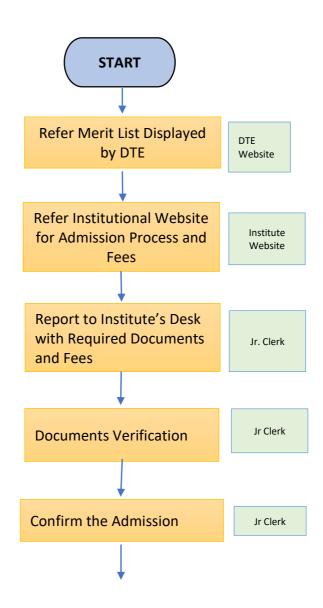
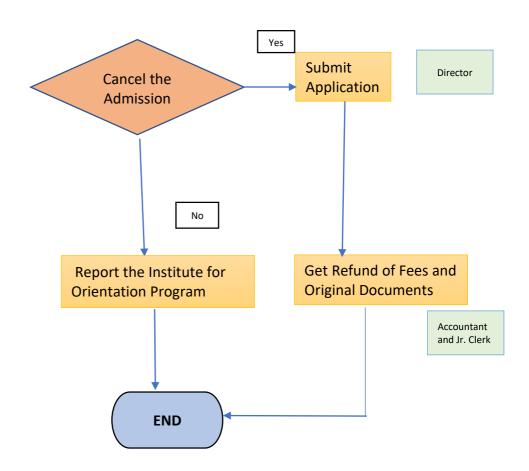
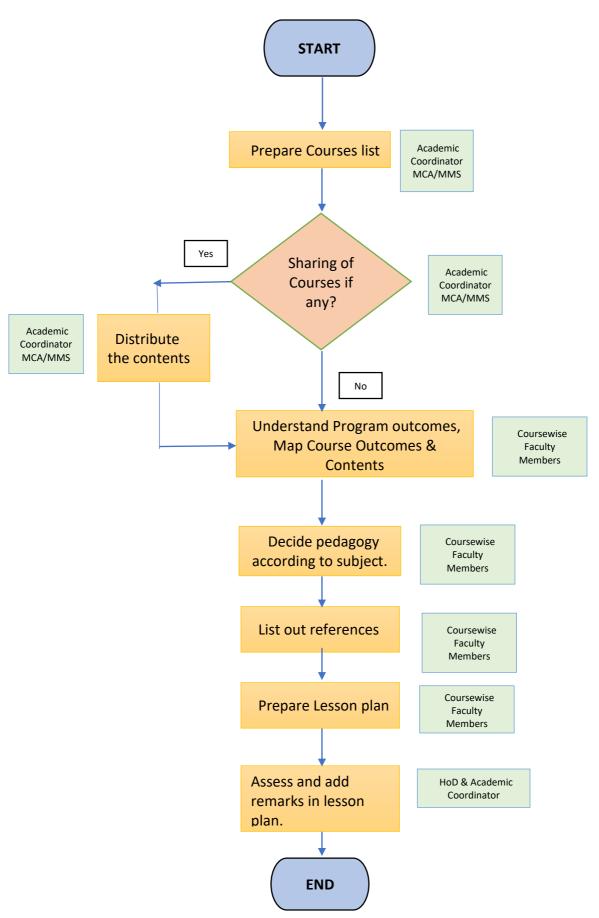
Process Title: Admission Process

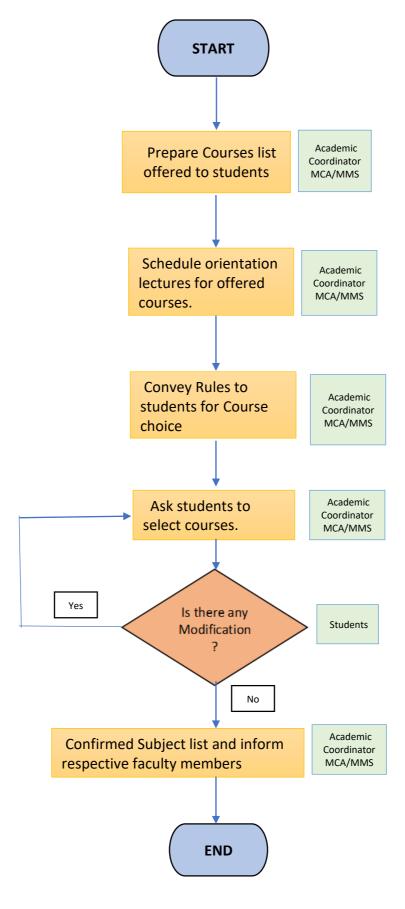




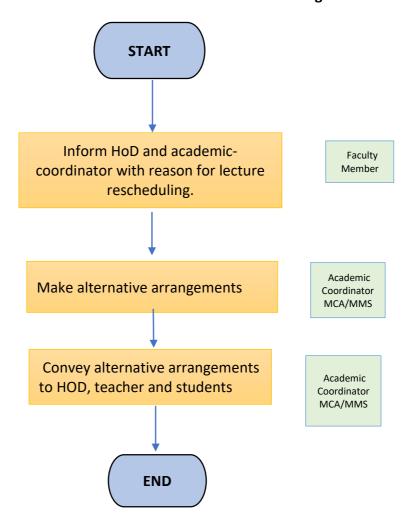
Process Name: Subject Sharing & Teaching Plan Preparation



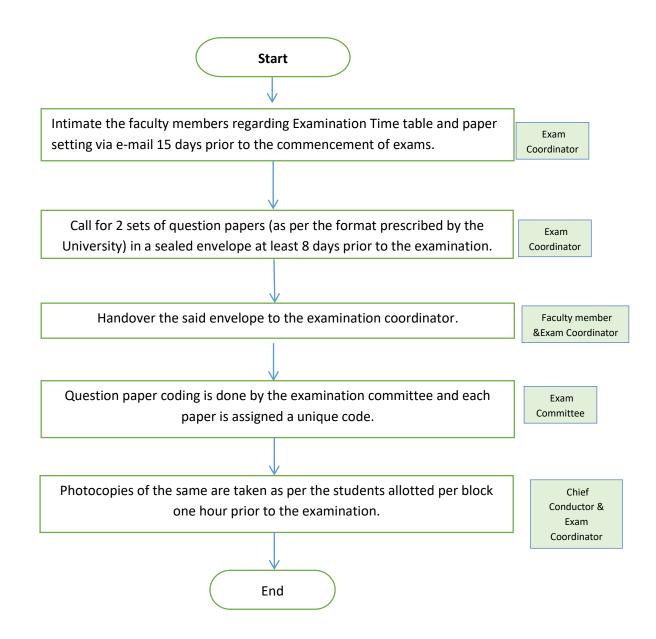
Process Flow: Subject Choice by Students



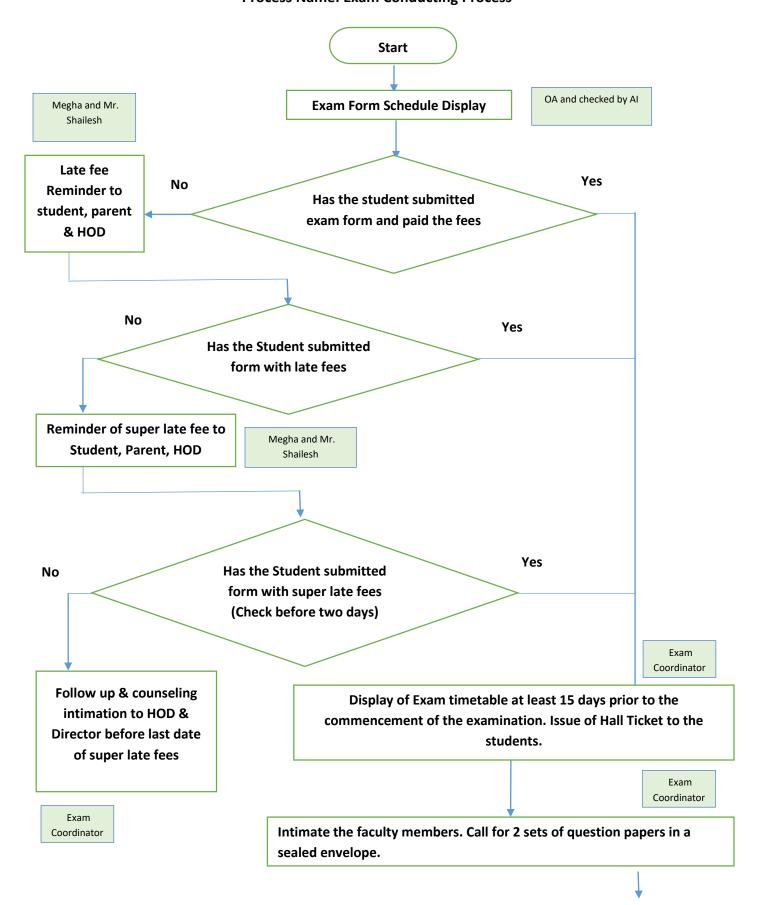
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Lecture Cancellation & Rescheduling



Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Examination Paper Setting



Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Exam Conducting Process



Decide on Classroom allocation and preparation of supervision charts.

Prepare and issue appointment letters to the supervisors at least 8 days in advance.

Task 1: Class IV
Task 2 - Exam Coordinator

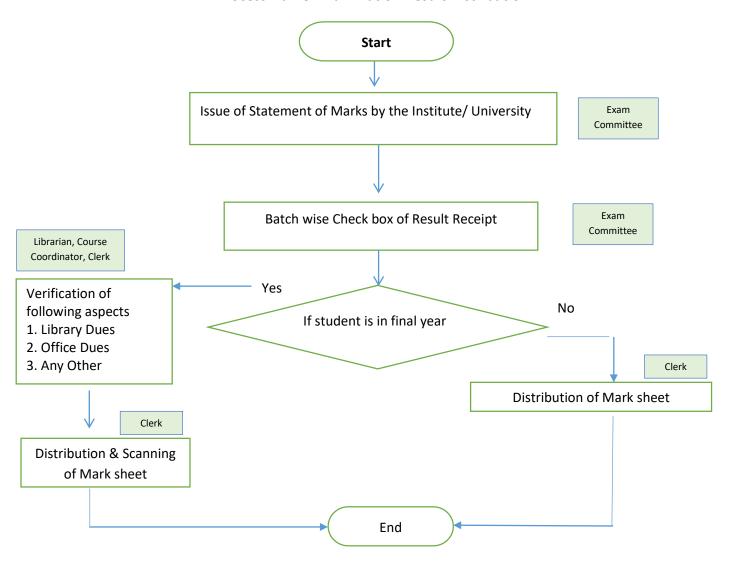
Display the block distribution outside respective classrooms. Taking photocopies of the question papers one hour prior to the examination.

Exam
Coordinator

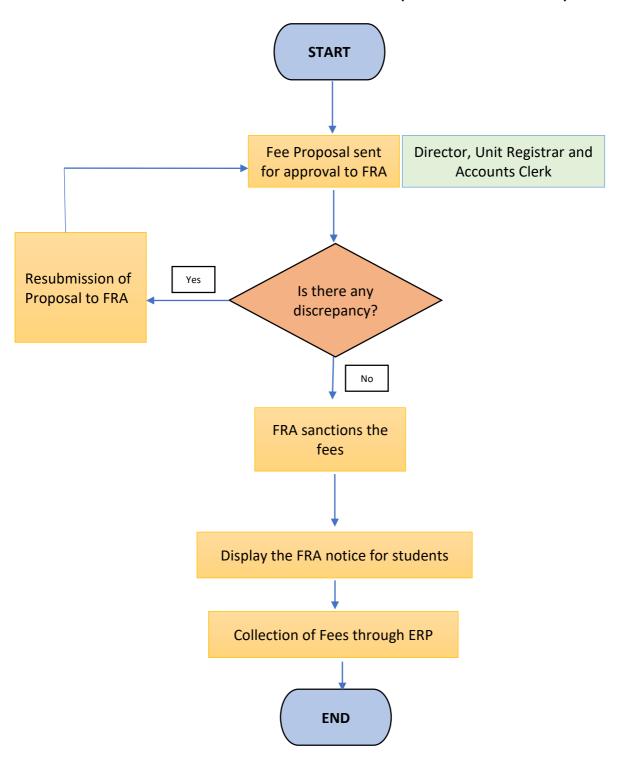
Conducting Exam as per University Guidelines

