Motiwala Education & Welfare Trust's
MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES
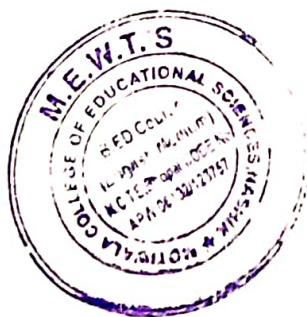### Motiwala Nagar, Gangapur – Satpur link Road,Via Y.C.M.O.U. Nashik

MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASIK.
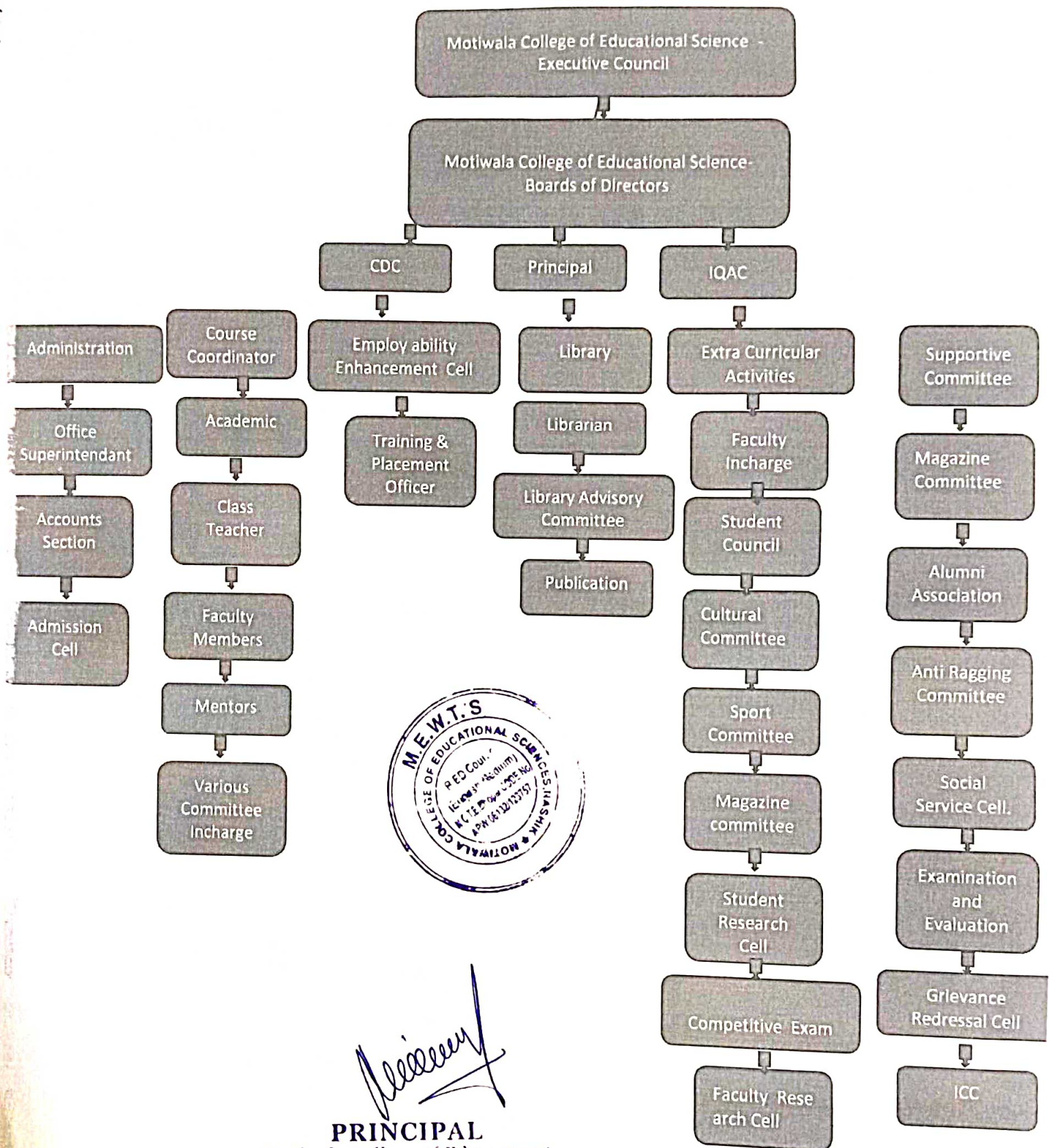
QUALITY MANAGEMENT SYSTEM

PROCESS MANUAL

PRINCIPAL
Motiwala College of Educational
Sciences, Nashik

ORGANIZATION STURCTURE

MCES

Motiwala College of Educational Science - Executive Council

Motiwala College of Educational Science- Boards of Directors

- CDC
- Principal
- IQAC

Administration
→ Office Superintendant
→ Accounts Section
→ Admission Cell

Course Coordinator
→ Academic
→ Class Teacher
→ Faculty Members
→ Mentors
→ Various Committee Incharge

