ADMINISTRATION PROCESS

1.0 PURPOSE

- To support administratively the various activities and processes of Sasmira's Institute of Commerce and Science by providing infrastructure and other resources for providing quality education services to its students and other stakeholders.
- To establish and maintain documentation of ADMINISTRATION processes at Sasmira's Institute of Commerce and Science that meets the requirements of all the stakeholders.

2.0 INTERESTED PARTIES

1. Parents
2. Students
3. Faculty
4. Staff
5. Statutory Bodies(MU, DHE)
6. Accreditation bodies (NAAC)

3.0 SCOPE

- This procedure covers
  - Admissions of Students through Admission Process of SICS
  - Faculty appointment process
  - Academic Administration
  - General Administration
  - Approvals from Mumbai University
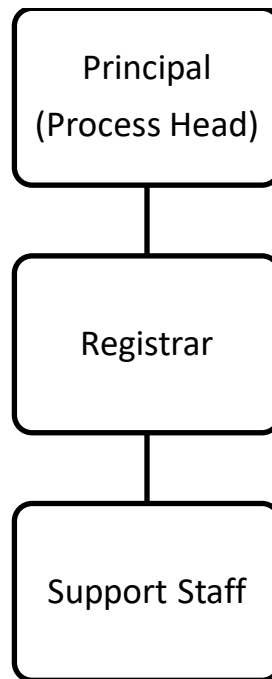 - Accreditation of the Institute and its courses from University of Mumbai.

4.0 PROCESS OBJECTIVES

Sr. No.	OBJECTIVES	QUANTIFIED PARAMETERS
1	To ensure students and faculty meet defined criteria of Mumbai University	Affiliation Approval letters from University
2	To maintain pertinent records	To ensure the safe keeping of the records for the prescribed & predetermined time.
3	To undertake day to day functions for proper functioning of the Institute with applicable statutory and regulatory requirements	Positive feedback for a continual period of one year.(At least 65% favorable)
4	To identify, record and manage areas of risk concerning the various operations and impacting the administrative tasks.	Documentation and maintenance of risk related information

5.0 DEFINITIONS / ACRONYMS

- DHE : Directorate of Higher Education
- Faculty : Includes Full time and Visiting / Guest Faculty
- MU : University of Mumbai
- PRN : Permanent Registration Number
- QMS : Quality Management System
- SICS : Sasmira's Institute of Commerce and Science
- UG : Under Graduate

6.0 FUNCTIONAL CHART

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┌─────────────────┐
│    Principal    │
│ (Process Head)  │
└─────────────────┘
         │
┌─────────────────┐
│    Registrar    │
└─────────────────┘
         │
┌─────────────────┐
│  Support Staff  │
└─────────────────┘
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7.0 ROLES, RESPONSIBILITIES AND AUTHORITIES