End

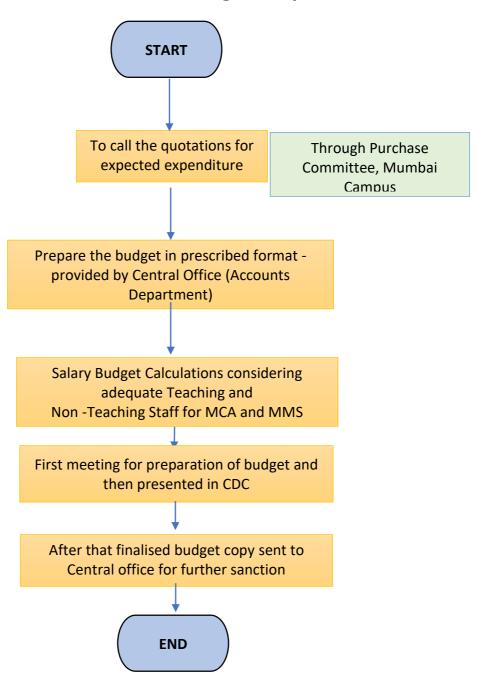
Process Name: Examination Result Distribution



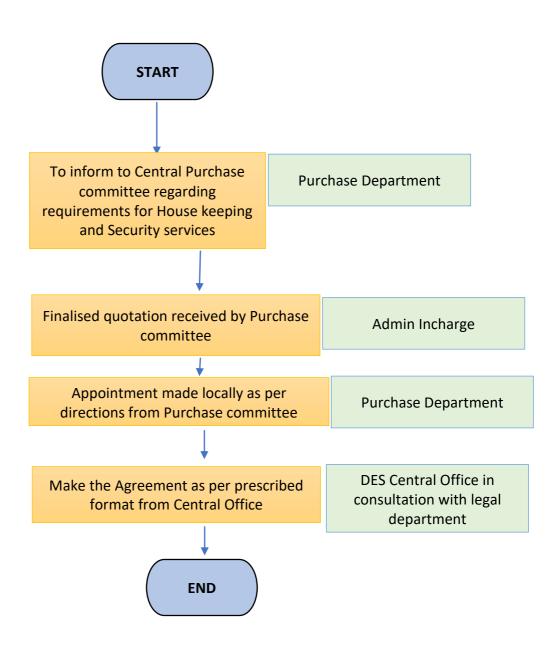
Process Flow Chart : Fees Collection Process (NMITD : MCA and MMS)

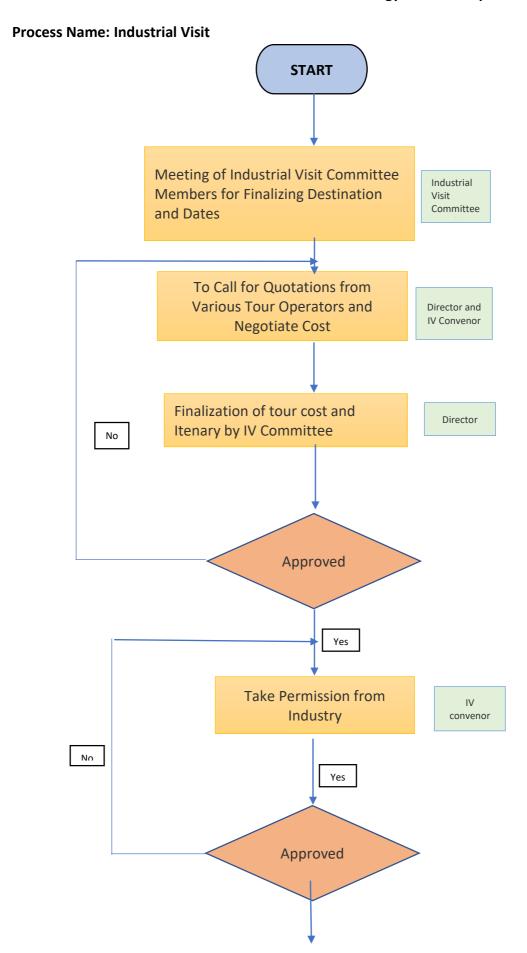


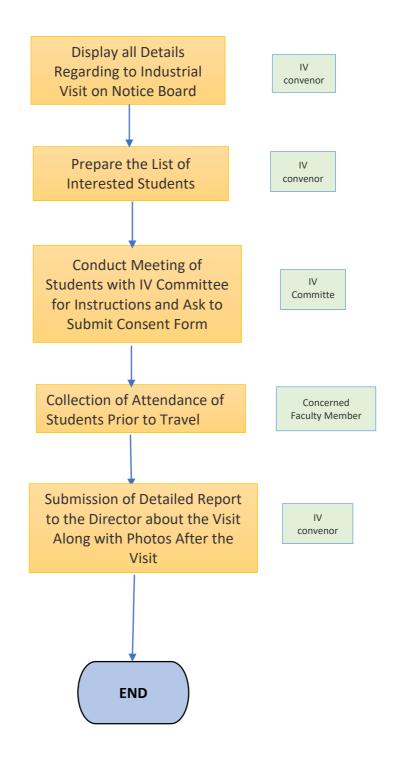
Process Flow Chart: Annual Financial Budget Preparation Process



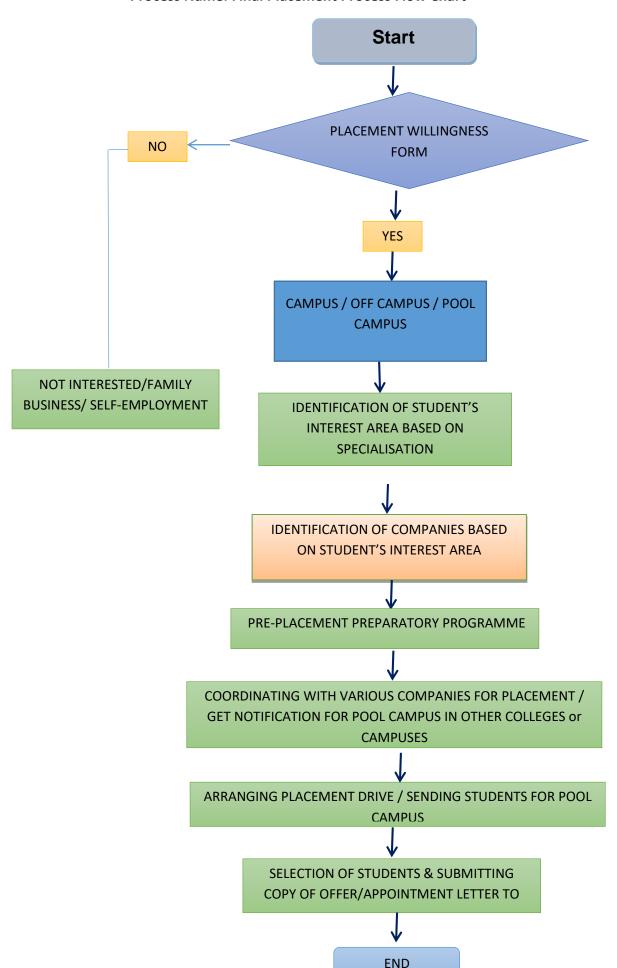
Process Flow Chart: House-keeping & Security



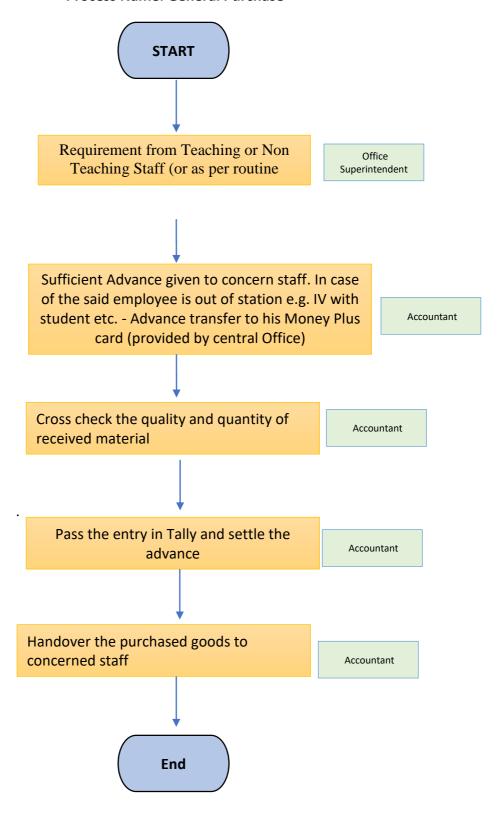




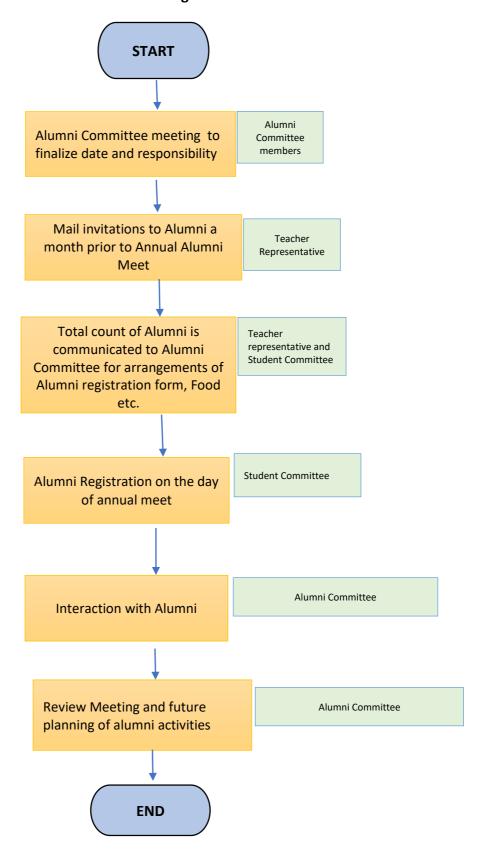
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Final Placement Process Flow Chart



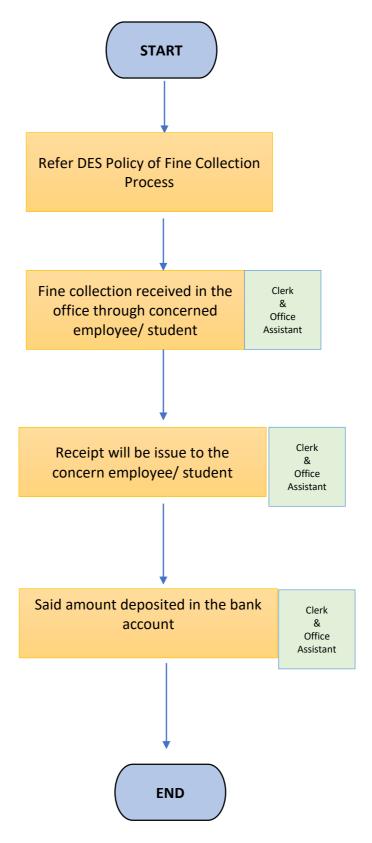
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: General Purchase



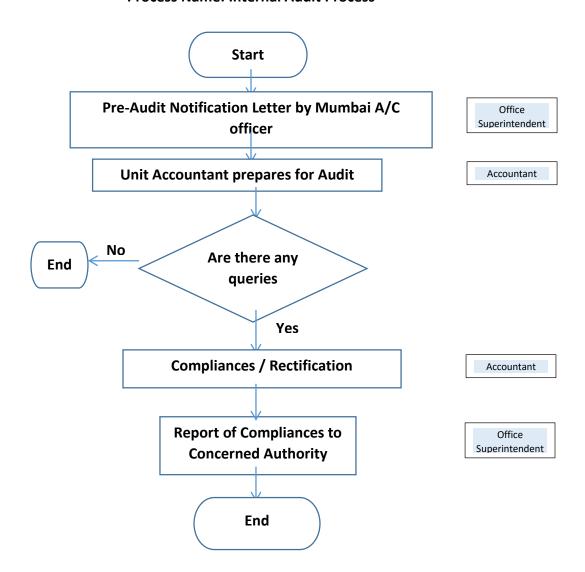
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Alumni Registration Process



