



Amrutvahini College of Engineering, Sangamner

ORGANOGRAM OF THE INSTITUTION

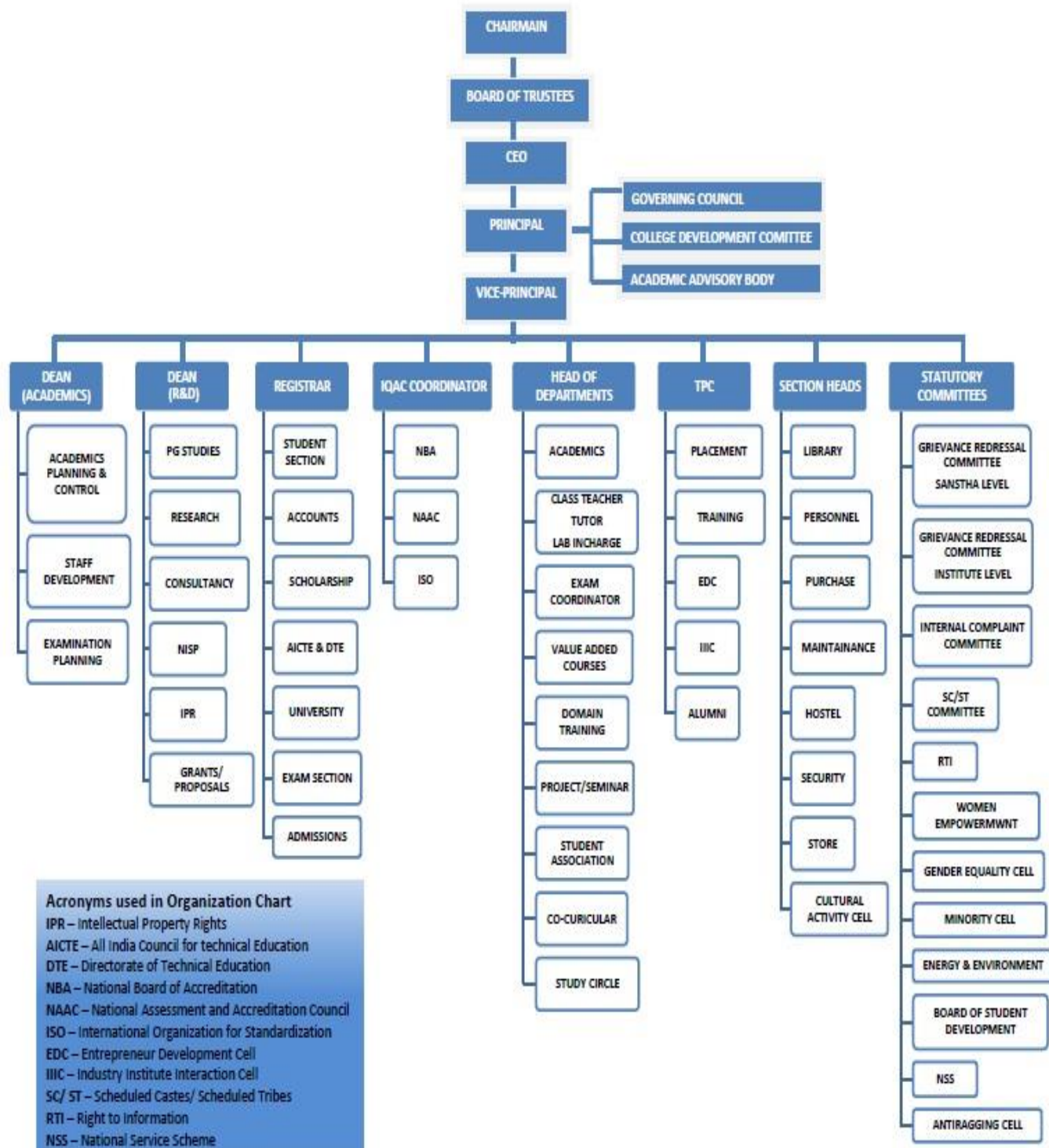
AS PER INTERNATIONAL STANDARD ISO 9001:2015

