion of event.**

➤ **And all other reports should be submitted within **two days** after completion of activity.**