7.1. Principal (Process Head)
- Responsible for the overall functioning of the institute, which includes the planning, implementation and controlling of the administrative functions and processes of the SICS.
- Assigns resources and monitors application as required for smooth operations.
- Communicates with concerned persons, relevant information concerning administrative operations.
- Monitors and reviews progress of administrative process operations and outputs as per requirements.
- Continually, ensures improvements in efficiency and effectiveness of the administrative process so as to achieve growth and cost objectives of the Institute.
- Authorizes implementation decisions and seeks performance reports and feedback concerning all administrative activities.
- Planning and control of all Quality/accreditation related activities
- Responsible for managing and documenting risk and opportunities by risk/opportunity identification, risk control and risk prevention measures.
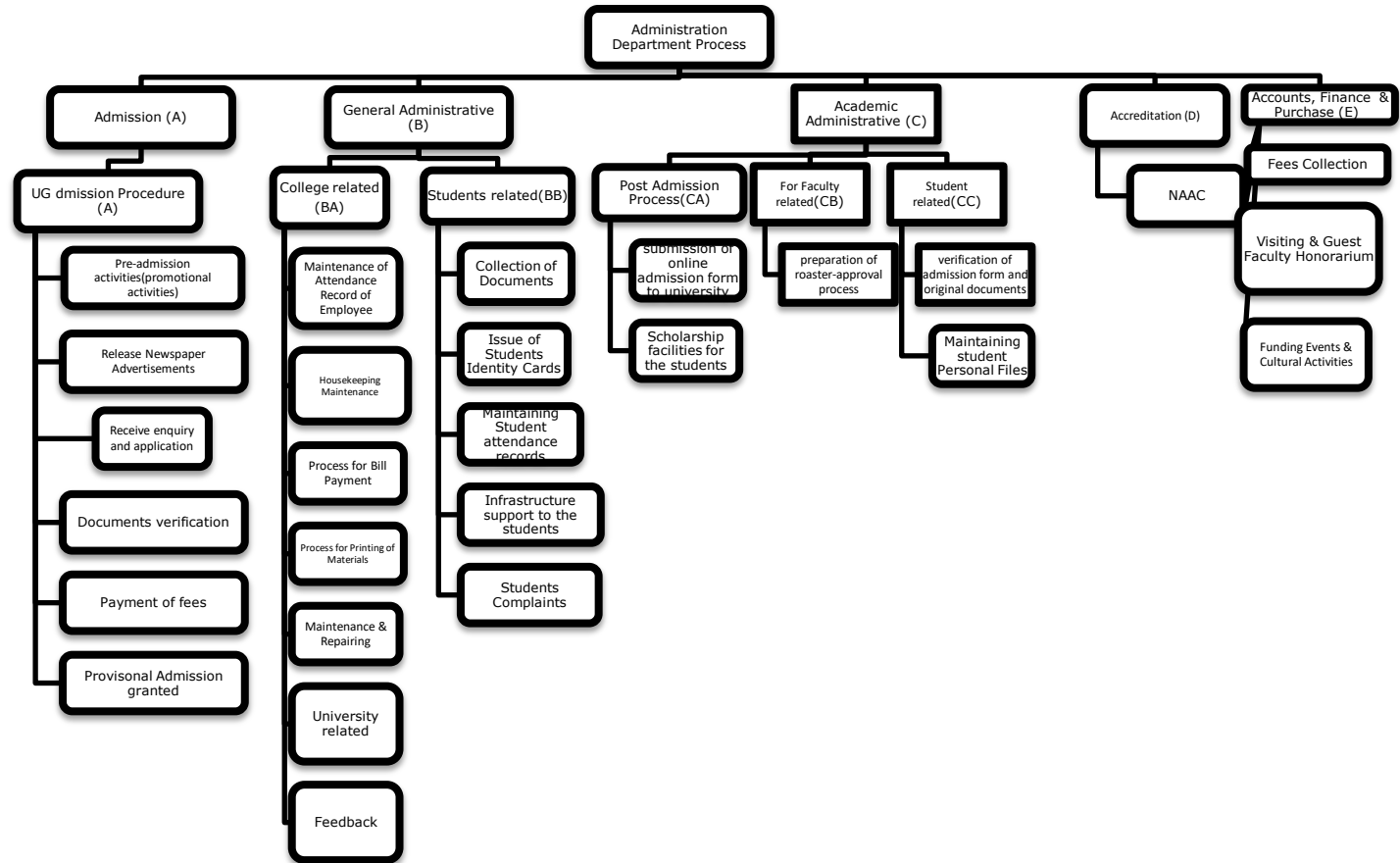
7.2. Registrar
- Responsible for the planning and implementation of Administration activities to meet the requirements of the institute.
- Communicate and provide all relevant information concerning administrative processes, procedures to the students and all concerned persons as per the guidelines of the MU.
- Ensuring the smooth functioning and regular availability of the resources required by the Students, faculty and Staff of the Institute.
- Obtain periodic performance feedback from students, faculty and staff concerning administrative processes.
- Facilitate and control Institute's Communication using Notice board/ Display board and other media
- Infrastructure maintenance of SICS.
- Liaising with the Purchase and Accounts department.
- Assigning Work to the SICS staff.
- Prepare, compile reports and other activities for obtaining MU approval.
- Prepare, and processing of online admission forms of the admitted students to MU for generation of PRN.
- Plan and maintain all relevant documents and records concerning faculty appointments.
- Participate and support all activities concerning accreditation related processes.
- Ensure to provide effective services to students like issuing of Bonafide Certificate, Railway concession Form etc.
- Identify and documenting risk / opportunities related information concerning their processes