ISSUE NO: 04 DTD. 15 – 06 – 2017

AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER

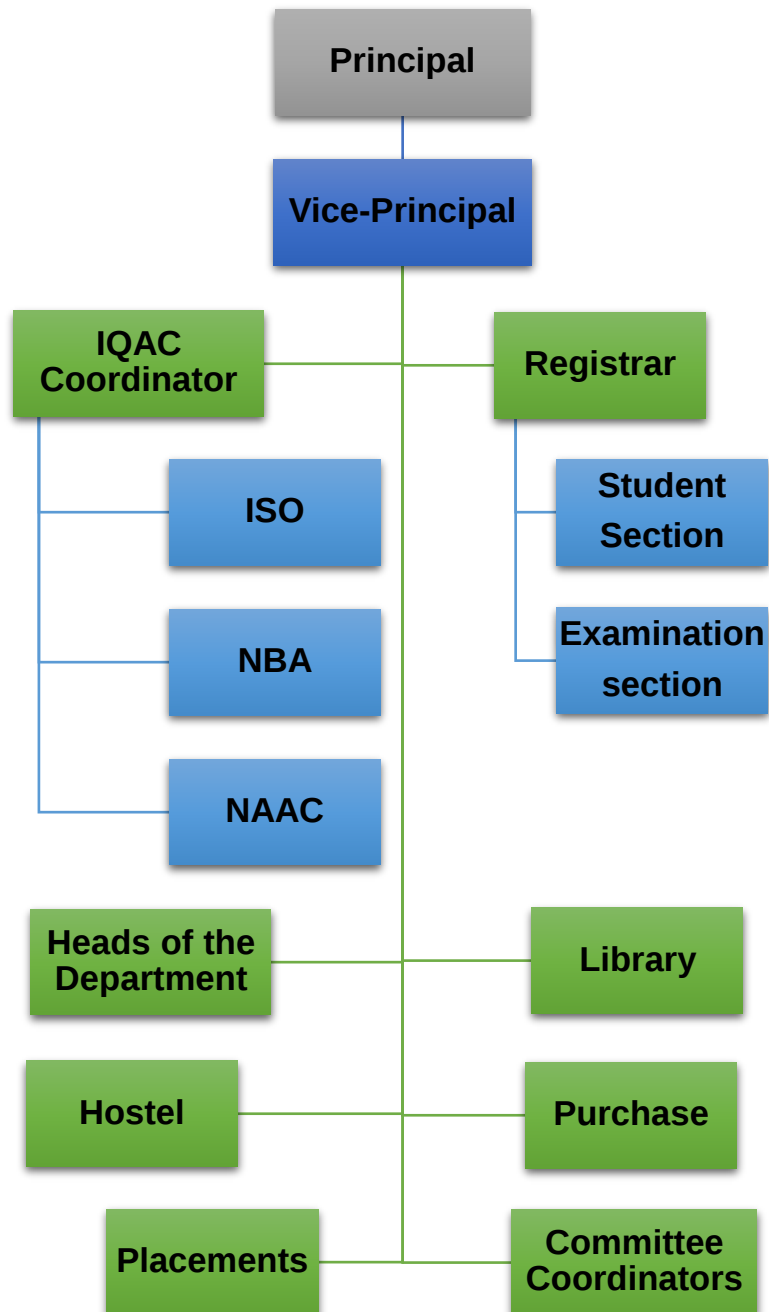
ORGANOGRAM

QM / 03	ORGANIZATION STAFF STRUCTURE	
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AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER
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QM / 04	ROLES, RESPONSIBILITIES AND AUTHORITIES		
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QM / 04	ROLES, RESPONSIBILITIES AND AUTHORITIES	
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POSITION: Principal / Vice - Principal

RESPONSIBILITY

- 1 Overall in-charge of the College Academics, Library, TPO, Administration and Alumni functions.
- 2 Accountable for the effectiveness of the QMS.
- 3 Establishing the quality policy and quality objectives compatible with the context and strategic direction of the organization.
- 4 Ensuring the integration of the quality management system requirements into the organization's processes.
- 5 Promote the use of the process approach and risk-based thinking.
- 6 Ensuring that the resources needed for the quality management system are available.
- 7 Communicating the importance of effective quality management and of conforming to the quality management system requirements.
- 8 Ensuring that the quality management system achieves its intended results.
- 9 Engaging, directing and supporting persons to contribute to the effectiveness of the quality management system.
- 10 Promoting improvement culture within the organization.
- 11 Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- 12 To ensure that student and applicable statutory and regulatory requirements are determined, understood and consistently met.
- 13 To ensure that the risks and opportunities that can affect conformity of products and services and the ability to enhance student satisfaction are determined and addressed.
- 14 To maintain the focus on enhancing student satisfaction.
- 15 To ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood within the organization.

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ISO Coordinator / ISO Dy. Coordinator