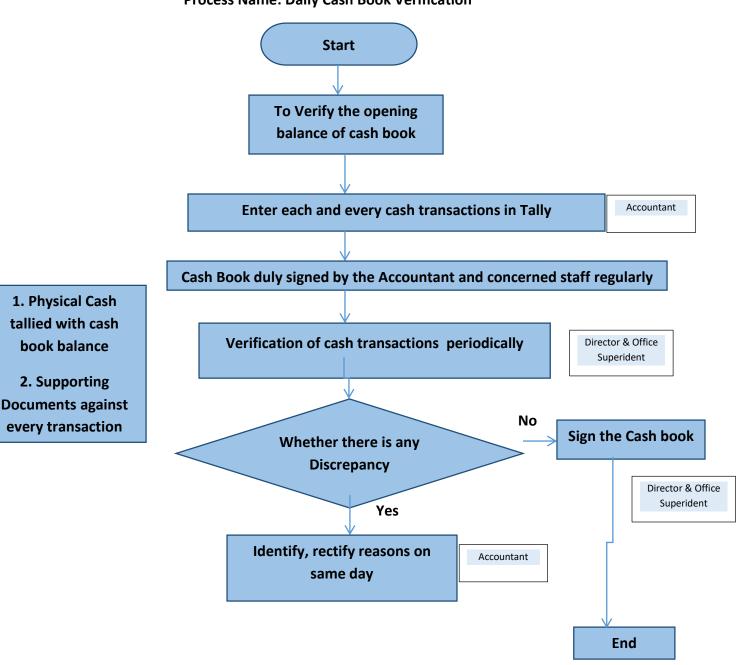
Process Flow Chart: Fine Collection Process



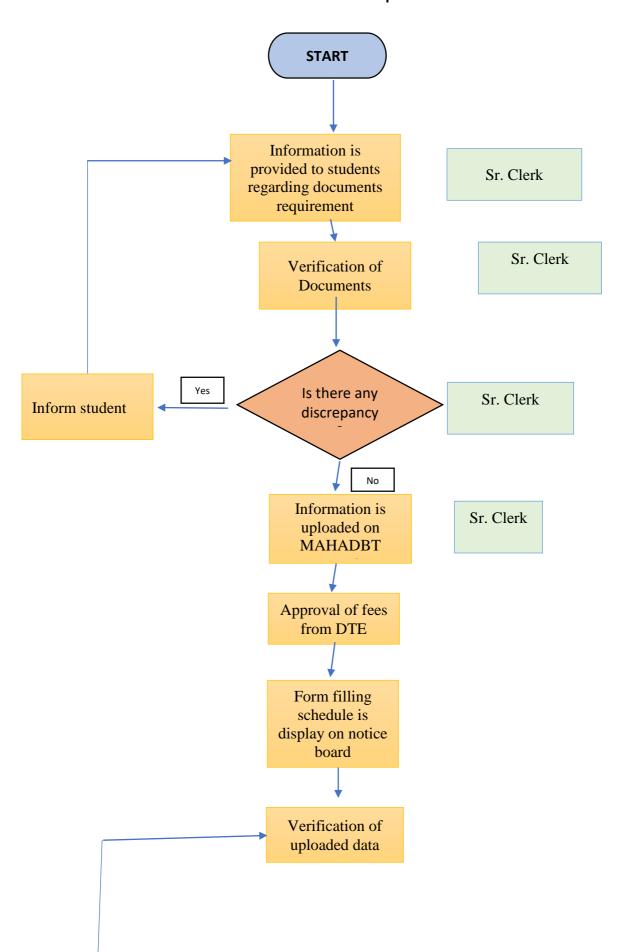
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Internal Audit Process



Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Daily Cash Book Verification

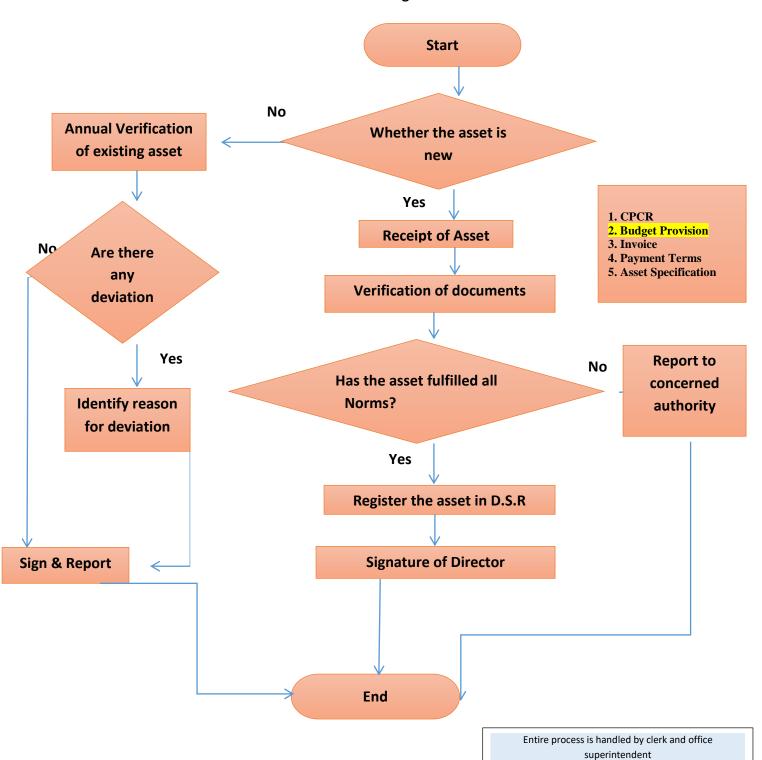


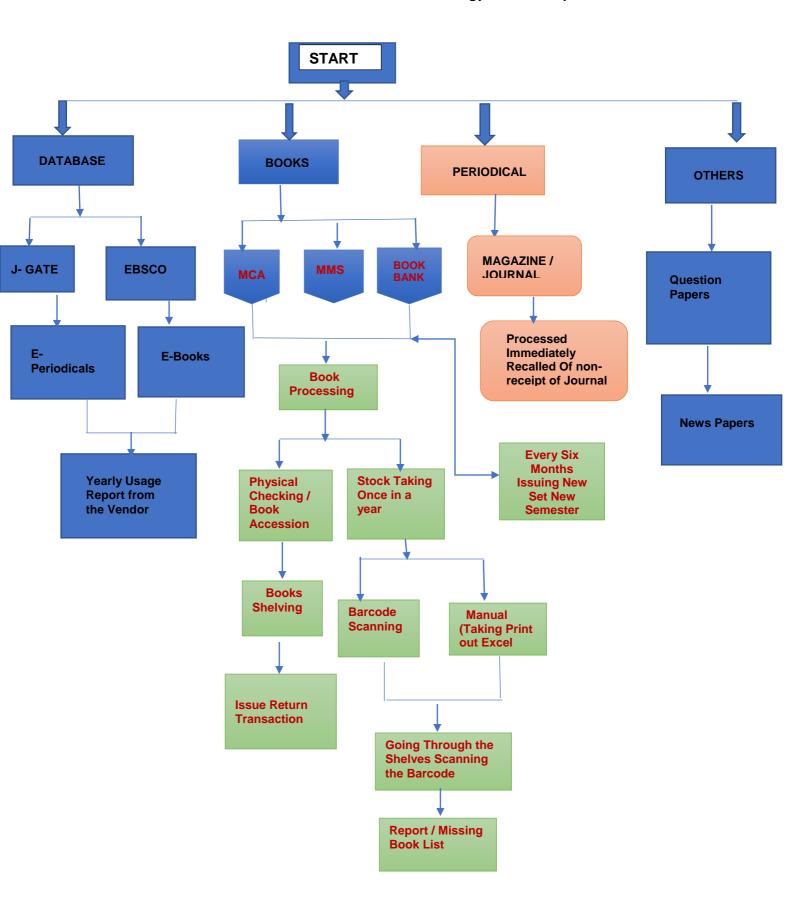
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Scholarship Process



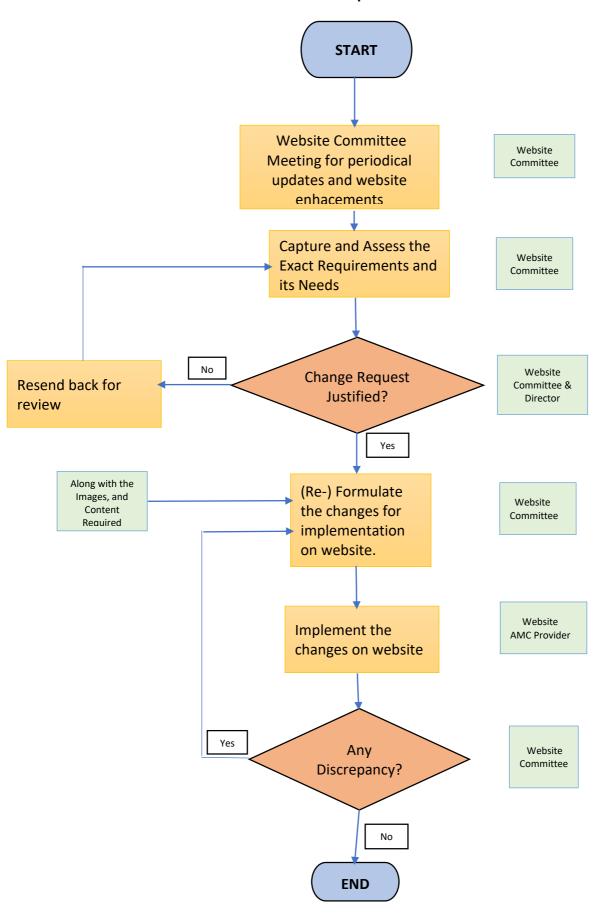
If any document is missing or wrong Yes No Is there any information is filled by discrepancy? student, then their form is send back in their login and inform them personally If form is OK I will send it for Principal approval Principal approved the form of students and send to Department Department approved the documents of students and pass the amount. College share is disbursed in college account and students amount is disbursed in students account. If there is any problem for disbursement, we get in touch with concern Department End

Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Dead Stock Register Maintenance

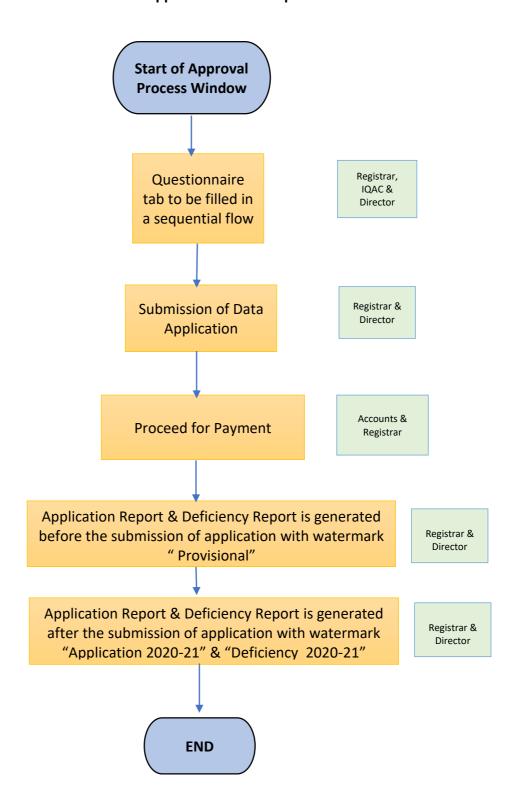




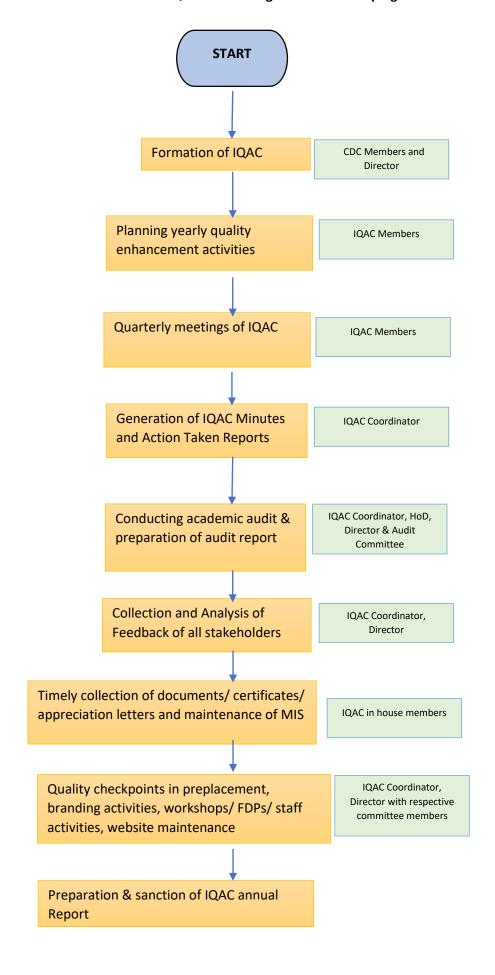
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Website Updation and Maintenance

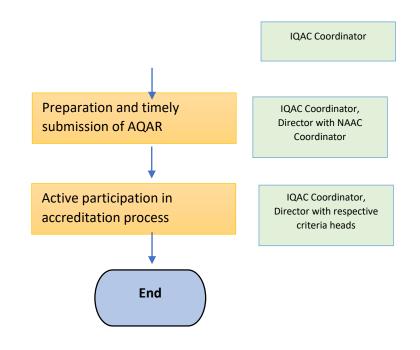


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: AICTE Application and Compilation Process