Employ ability Enhancement Cell
→ Training & Placement Officer

Library
→ Librarian
→ Library Advisory Committee
→ Publication

Extra Curricular Activities
→ Faculty Incharge
→ Student Council
→ Cultural Committee
→ Sport Committee
→ Magazine committee
→ Student Research Cell
→ Competitive Exam
→ Faculty Research Cell

Supportive Committee
→ Magazine Committee
→ Alumni Association
→ Anti Ragging Committee
→ Social Service Cell.
→ Examination and Evaluation
→ Grievance Redressal Cell
→ ICC

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NAAC Criteria Number	Process Number	Process Name
Criteria 1 - Curricular Aspects	MCES / PR/ 01	Academic Year Planning
	MCES / PR/ 02	Preparation & Monitoring of Admin Calender
	MCES / PR/ 03	Curriculum Design and Enrichment
	MCES / PR/ 04	Stydent Feedback and Grievances
	MCES / PR/ 05	Stakeholders' Feedback
	MCES / PR/ 06	Admission Process
Criteria 2 - Teaching , Learning & Evaluation.	MCES / PR/ 07	Teaching and Learning
	MCES / PR/ 08	Time Table
	MCES / PR/ 09	Practicum
	MCES / PR/ 10	Concurrent Evaluation
	MCES / PR/ 11	Conduction of University, Online & Theory Examination
	MCES / PR/ 12	Condcution
Criteria 3 - Researcher , Innovation and Extension.	MCES / PR/ 12	
	MCES / PR/ 13	Research
	MCES / PR/ 14	Extension Activities.
Criteria 4 - Infrastructure and Learning Resources	MCES / PR/ 14	Indenting the Requirement
	MCES / PR/ 15	Extension Activities
	MCES / PR/ 16	Issue Various Documents and Articles to Students.
	MCES / PR/ 17	IT Maintenanace & Management
	MCES / PR/ 18	Work Environment & House Keeping
	MCES / PR/ 19	Purchase & Receipt of Library books, e- Books, Journals, e-Journal.
	MCES / PR/ 20	Library Membership
	MCES / PR/ 21	Library Book Circulation and Preservation.
Criteria 5 - Student Support and Progression	MCES / PR/ 22	Co-curricular activities & Student Achieve
	MCES / PR/ 23	Training and Placement
	MCES / PR/ 24	Educational Visit
	MCES / PR/ 25	Mentoring Program
	MCES / PR/ 26	Scholarship for students
	MCES / PR/ 27	Alumni Association Program
Criteria 6 - Governance, Leadership and Management	MCES / PR/ 28	Statutory Requirement
	MCES / PR/ 29	Monthly report
	MCES / PR/ 30	IQAC
Criteria 7 - Institutional Values and Best Practices.	MCES / PR/ 31	Best Practices
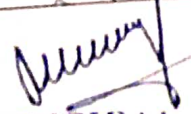
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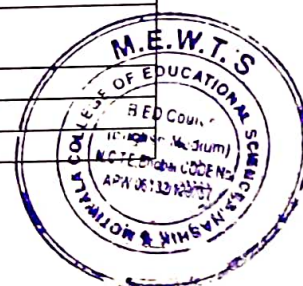
MCES / PR/04	Feedback and Grievances	
NAAC Criteria	1. Curricular Aspects	Pg : 01/01
	Clause . 9.1	

INPUT		
Sr.No.	Logbook	Teaching and Learning Process
1.	Micro Plan	Teaching and Learning Process
2.		

Sr.No.	Activity	Responsibility	Stage output
1.	Feedback(Current students for teaching, Infra, library ,sports department) 1. Preparation of student feedback form regarding Teaching, Infra, Library ,Sports department . 2. Preparation of schedule for student's feedback. 3. Filling up of online feedback form from the students using Admin Support. 4. Principal will obtain the feedback, Review ,summarize and grade the feedback result. 5. Interaction of principle with individual faculty to discuss the Feedback report and suggest measures for improvement if necessary . 6. Initiate necessary reformative action to improve the quality if necessary. feedback in charge admin and principal .	Feedback In - charge Admin and Principal .	Schedule Online Feedback Feedback From Analysis Plan of Action
2.	Grievances Redressal system-(if any) 1. Formation of grievance committee 2. Complaint box to be opened once in a fortnight in presence of committee 3. Receive and record the complaint in register 4. Analyze the root cause and decide correction and corrective action 5. Implement the corrective action 6. Check repeated failures and initiative preventive action 7. Prepared a summary of complaints and submit to management representative for discussion in management review meeting . 8. Prepare the Redressal report. Course Coordinator, and Principal	Course Coordinator, and Principal.	Schedule Grievance Registered Corrective and Preventive Action Redressal report

	OUTPUT	IQAC,Principal,Admin	
1.	Feedback Analysis	IQAC,Principal,Admin	
2.	Grievance Register	Feedback In-charge	
	Implementation		

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