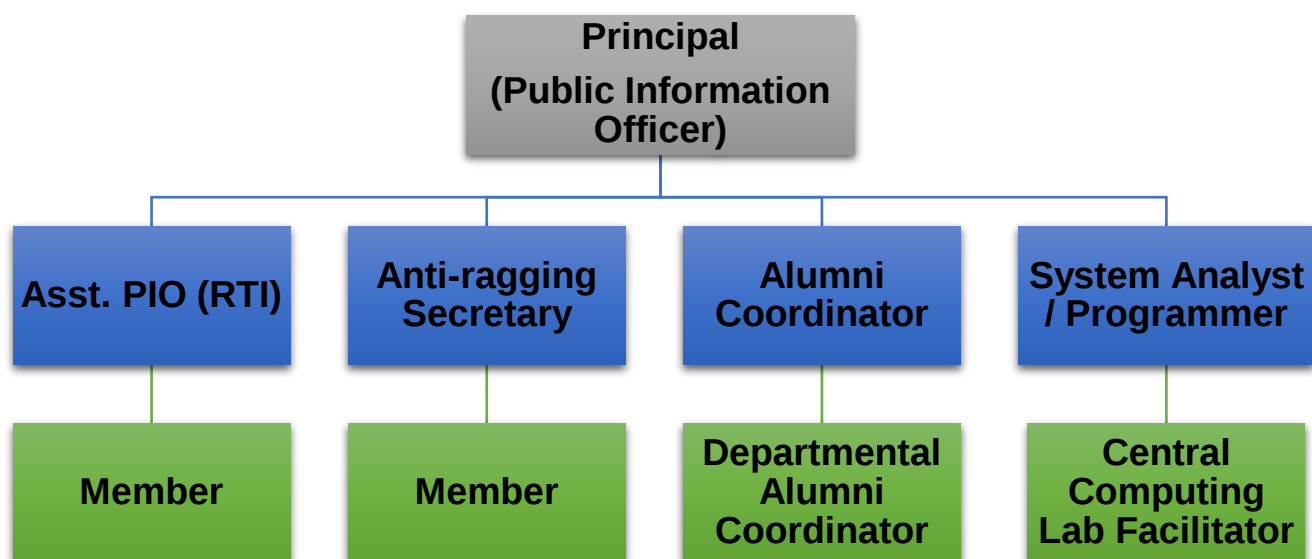
RESPONSIBILITY

- 1 To ensure that the processes needed for the Quality Management System are established, implemented and maintained.
- 2 To ensure that the Quality Management System is confirming to the requirements of the ISO 9001:2015 Standard.
- 3 To ensure that the processes are delivering their intended outputs.
- 4 To control the distribution and changes in the quality management system documented information.
- 5 To ensure that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.
- 6 To carry out review of quality management system.
- 7 Reporting the top management on the performance of the quality management system and on opportunities for improvement.
- 8 Ensure the promotion of awareness of student requirements throughout the college.
- 9 To liaison with external parties on the matters relating to the quality management system.
- 10 To Plan and conduct Internal Audit and Management Review Meeting.
- 11 To ensure that quality objectives are tracked and necessary actions are initiated.
- 12 To plan, organize training related to ISO 9001: 2015.

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PRIN / PR / E	Staff Position		
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PRIN / PR / F	Responsibilities and Authorities	
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Asst. PIO

- 01 Receive the request for seeking information from the interested person / agency.
- 02 Displaying the name of RTI office bearers.
- 03 Consultation with the Principal and other authorities.
- 04 Collecting the relevant information from concerned departments in the college.
- 05 Forwarding the information to the concerned.
- 06 Attending the various workshops, seminars, meeting related to RTI.
- 07 Receive notifications from authorities, communication and maintenance of related document and records.

Member

- 01 Support PIO and Asst. PIO in carrying out their responsibility.
- 02 Collection of relevant information for communication.

Secretary Anti- Ragging Committee

- 01 Display of act main building, all hostel buildings.
- 02 To take necessary actions to prevent the ragging.
- 03 Investigating the complaint and reporting to management authorities.
- 04 Take necessary actions on defaulters in consultation with committee members.
- 05 To take surprise round especially in the hostel to ensure implementation of anti-ragging measures.

Members Anti- Ragging Committee

- 01 To take necessary actions to prevent the ragging.
- 02 Investigating the complaint and reporting to management authorities.
- 03 Take necessary actions on defaulters in consultation with chairman, co-chairman.

Coordinator Alumni Committee

- 01 To maintain consolidated data of alumni.
- 02 To coordinate with departmental Alumni Coordinator for Alumni and present student interaction.
- 03 Correspondence with university and other interested parties on matters related to alumni.

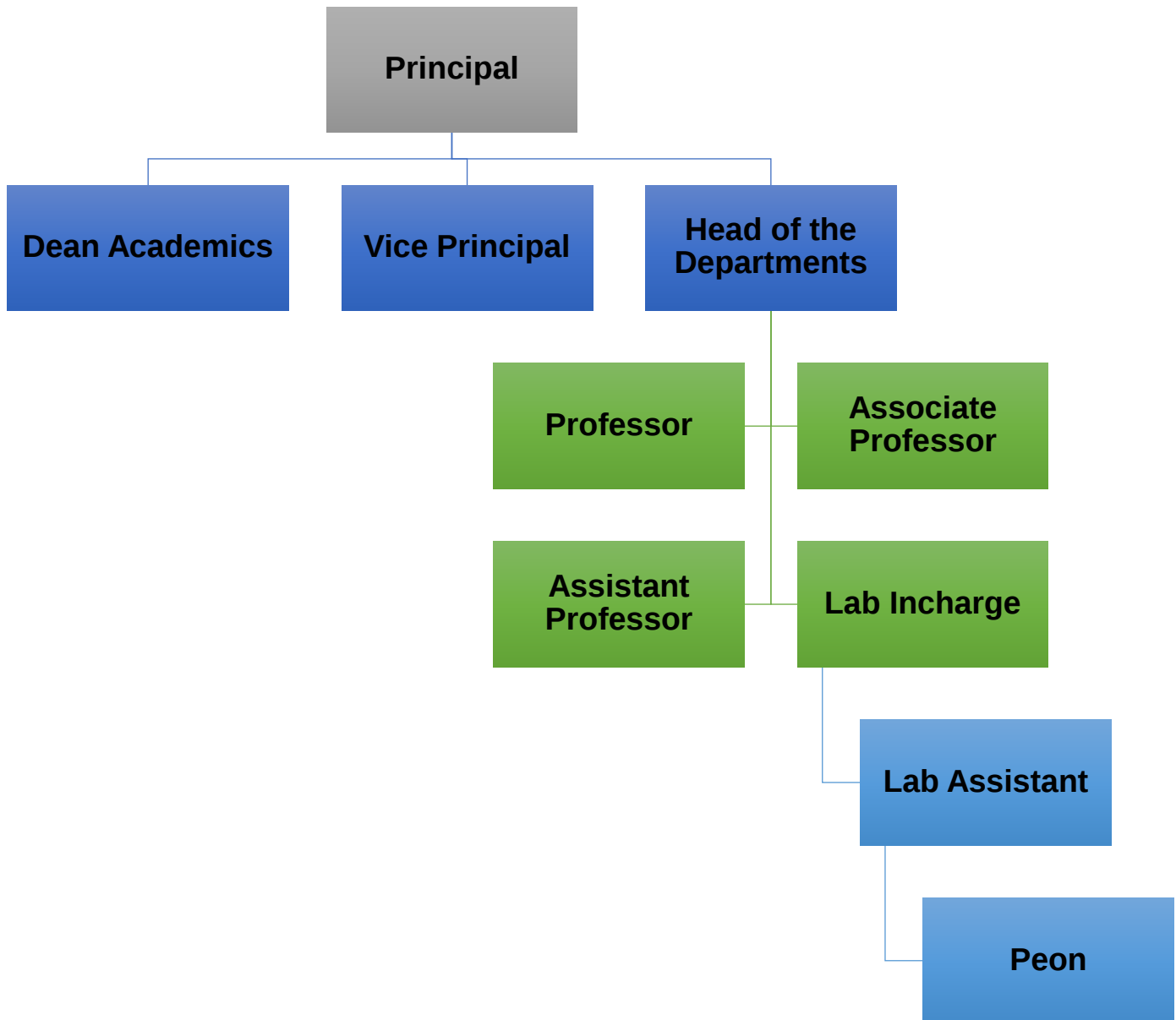
Departmental coordinators Alumni Committee