7.3. Support Staff
- Perform task allocated to them by the Principal and the Registrar.

8.0 Functional Processes

Administration Department Process

Admission (A)

- UG dmission Procedure (A)
  - Pre-admission activities(promotional activities)
  - Release Newspaper Advertisements
  - Receive enquiry and application
  - Documents verification
  - Payment of fees
  - Provisonal Admission granted

General Administrative (B)

- College related (BA)
  - Maintenance of Attendance Record of Employee
  - Housekeeping Maintenance
  - Process for Bill Payment
  - Process for Printing of Materials
  - Maintenance & Repairing
  - University related
  - Feedback

- Students related(BB)
  - Collection of Documents
  - Issue of Students Identity Cards
  - Maintaining Student attendance records
  - Infrastructure support to the students
  - Students Complaints

Academic Administrative (C)

- Post Admission Process(CA)
  - submission of online admission form to university
  - Scholarship facilities for the students

- For Faculty related(CB)
  - preparation of roaster-approval process

- Student related(CC)
  - verification of admission form and original documents
  - Maintaining student Personal Files

Accreditation (D)

- NAAC

Accounts, Finance & Purchase (E)

- Fees Collection
- Visiting & Guest Faculty Honorarium
- Funding Events & Cultural Activities

9.0 Admission Process

9.1.Admission for UG Course
- Pre-admission activities which includes promotions of courses in junior colleges and coaching institutes.
- Conduction of seminars, workshops in different colleges and coaching institutes
- Release Newspaper Advertisements for the sale of application.
- Receive applications
- Declaration of Merit List (as per the University schedule) from the application received,
- Verification of the forms, eligibility criteria and Documents
- Check student's original documents for authenticity and admission requirements as specified by the university.
- Candidates fulfilling the admission eligibility criteria and other related details are given admission
- Provide provisional admission to the students by collecting applicable fees and relevant documents.

10.2 General Administrative Process: General *Administration includes Attendance of Staffs, Purchasing, Housekeeping, Printing and Maintenance & Repairing.*

10.2.1 College related
Maintenance of Attendance Record of Employee
- Full Time Teaching & Non-Teaching staff: Attendance of full time Teaching and Non-teaching staffs are maintained through Bio Metric Impression and managed by SASMIRA.
- Non-Teaching staff (Contract Basis): Attendance of the contract staffs is maintained manually through Muster System.
- Visiting Faculty: Attendance will be maintained by Course Coordinator and will be submitted after the completions of every month for payment procedure.

➢ **Housekeeping Maintenance**
- Housekeeping includes cleaning of Administrative office, Principal office, classrooms, washrooms and passage areas.
- Responsibilities and duty assigned to the Housekeeping staffs by Registrar.

➢ **Process for Bill Payment**

- Administrative office receives the bills from Admin & Purchase department, SASMIRA.
- Bills received are verified by the Registrar, followed by the approval of the Principal.
- After approval from Principal, it sends back to Admin and Purchase Department, SASMIRA for processing of the payment.

➢ **Process for Printing of Materials**
- Respective department or employees put requisition to Administrative office for printing of materials.
- The Administrative staffs verify the requisition and fill Indent Form.
- Indent form send to "Executive Director, SASMIRA through Principal, for approval.
- After approval, the Indent sends to Admin & Purchase department, SASMIRA.
- Purchase department, SASMIRA send the printer's details to Administrative office, SICS for coordination and approval of the print materials, matters or design.