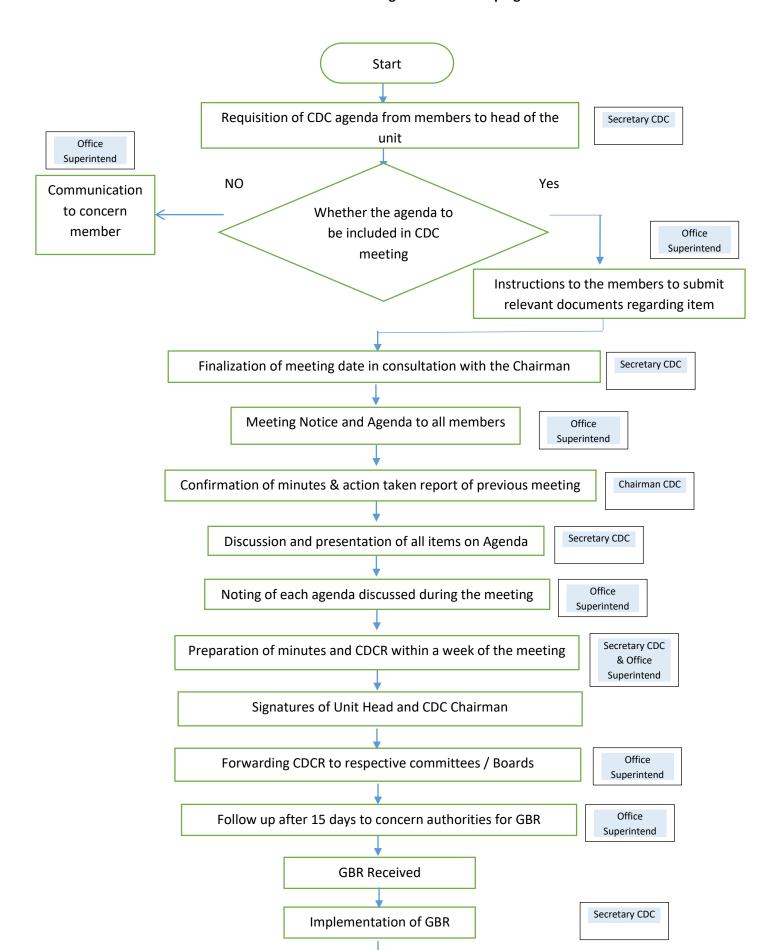


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: IQAC Functioning and Record Keeping

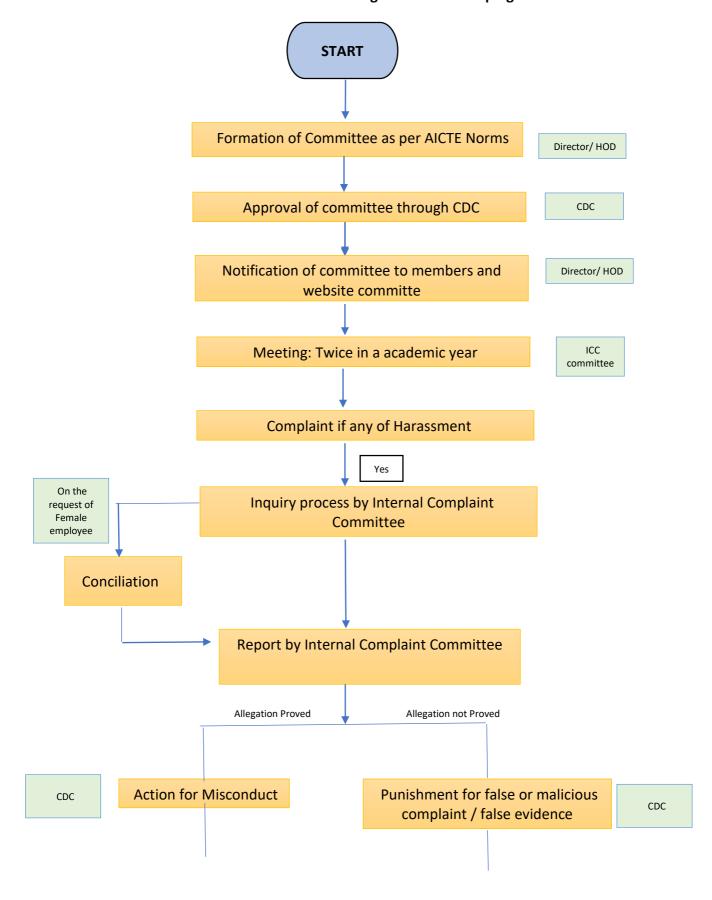


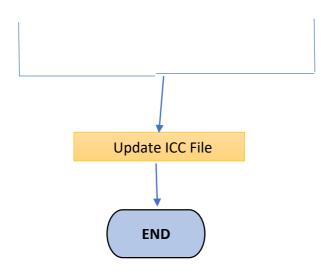


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: CDC Functioning and Record Keeping

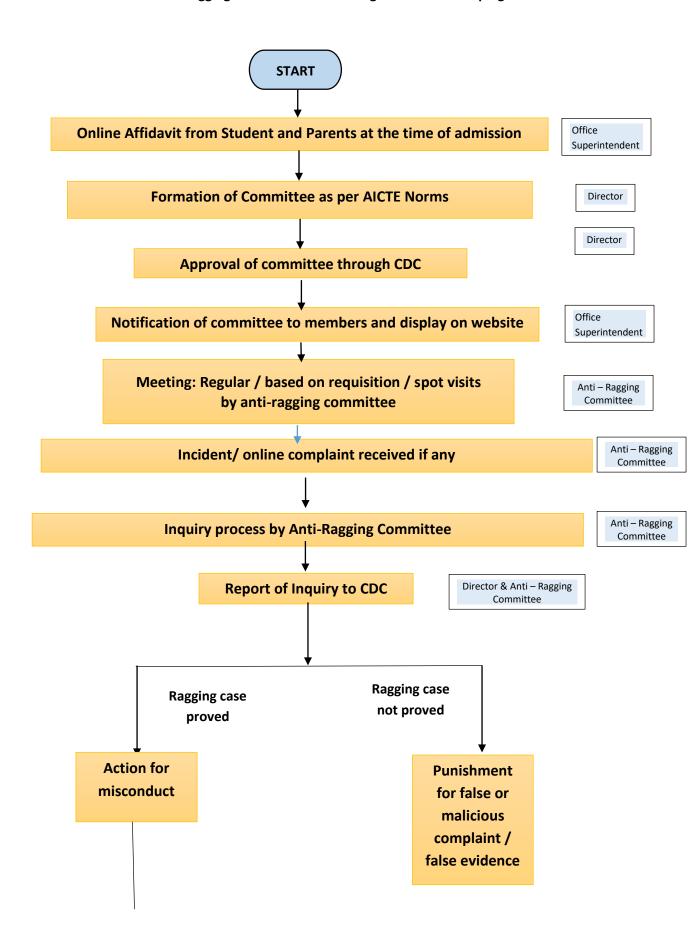


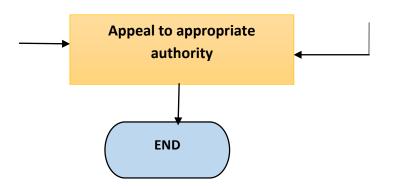
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: ICC Functioning and Record Keeping





Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Anti Ragging Committee Functioning and Record Keeping





Process Name: SOP for Grievance Redressal Start File a grievance through Institute's Post grievance in writing Aggrieved website through grievance drop box kept person www.nmitd.edu.in/grievance-cell/ at the institute's premises Employee in- charge (for Notify ombudsman and furnishing the applications provide a copy to the institute reply within 7 days) Fix and communicate date for hearing the Ombudsman complaint in writing or through an email to the Institute and aggrieved person An aggrieved person or Presence for the hearing / discussion person authorized to on the grievance present his/her complaint Discussion on the nature of the complaint If the Complaint not considered No grievance / appropriate action is within against complainant the scope/ false Yes Ombudsman, Committee Discussion in redress of grievance members, aggrieved separately and/or together person or representative On the conclusion of the proceedings Ombudsman, Committee the decision, minutes of the meetings members, aggrieved shall formed with reasons (if any) and

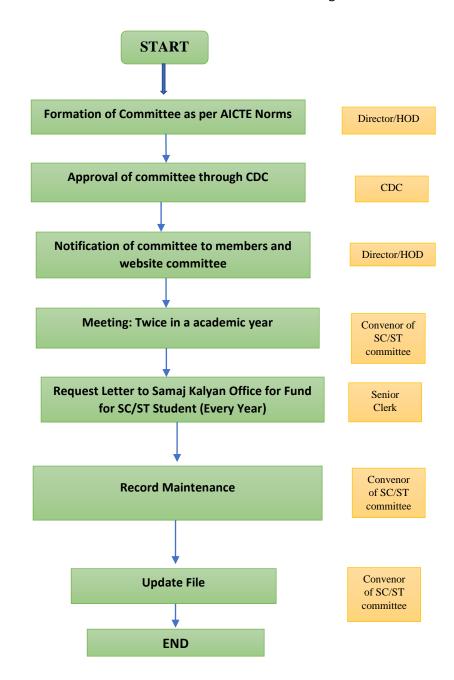
attendance

person or representative

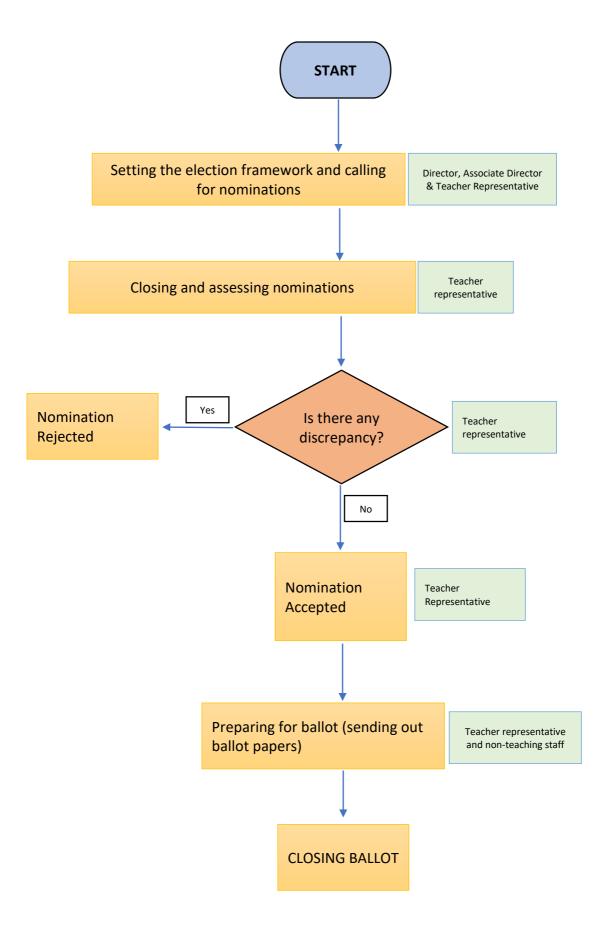
*Reference document: AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012.