- 01 To maintain data of alumni.
- 02 To coordinate with Alumni for interaction with student.

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ACAD/PR/E	ACADEMIC PROCESS		
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ACAD / PR / F	RESPONSIBILITIES & AUTHORITIES		
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Duties of Dean Academics

1. To monitor the working of all academics departments.
2. To monitor the teaching programs.
3. To monitor the achievement of quality objectives.
4. Carry out planning of academic year.
5. To contribute in institute level QMS, NBA and NAAC activities.
6. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
7. To ensure that the processes are delivering their intended outputs.
8. To report on the performance of the quality management system and on opportunities for improvement to top management.
9. To ensure the promotion of student focus throughout the departments.
10. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of HOD

1. To monitor the working of department.
2. To distribute the teaching activity among the teachers
3. To decide the annual requirement of Lab equipments books, stationery & consumable.
4. To monitor the teaching programs.
5. To initiate the action on student, faculty problem.
6. To monitor the achievement of quality objectives.
7. Carry out planning of academic year.
8. To select coordinator for co-curricular activities.
9. To select the faculties for the subjects.
10. To approve the purchase requirement.
11. To recommend the requirement of staff selection (Teaching / Non Teaching)
12. To take action on students test & attendance performance.
13. To approve internal test results, journals and project work.
14. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
15. To ensure that the processes are delivering their intended outputs.
16. To report on the performance of the quality management system and on opportunities for improvement to top management.
17. To ensure the promotion of student focus throughout the department.
18. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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ACAD / PR / F	RESPONSIBILITIES & AUTHORITIES	
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Duties of Professor and Associate Professor:

1. To plan prepare for the topic wise teaching activity.
2. To participate in policy planning, monitoring and evaluation at departmental and institutional level.
3. To develop and make use of new teaching methodology & facilities.
4. To complete the teaching program within the specified time.
5. To evaluate the answer sheet.
6. To guide the student in project work.
7. To guide the lecturers in teaching process.
8. To take actions on defaulter student in discussion with HOD and Principal.
9. To suggest changes in teaching & QMS process.
10. Any other duties assigned by the higher authority time to time.
11. To configure learning objectives for the subjects & topics/units.
12. To suggest quality objective measuring tools & accordingly changes in teaching process.
13. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
14. To ensure that the processes are delivering their intended outputs.
15. To report on the performance of the quality management system and on opportunities for improvement to top management.
16. To ensure the promotion of student focus throughout the department.
17. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Assistant Professor:

1. To plan prepare for the topic wise teaching activity.
2. To complete the teaching program and laboratory sessions within the specified time.
3. To evaluate the answer sheet.
4. To develop resource material and laboratory development.
5. To submit monthly attendance report to HOD.
6. To interact and counsel with students.
7. To take actions on defaulter student in discussion with HOD and Principal.
8. To suggest changes in teaching & QMS process.
9. Any other duties assigned by the higher authority time to time.
10. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
11. To ensure that the processes are delivering their intended outputs.
12. To report on the performance of the quality management system and on opportunities for improvement to top management.
13. To ensure the promotion of student focus throughout the department.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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ACAD / PR / F	RESPONSIBILITIES & AUTHORITIES	
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Duties of Lab Asst.:

1. To prepare the lab before the session.
2. To rectify the problem with the help from external agency or maintenance department.
3. To ensure proper maintenance of lab equipment.
4. To maintain the Dead Stock Register.
5. To assist lab I/C & lecturer for smooth function of lab.
6. To arrange & set the instruments before start of practical session.
7. To maintain attendance of student for Practical.
8. To suggest the changes in QMS.
9. To recommend the lab requirements.
10. Any other duties assigned by the higher authority time to time.
11. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
12. To ensure that the processes are delivering their intended outputs.
13. To ensure the promotion of student focus throughout the department.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Peon:

1. Opening & closing of department.
2. Cleanness, sweeping department.
3. Help during the examination.
4. Cleaning of instruments.
5. To circulate notice & other documents given by higher authority. (Teaching / Non Teaching).
6. To display & remove the notice from notice board.
7. Any other duties assigned by the higher authority time to time.
8. To ensure that the processes are delivering their intended outputs.
9. To ensure the promotion of student focus throughout the department.