- **Maintenance & Repairing**
- ***Administrative office, SICS fill "Work Order" for any maintenance and repairing work.***
- Admin Office of SICS sends the Work Order to Executive Director, SASMIRA, through Principal for approval.
- After Approval, Work Order forwarded to Admin and Purchase department, SASMIRA.

- ➢ **Procedure for the Mumbai University related activities**
- Track announcements by Mumbai University concerning affiliation, renewals and other requirements.
- Apply suitably for approvals, renewals and other requirements.
- Timely submission of reports as required.
- Follow-up and obtain Mumbai University approval letter for the continuation of affiliation for the next academic year

- **Feedback related Activities**
- Plan and prepare program for collecting feedback from students, faculty and staff concerning administrative services.
- Record and analyze received feedback.
- Resolve and document issues and opportunities.

10.2.2 Students related
- Collect original admission related documents
- Issue Students Identity Cards.
- Maintain Student attendance records.
- Provide Infrastructure support to the students.
- Receive and resolve Students Complaints to their satisfaction.

10.3 Academic Administrative Process

10.3.1 Post Admission Process
- ➢ **Activities at College Level**
- Inauguration and welcome ceremony of the new admitted students. Parents are also invited along with the student.
- Introduction of College Faculty and Staff Members.
- Briefing session on College code of conduct, Syllabus, Career prospect of different courses as offer.
- Distribution of Lecture Time Table, College ID card, academic calendar and Holiday List.

- ➢ **Verification of the Pre-Admission Online Application of the University**
- Verification of the online data as provided by the student on University Portal is verified with the original documents as submitted by the student.
- If any changes required, then required to rectify through College login which has been provided by the university.
- If No changes found, then the online application is forwarded for final registration to University.
- The print of the Final Enrolment Application, submitted through College login are process to University along with the attested copy of the documents and requisite fees as applicable.
- Application and documents as submitted are physically scrutinized by University. It may take approximately 2-3 Months.
- If the documents and application found correct, then PRN (Permanent Registration Number) will be allotted to the student.

- In case, if any discrepancy found, then the report will intimated to the college in its login provided.
- The College has to full fill the pending cases and process further for allotment of PRN.

> **Submission of Application for scholarship for reserved and minority students**

- Assisting the students belonging to reserved and minority category in filling their online application Form for scholarship.
- Processing the form to the Social Welfare Department with print of the online application and relevant documents for processing to Maharashtra Govt. for scholarship.

10.3.2 Faculty Related Activities

- Preparation of Roaster followed by approval of advertisement from University for recruitment of faculty.
- Release of advertisement for faculty to invite applications against the available vacancies.
- Receive applications
- Intimation to University for Expert Committee for the conduction of Interviews of the candidates applied.
- Finalize the interview dates after concerning the members of the expert committee.
- Invite shortlisted candidates for Personal interviews.
- Prepare list of selected candidates.
- Issue appointment letters to the selected faculty.
- Inform joining procedure and ensure infrastructure support.
- Create personal files of recruited faculty, issue identity card and leave card, maintain attendance records
- Communicate from time to time the organization's policy for HR, Promotion and the Code of Conduct.

10.3.3 Student related Activities

- Verification of admission form and related original documents
- Maintain student Personal records/file.

10.4 Accreditation
10.5 *Determine accreditation need and requirements.*
- Determine appropriate accreditation body.
- Plan appropriate activities for accreditation.
- Prepare documentation for accreditation.
- Undertake related activities for accreditation.
- Follow-up for accreditation.

- **Accounts, Finance & Purchase**
- ***Collect fees and deposit with the Account department.***
- Co-ordinate with Accounts –Finance Department for payments and expenses
- Co-ordinate with Purchase Department for indenting and requisitions, vendor information, material receipts and release of purchase orders.
- Preparation of Institute level budgets.
- Obtain budget approvals and submit periodic reports.
- Fixing and releasing the Honorarium for visiting & guest Faculty
- Planning and providing funds for events & cultural activities