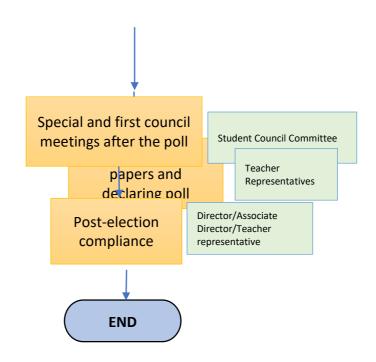
Stop

Process Name: SC ST Committee Functioning

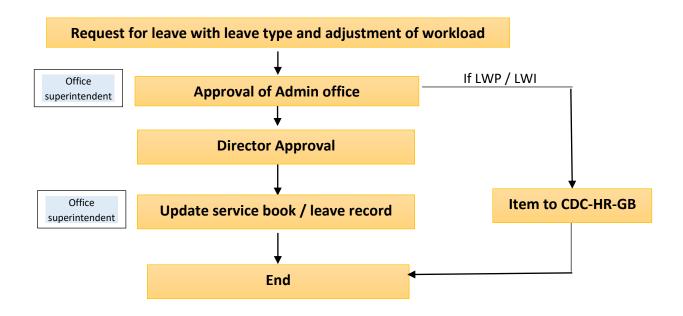


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Student Council Election

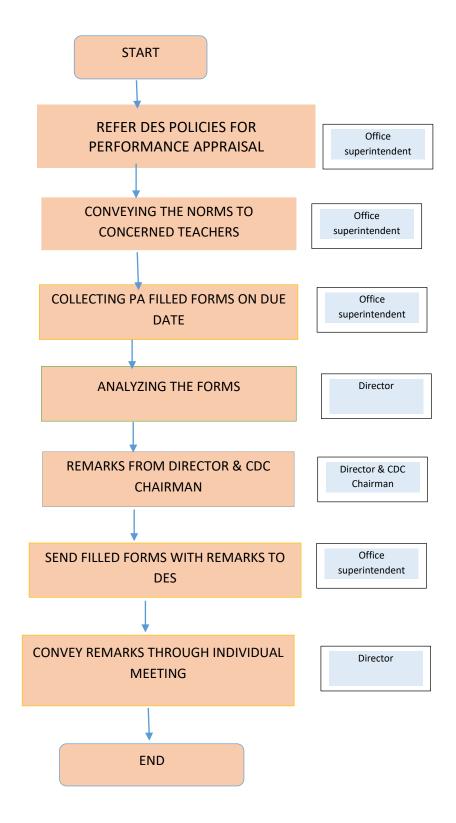




Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Employee Leave Application and Sanctioning

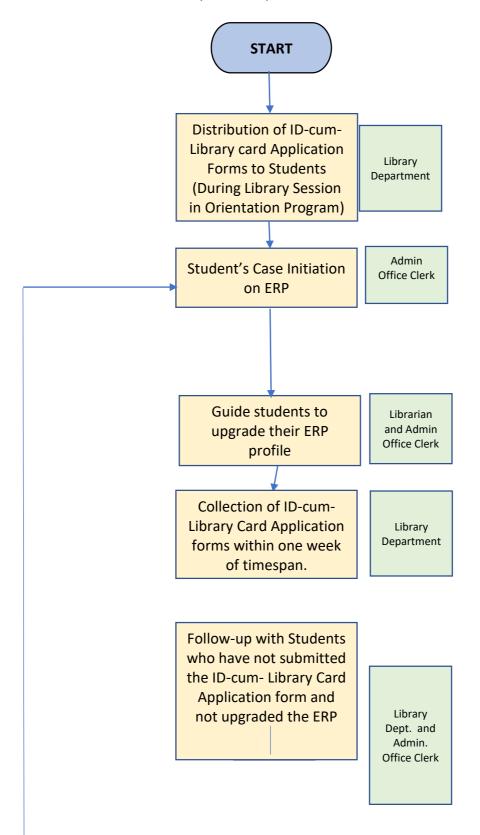


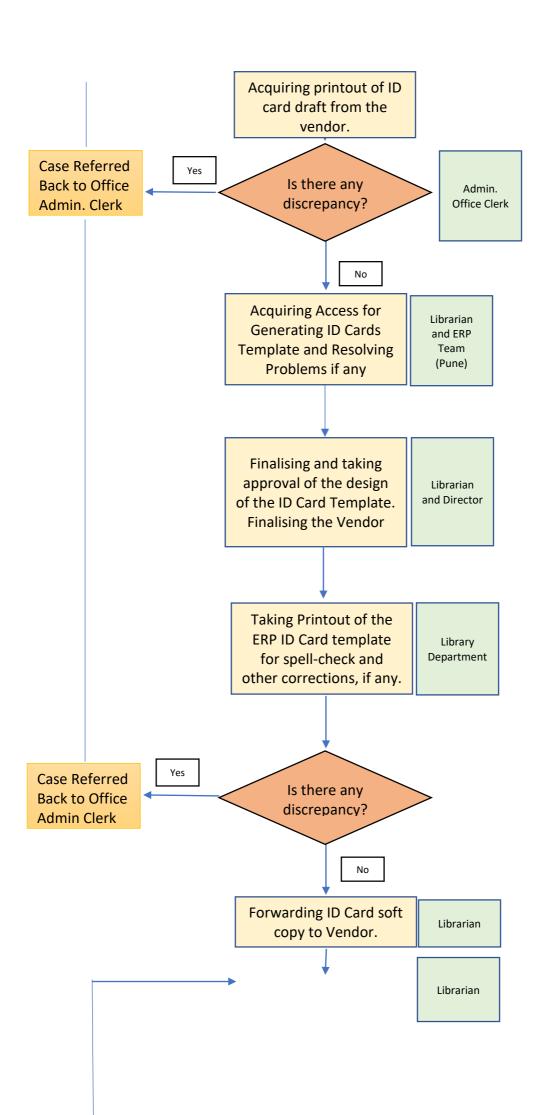
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Teaching Staff Performance Appraisal

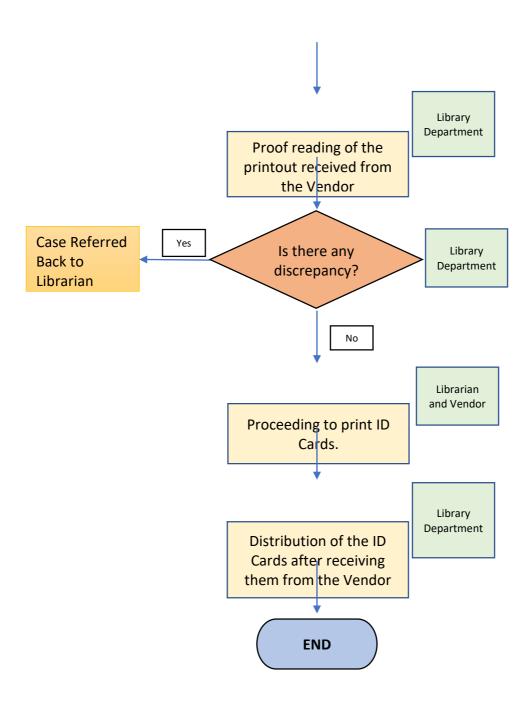


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development

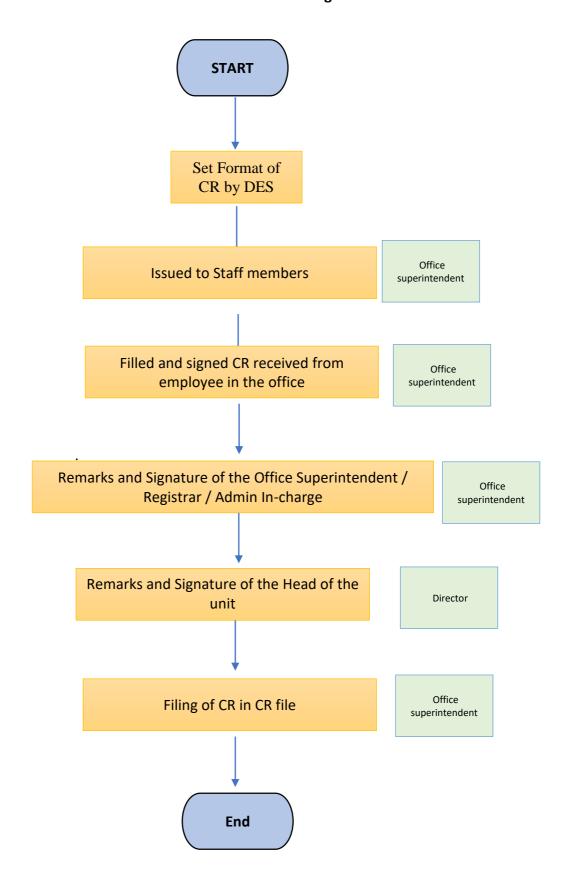
Process Title: Identity Card Preparation and Allotment Process



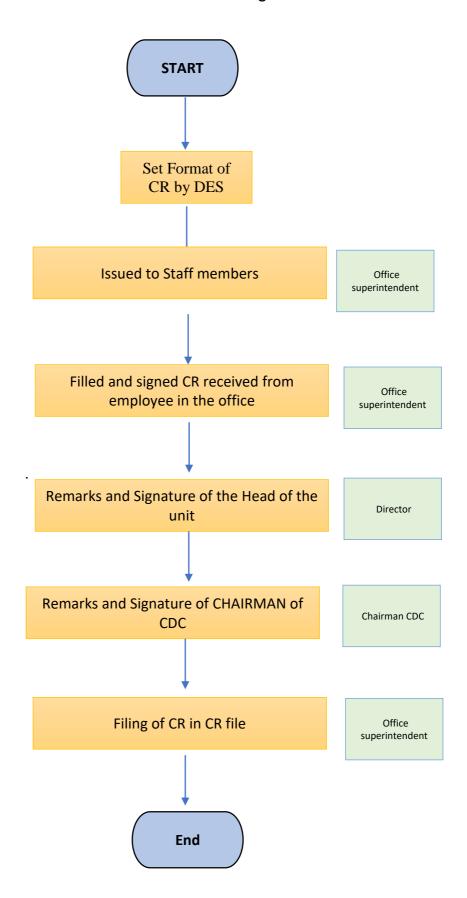




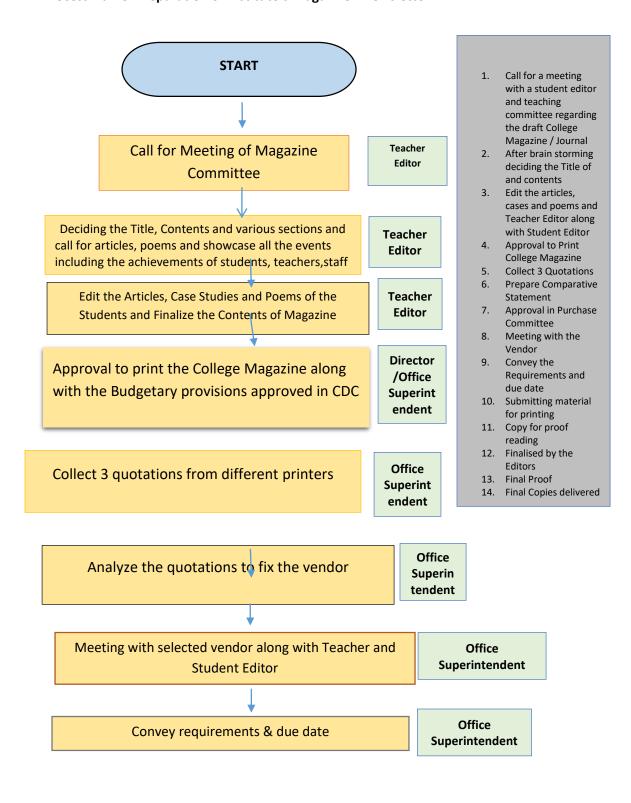
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: CR of Non Teaching Staff

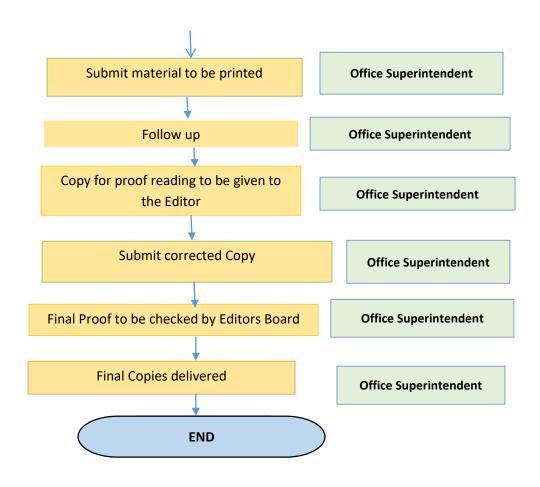


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: CR of Teaching Staff

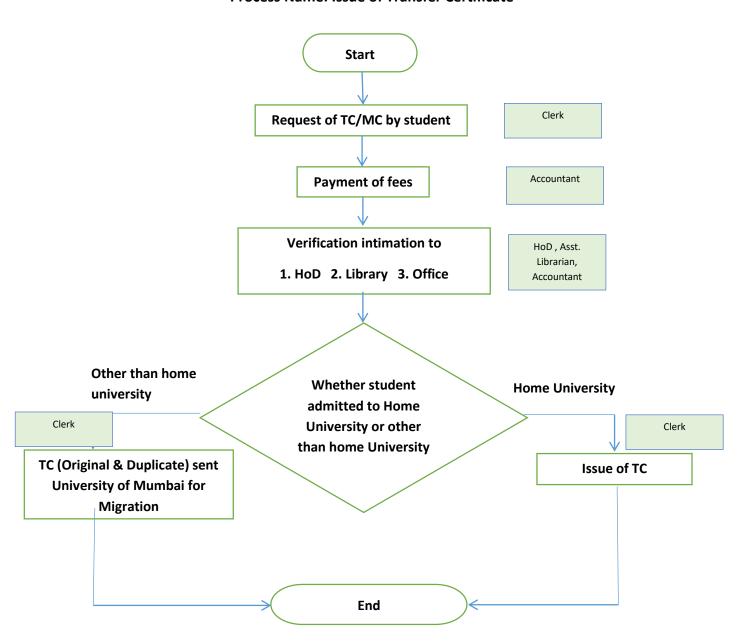


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Preparation of Institute's Magazine - Newsletter