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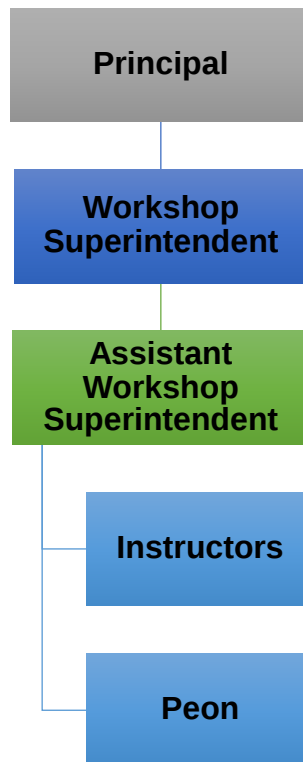
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Responsibilities and Authorities

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Duties of Workshop Superintendent

1. Planning scheduling, organizing, coordinating and monitoring of workshop classes and tasks.

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2. Prepare theoretical and workshop instructions.
3. Design, develop and test instructional materials (process sheet and Job drawing).
4. To allocate work among Instructors.
5. To finalize the material, tools and instrument requirement for the year.
6. To plan for maintenance of machinery.
7. To decide the quality objectives for workshop.
8. To take actions against nonconformity observed in the workshop systems.
9. To select the service provider in case maintenance work is outsourced.
10. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
11. To ensure that the processes are delivering their intended outputs.
12. To report on the performance of the quality management system and on opportunities for improvement to top management.
13. To ensure the promotion of student focus throughout the department.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Assistant Workshop Superintendent

1. Accounting of raw material, tools and instrument in the work shop.
2. Plan, deliver and evaluate theoretical and workshop instructions.
3. Assist workshop superintendent as and when necessary.
4. Carry out stock verification periodically.
5. Assessment of student performance in the end of academic year.
6. Execution of preventive and breakdown maintenance.
7. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
8. To ensure that the processes are delivering their intended outputs.
9. To report on the performance of the quality management system and on opportunities for improvement to top management.
10. To ensure the promotion of student focus throughout the department.
11. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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Duties of Senior Instructor

1. Accounting of raw material, tools and instrument in their custody.
2. Plan, deliver and evaluate theoretical and workshop instructions.
3. Assessment of student performance at the end of practical session.
4. Carrying out preventive and breakdown maintenance.
5. Guide the student during practical sessions.
6. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
7. To ensure that the processes are delivering their intended outputs.
8. To ensure the promotion of student focus throughout the department.
9. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Junior Instructor

1. Accounting of raw material, tools and instrument in their custody.
2. Plan, deliver and evaluate theoretical and workshop instructions.
3. Assessment of student performance at the end of practical session.
4. Carrying out preventive and breakdown maintenance.
5. Guide the student during practical sessions.
6. Assist student and faculty member in their project.
7. Inculcate safety procedures and safety practices among the student.
8. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
9. To ensure the promotion of student focus throughout the department.
10. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