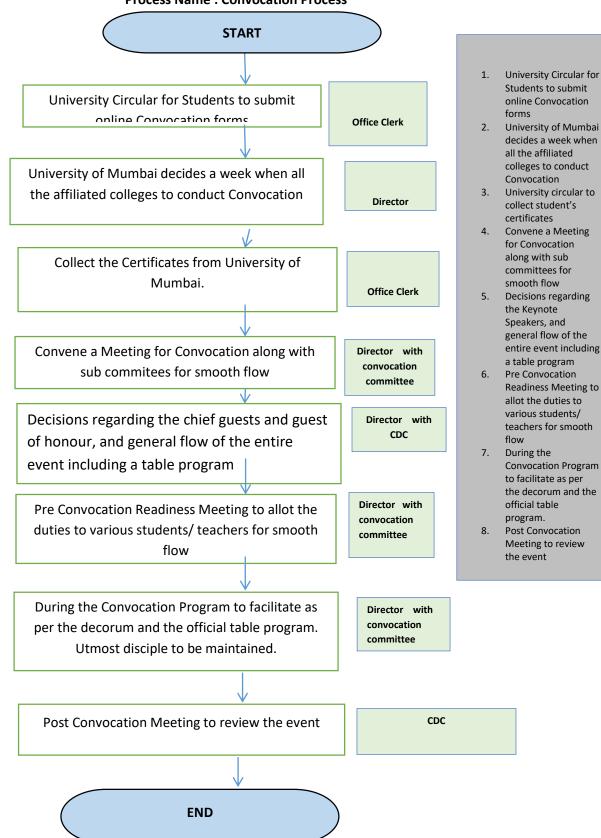




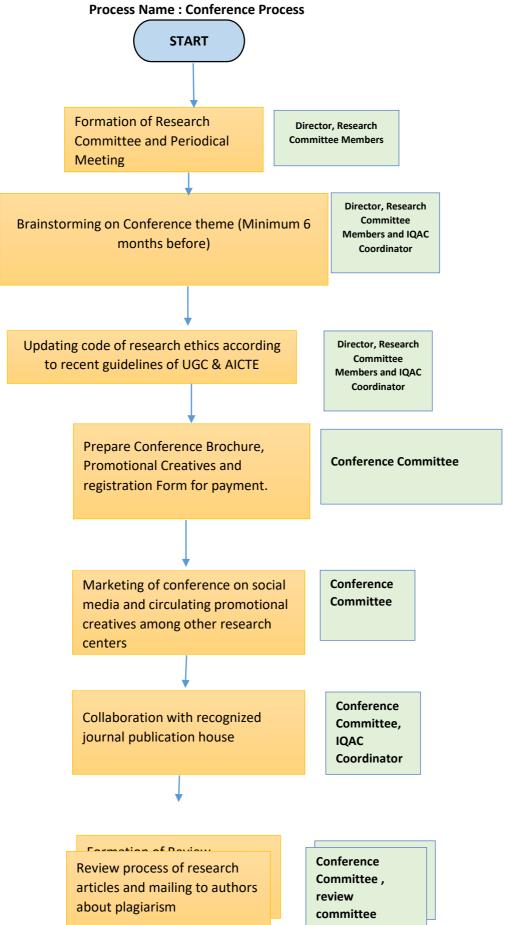
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Issue of Transfer Certificate

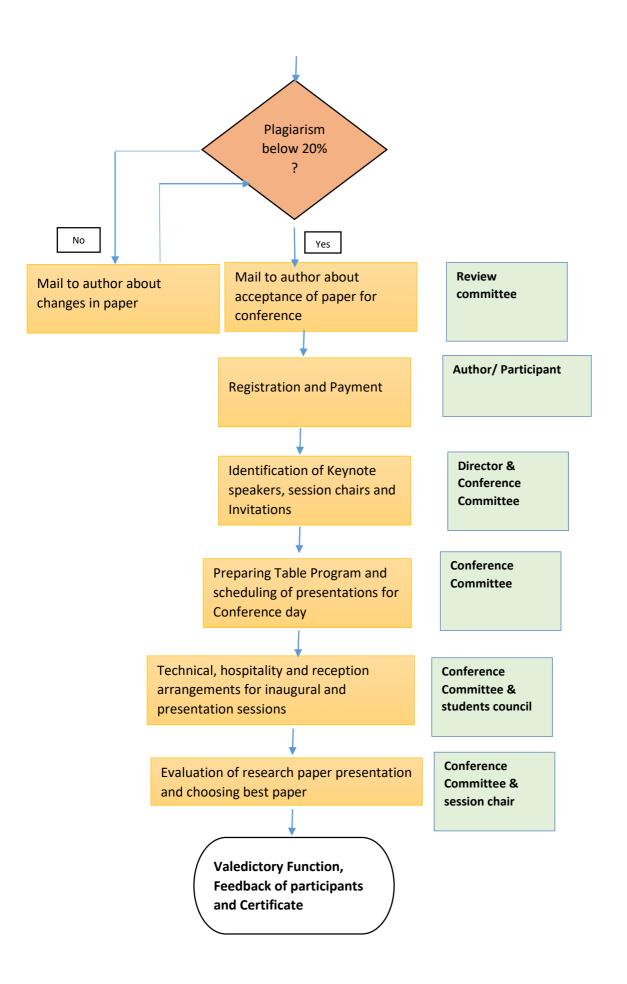


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Convocation Process

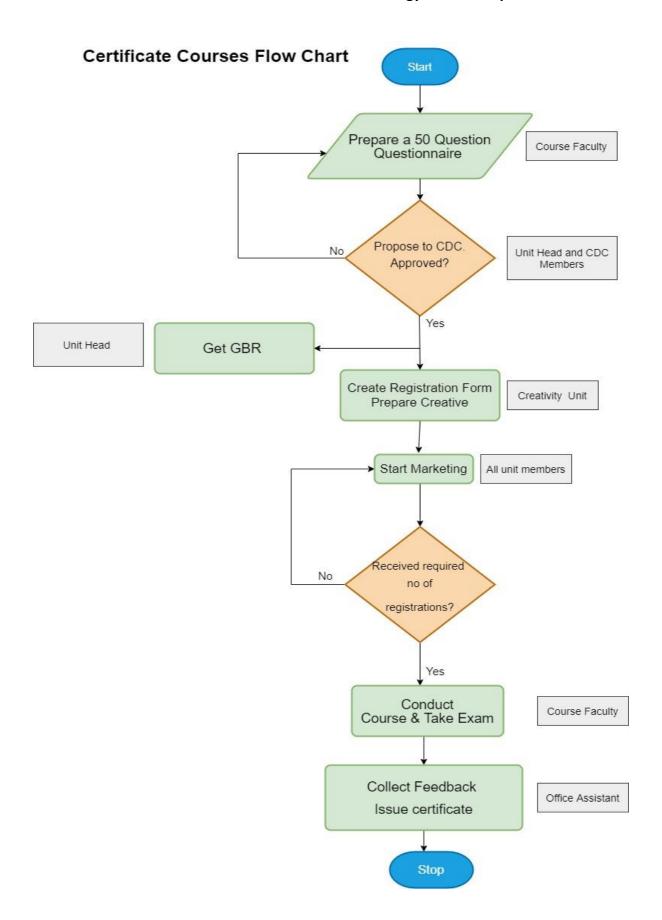


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development

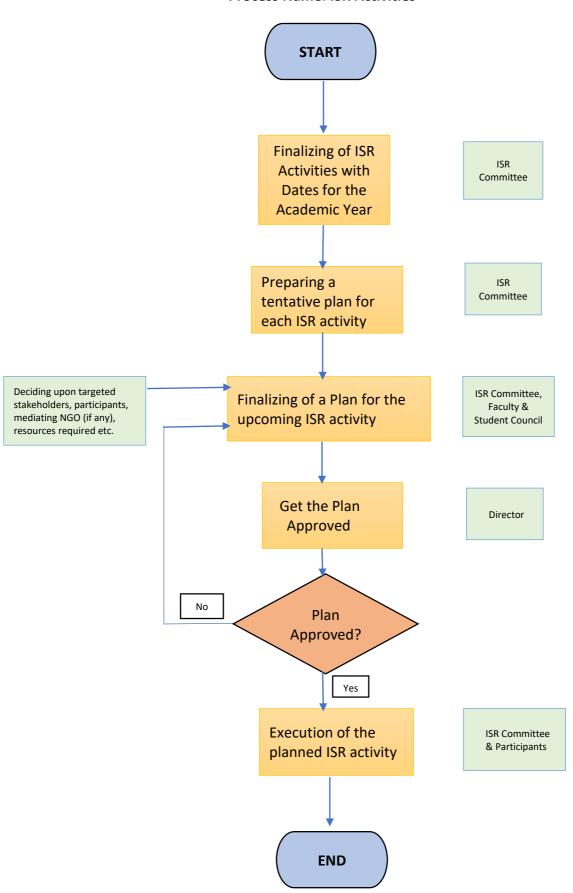




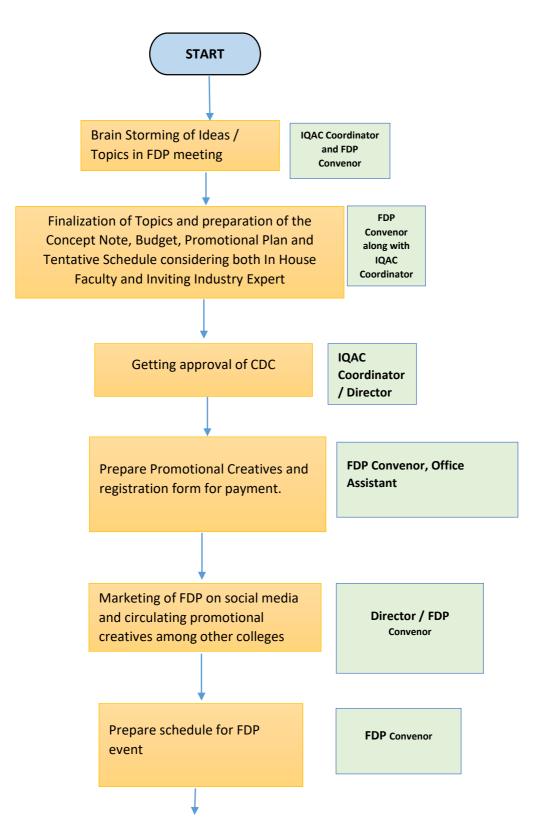
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development



Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: ISR Activities



Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: FDP Planning and Implementation



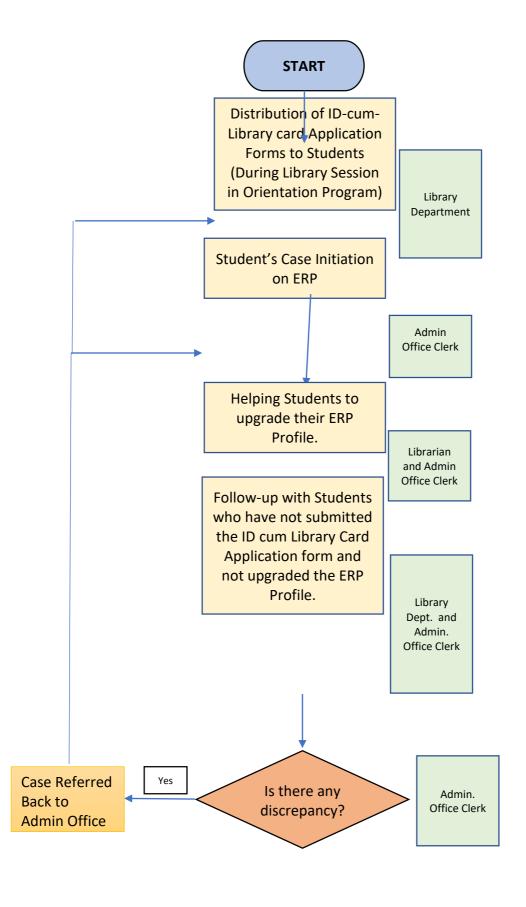
Faculty Development Program
Valedictory Function, Feedback of participants and Certificate distribution