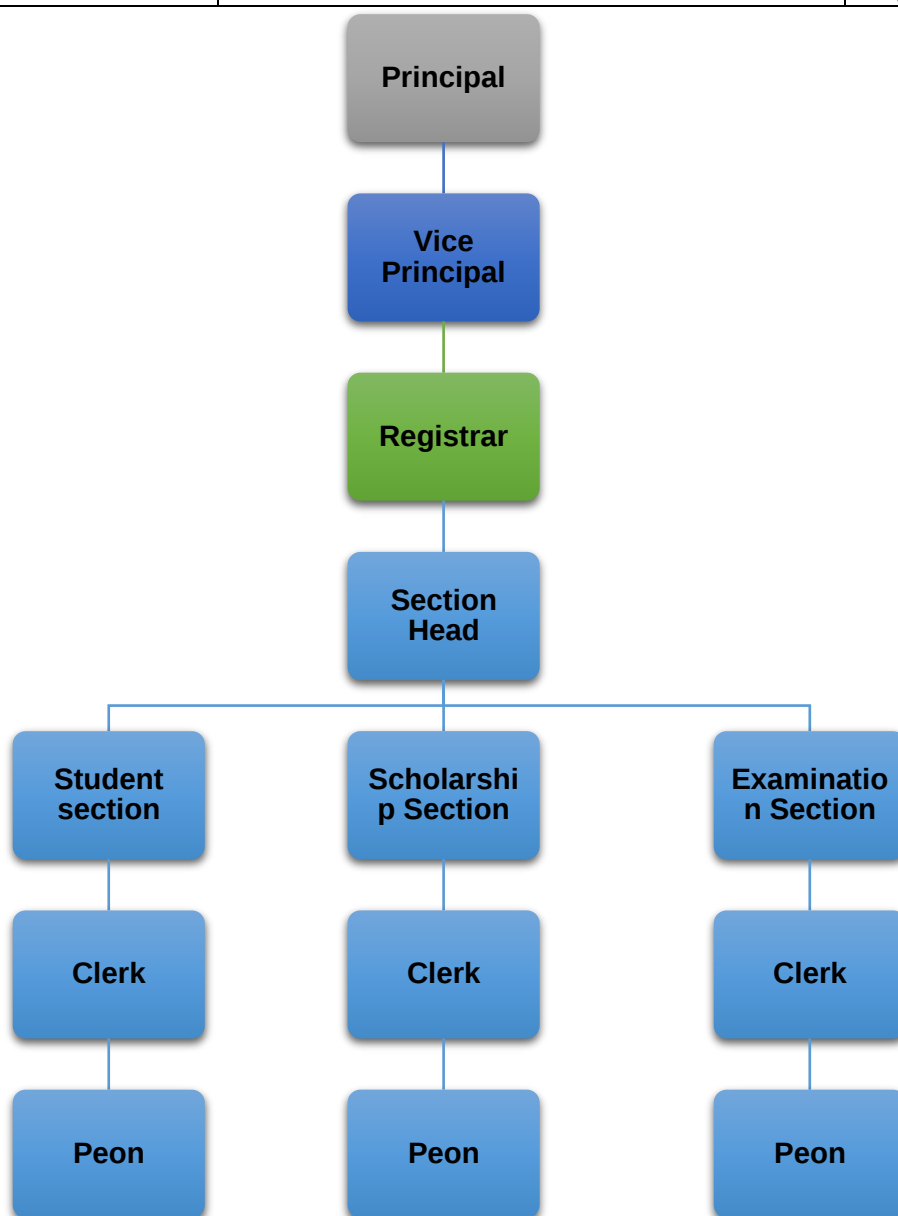
Duties of Attendant

1. Assist the instructors in performance of their duties.
2. Oiling and greasing of machinery.
3. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
4. To ensure the promotion of student focus throughout the department.
5. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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ADMN / PR / F	Responsibilities and Authorities	
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Duties of Registrar and Section Head

1. To monitor and control activities in student and examination section.
2. To take actions on the nonconformities observed in administrative sections.
3. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
4. To ensure that the processes are delivering their intended outputs.
5. To report on the performance of the quality management system and on opportunities for improvement to top management.
6. To ensure the promotion of student focus throughout the department.
7. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Student Section Clerk

1. To carry out correspondence with University, DTE and other authorities involved in admission procedure.
2. To obtain approval to admission from the authorities.
3. Issue leaving certificate, appearing certificate and bonafide certificate.
4. Any other duties assigned by the higher authority time to time.
5. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
6. To ensure that the processes are delivering their intended outputs.
7. To ensure the promotion of student focus throughout the department.
8. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Scholarship Section Clerk

1. To carry out correspondence with DTE and other authorities involved in scholarship procedure.
2. To communicate with students on all scholarship related matters.
3. To get the scholarship forms filled from the students and send to the relevant authorities.
4. To process the student scholarships.
5. Any other duties assigned by the higher authority time to time.
6. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
7. To ensure that the processes are delivering their intended outputs.
8. To ensure the promotion of student focus throughout the department.
9. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of examination section Clerk

1. To display the notice related to examination.
2. To submit filled up examination form and examination fees to university.
3. To make arrangements for smooth conduct of examination.
4. To prepare subject wise and course wise result summary.
5. To control reevaluation and verification of marks process.
6. Distribute mark sheet.
7. Any other duties assigned by the higher authority time to time.
8. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
9. To ensure that the processes are delivering their intended outputs.
10. To ensure the promotion of student focus throughout the department.
11. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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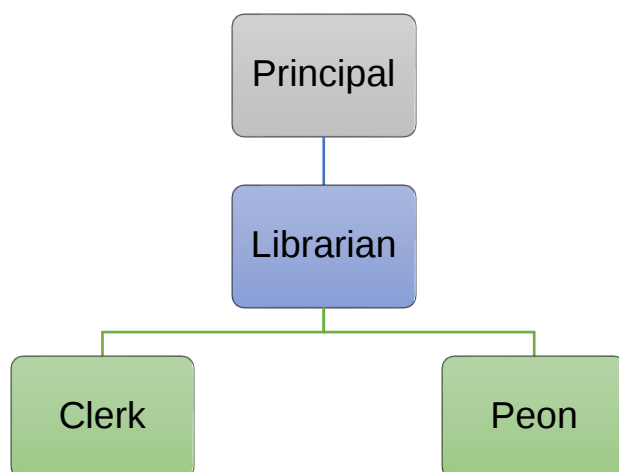
Peon

1. To maintain the section neat clean and state of order.
2. To help the clerk in preserving records and his / her day-to-day activities.
3. Any other duties assigned by the higher authority time to time
4. To ensure that the processes are delivering their intended outputs.
5. To ensure the promotion of student focus throughout the department.

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LIB / PR / F	Responsibilities and Authorities	
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Responsibilities of Librarian

1. General Administration
2. Monitor and controlling overall functioning of the library.
3. Carry out book purchasing, periodical subscription.
4. Planning and developing the library.
5. Carry out stock verification periodically.
6. Define and communicate rules for the library.
7. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
8. To ensure that the processes are delivering their intended outputs.
9. To report on the performance of the quality management system and on opportunities for improvement to top management.
10. To ensure the promotion of student focus throughout the department.
11. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Authorities of Librarian

1. Select suppliers for book purchasing.
2. Decide scheme of classification for documents.
3. To take decision to weed out the books.
4. To send books and journals for binding.

Responsibilities of Clerk

1. Controlling transaction at circulation counter.
2. Preservation of Books, periodicals.
3. Merging of Books and periodicals accordingly and shelf reading.
4. Bar code Labeling and pasting.
5. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
6. To report on the performance of the quality management system and on opportunities for improvement to top management.
7. To ensure the promotion of student focus throughout the department.
8. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

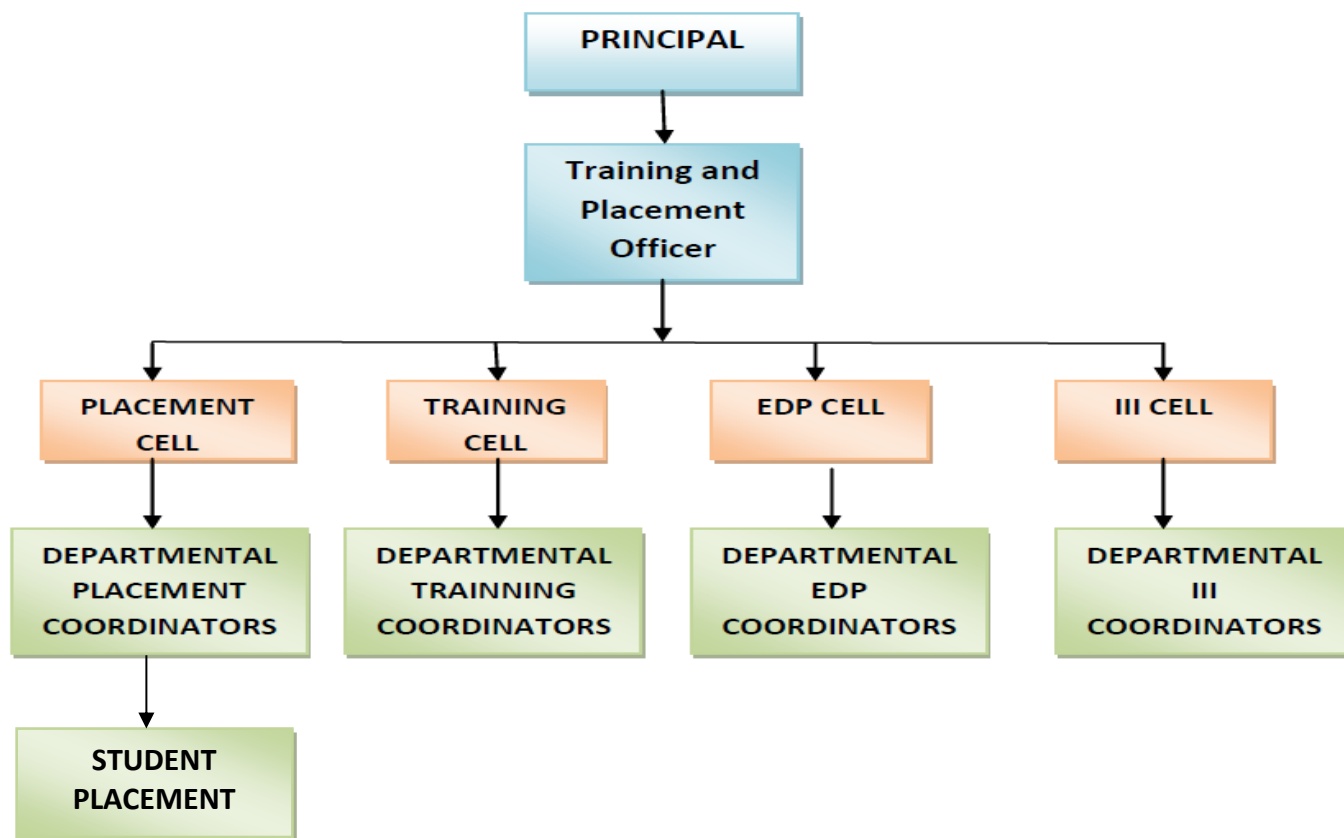
Responsibilities of Peon

1. Checking at the entrance.
2. Control at the property counter.
3. Maintaining Library neat, clean and state of order.
4. Repair of Books.
5. Xerox work
6. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
7. To ensure the promotion of student focus throughout the department.

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TPO / PR / F	Responsibilities and Authorities		
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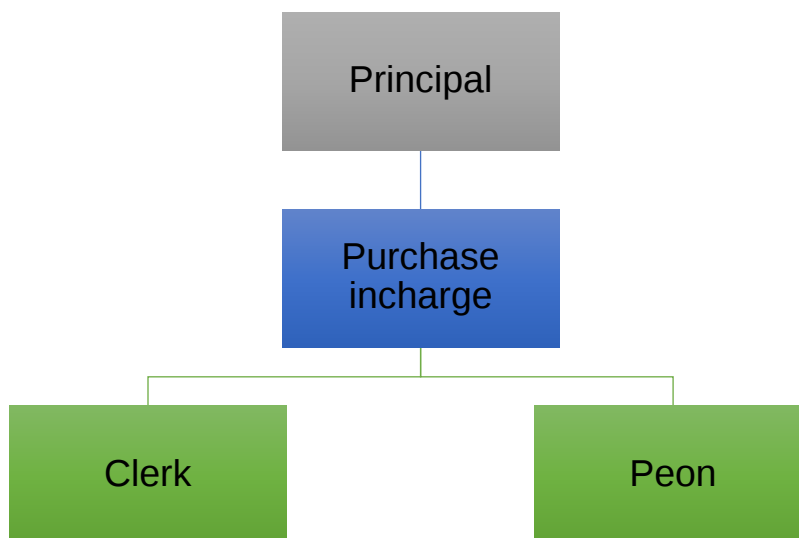
Responsibilities of TPO