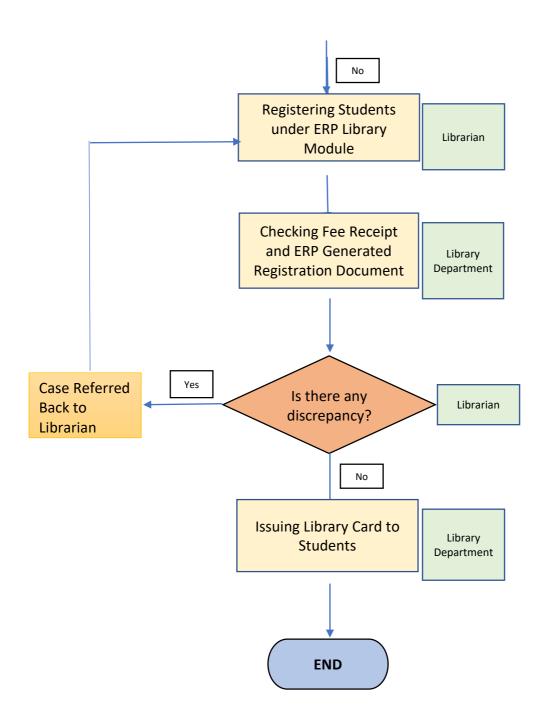
HoD/ FDP
Convenor

Director / FDP
Convenor

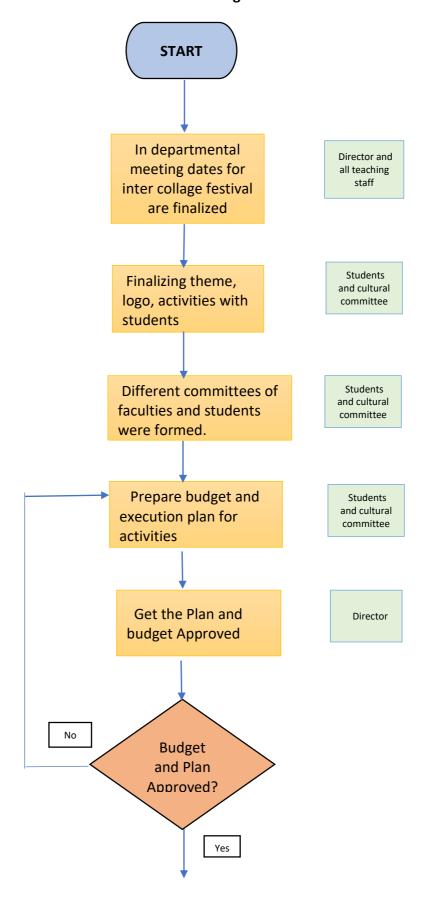
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development

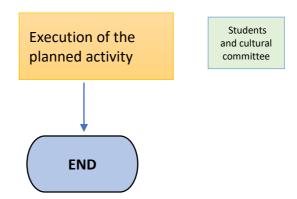
Process Title: Library Card Preparation and Allotment Process



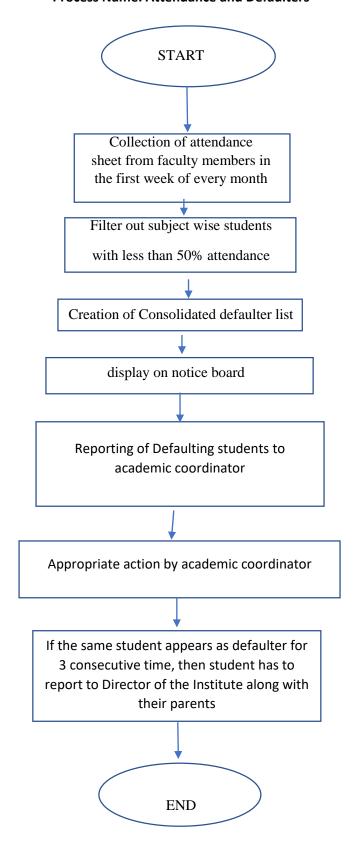


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Inter College Festival



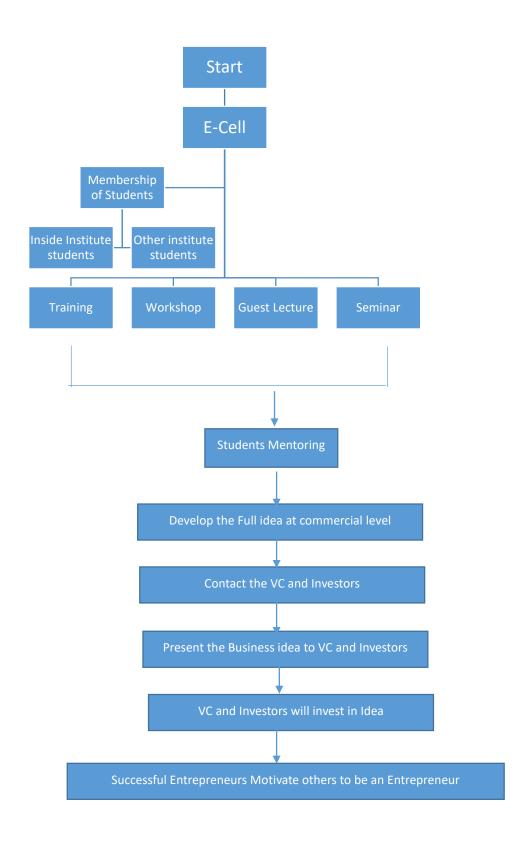


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Name: Attendance and Defaulters

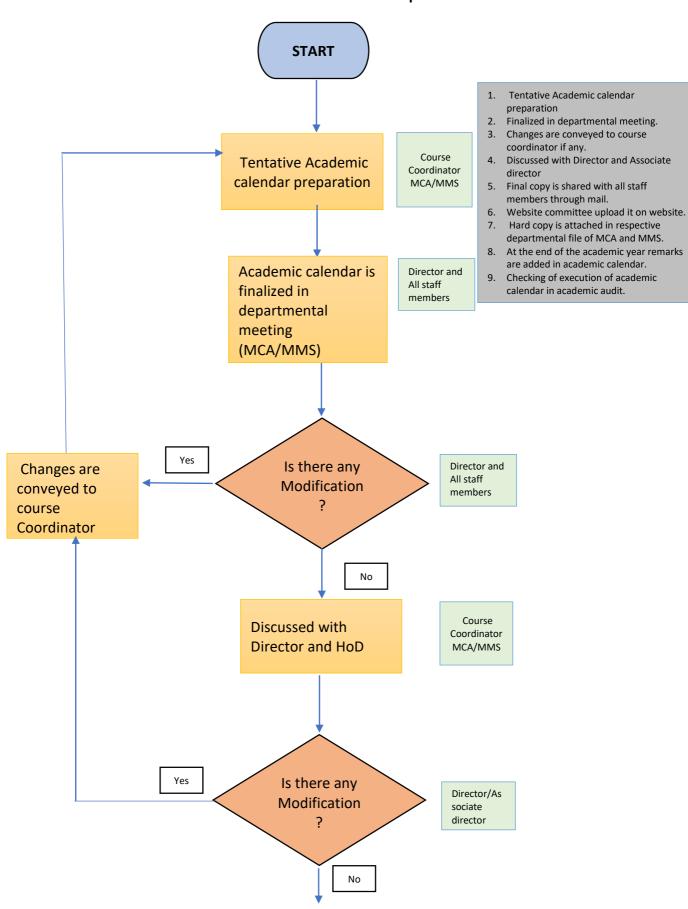


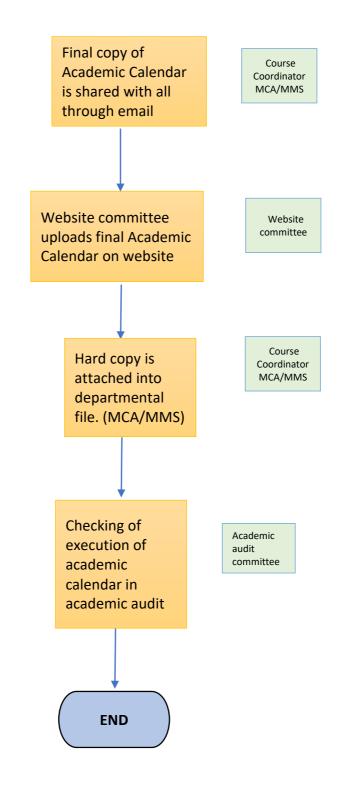
Navinchandra Mehta Institute of Technology and Development

Process Name: e-cell

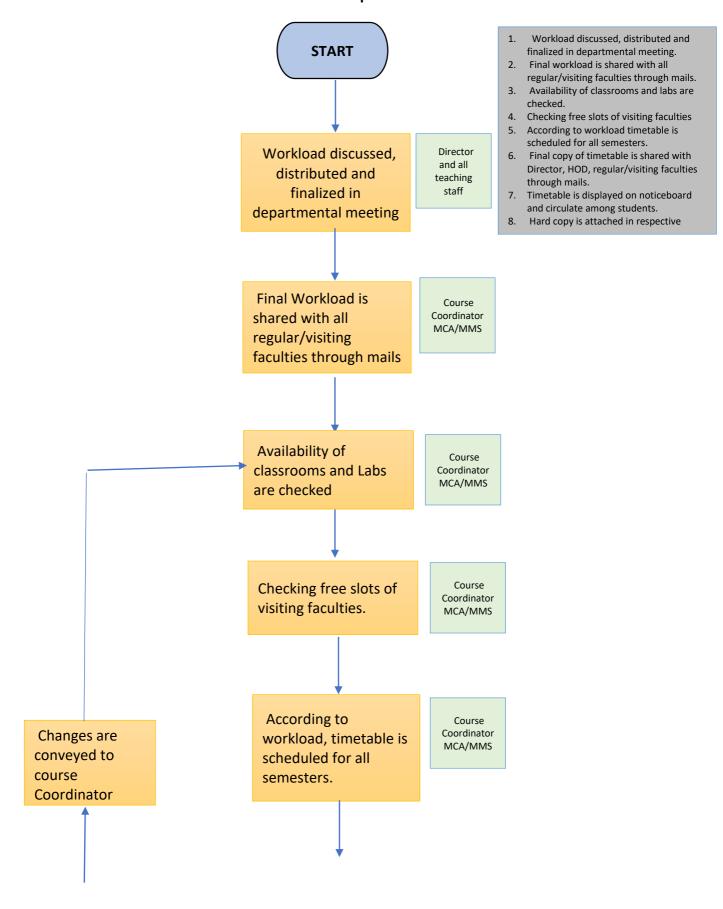


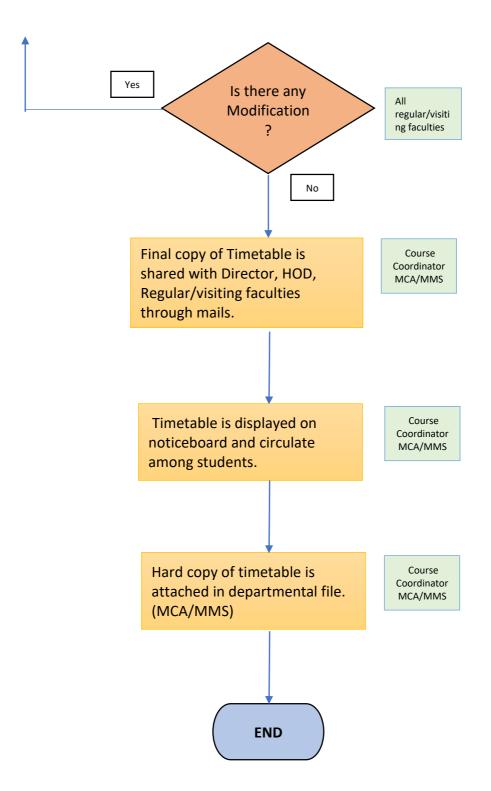
Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Title: Academic Calendar Preparation



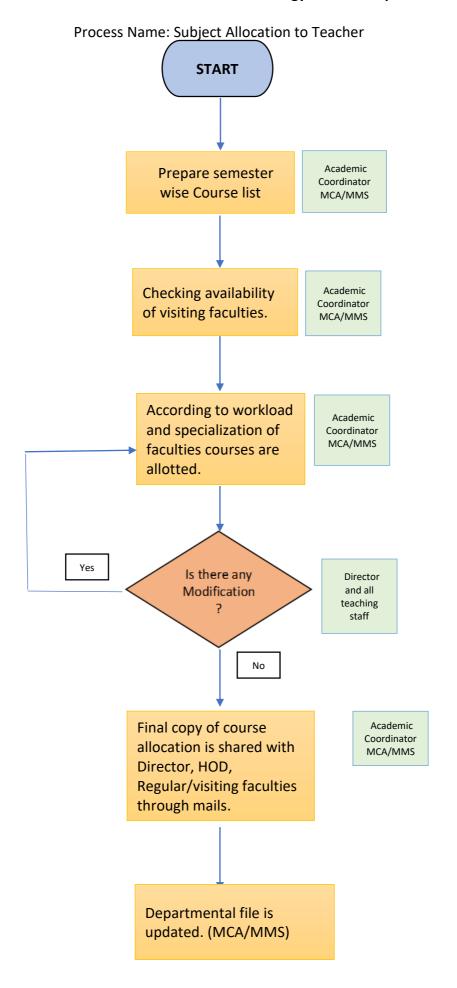


Deccan Education Society's Navinchandra Mehta Institute of Technology and Development Process Title: Timetable Preparation Flow Chart

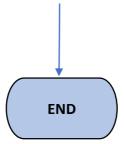




Deccan Education Society's Navinchandra Mehta Institute of Technology and Development

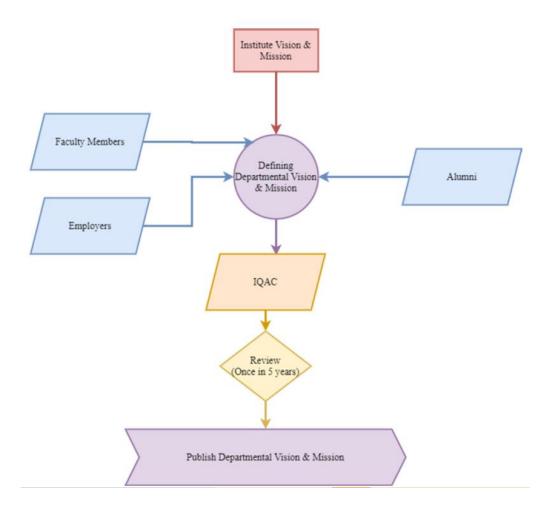


Academic Coordinator MCA/MMS



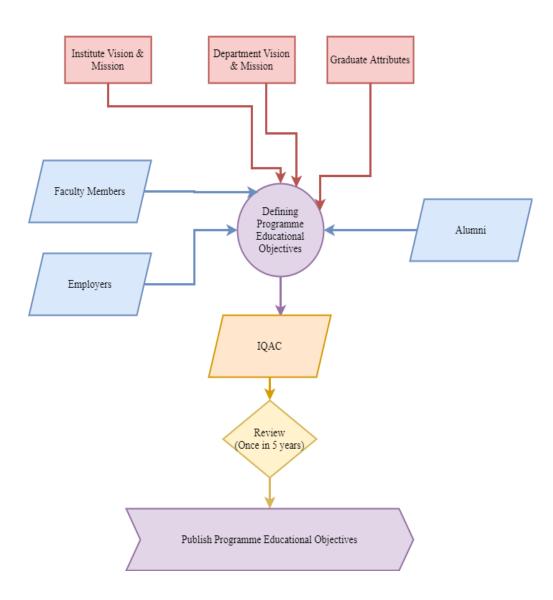
Navinchandra Mehta Institute of Technology and Development

SOP for defining the Vision and Mission



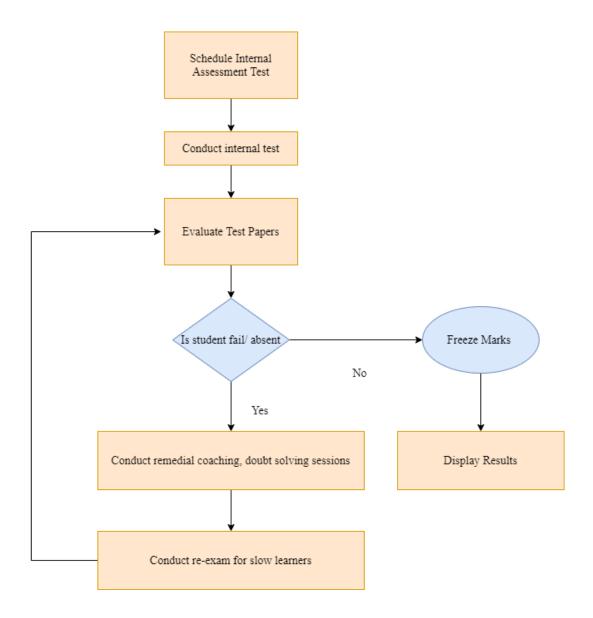
Navinchandra Mehta Institute of Technology and Development

SOP for defining Programme Educational Objectives



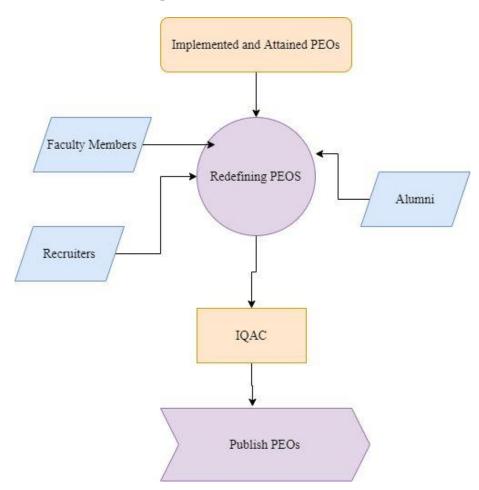
Navinchandra Mehta Institute of Technology and Development

SOP for Continuous Internal Evaluation



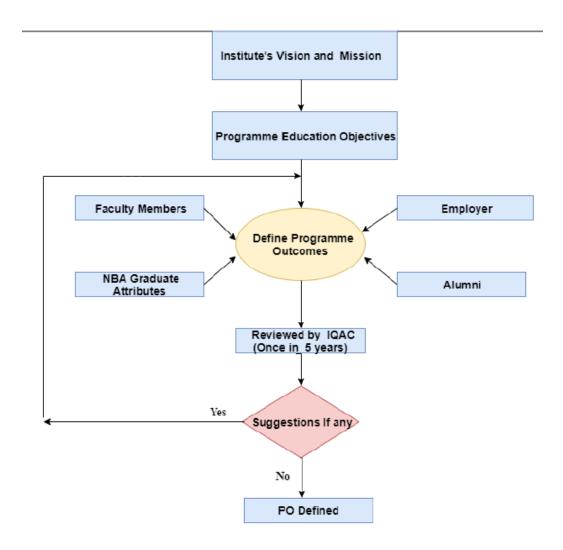
Navinchandra Mehta Institute of Technology and Development

SOP for Redefining PEOs



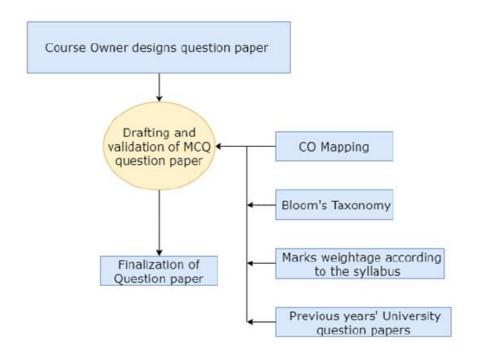
Navinchandra Mehta Institute of Technology and Development

SOP for defining POs



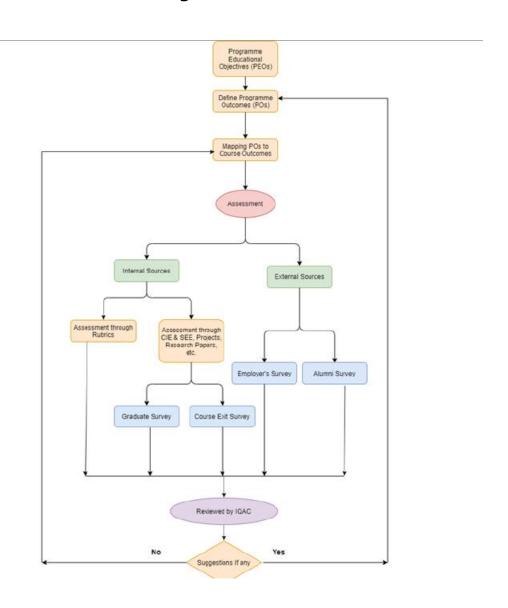
Navinchandra Mehta Institute of Technology and Development

SOP for designing CIE question papers



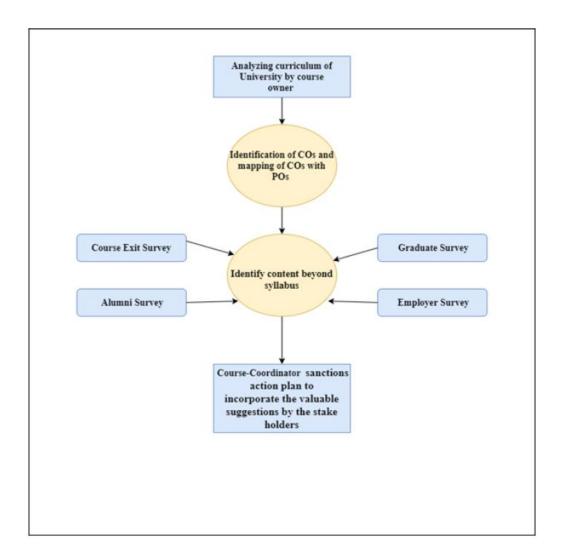
Navinchandra Mehta Institute of Technology and Development

SOP for revision in Programme Outcomes



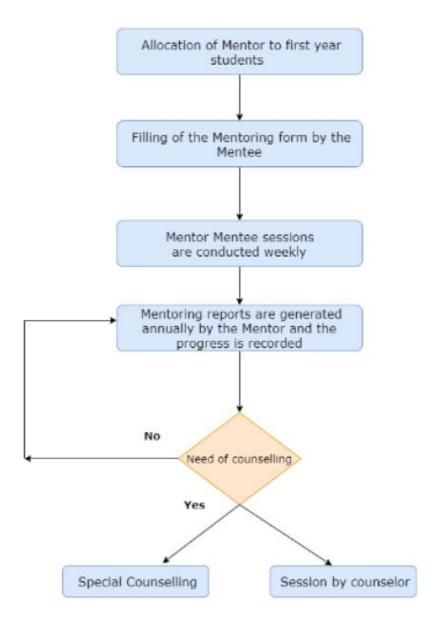
Navinchandra Mehta Institute of Technology and Development

SOP for Identifying Content Beyond Syllabus



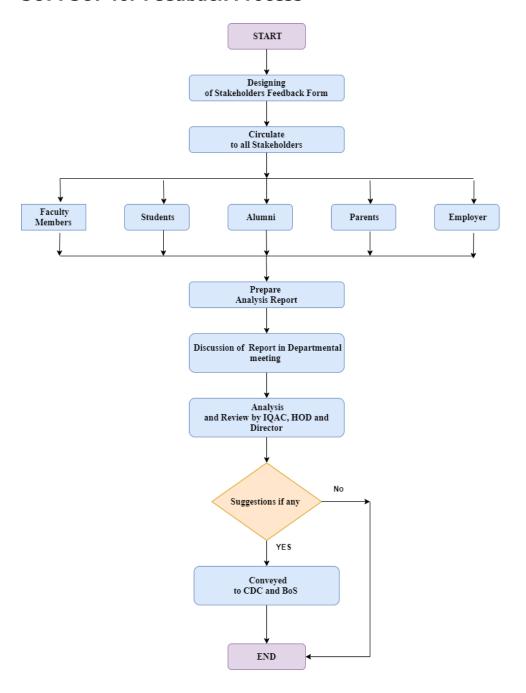
Navinchandra Mehta Institute of Technology and Development

SOP for Mentoring Process



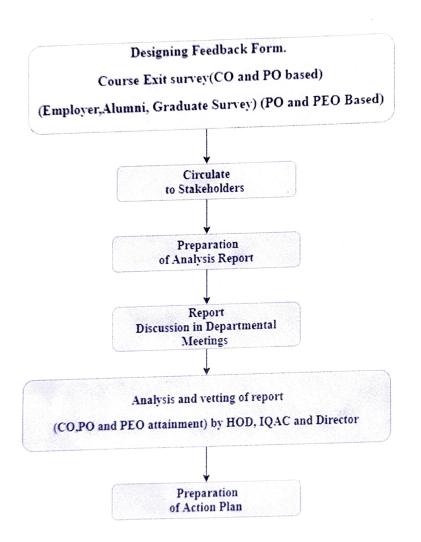
Navinchandra Mehta Institute of Technology and Development

SOP: SOP for Feedback Process



Navinchandra Mehta Institute of Technology and Development

SOP for CO,PO & PEO Based Feedback Process



Dr. Rasika Mallya IQAC Co-Ordinator



Dr. Anita Bobade I/C Director