1. To maintain student database related to academic performance in soft format.
2. To coordinate with the companies for registration.
3. To Liaison with companies and student on the matters related to placement procedure / recruitment.
4. To obtain feedback from placed student and companies in soft format.
5. To conduct Entrepreneurship development program activities.
6. To plan training for soft skill development of student.
7. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
8. To ensure that the processes are delivering their intended outputs.
9. To report on the performance of the quality management system and on opportunities for improvement to top management.
10. To ensure the promotion of student focus throughout the department.
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Responsibilities of Purchase Incharge

1. To send request for quotation to the supplier.
2. To prepare comparative statement.
3. To carry out negotiation with the supplier.
4. To prepare Purchase Order.
5. To execute local purchases.
6. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
7. To ensure that the processes are delivering their intended outputs.
8. To report on the performance of the quality management system and on opportunities for improvement to top management.
9. To ensure the promotion of student focus throughout the department.
10. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Responsibilities of Purchase Clerk

1. To send request for quotation to the supplier.
2. To prepare comparative statement.
3. To prepare Purchase Order.
4. To execute local purchases.
5. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
6. To report on the performance of the quality management system and on opportunities for improvement to top management.
7. To ensure the promotion of student focus throughout the department.
8. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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Responsibilities of Peon

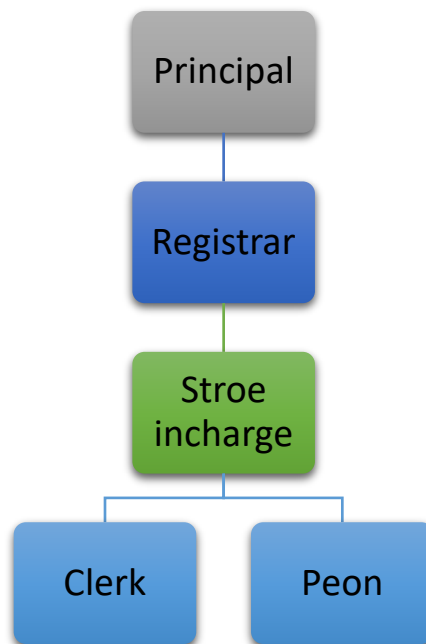
1. To maintain the section neat, clean & state of order.
2. To help the purchase incharge in preserving the records and his/her day-to-day activities.
3. Any other duties assigned by the higher authorities from time to time.
4. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
5. To report on the performance of the quality management system and on opportunities for improvement to top management.
6. To ensure the promotion of student focus throughout the department.

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Responsibilities and Authorities

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Duties Store Incharge

1. To verify the received material against the purchase order.
2. To take actions on received defected material.
3. To preserve the material in stores.
4. To maintain stock records.
5. To control issue of material.
6. To carry out physical stock verification once in six months.
7. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
8. To ensure that the processes are delivering their intended outputs.
9. To report on the performance of the quality management system and on opportunities for improvement to top management.
10. To ensure the promotion of student focus throughout the department.
11. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of clerk

1. To maintain stock records including the record for physical stock verification.
2. To issue the material as per requirement.
3. To help store Incharge to carry out his day-to-day activities.
4. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
5. To report on the performance of the quality management system and on opportunities for improvement to top management.
6. To ensure the promotion of student focus throughout the department.
7. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER
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STR / PR / F	Responsibilities and Authorities		
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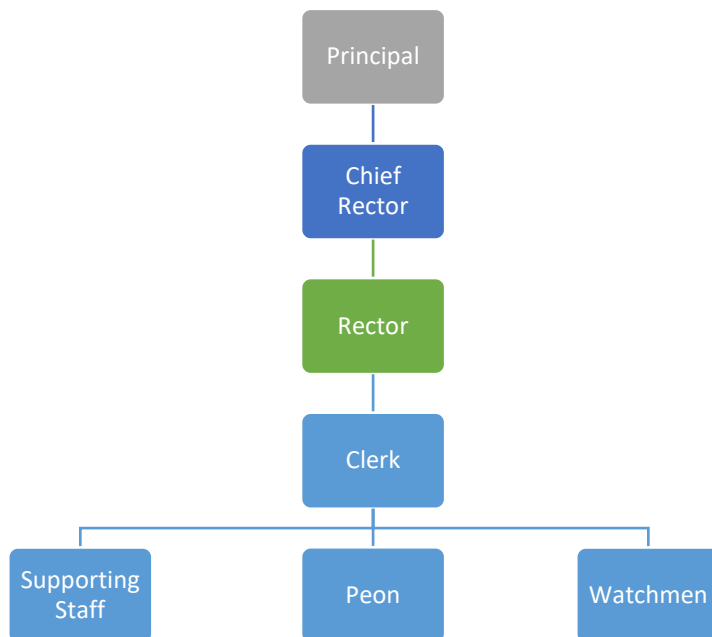
Duties of Peon

1. To maintain stores neat clean and state of order.
2. To help store Incharge and clerk.
3. To maintain material is stores in good condition.
4. To distribute the approval memo to concern department.
5. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
6. To ensure that the processes are delivering their intended outputs.
7. To ensure the promotion of student focus throughout the department.

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Duties of Chief Rector

1. Establishing rules and regulation for maintaining discipline in the hostel.
2. Monitoring of overall functioning of the hostel.
3. Initiate suitable actions on the nonconformities observed in the hostel functioning.
4. Obtaining feedback from students.
5. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
6. To ensure that the processes are delivering their intended outputs.
7. To report on the performance of the quality management system and on opportunities for improvement to top management.
8. To ensure the promotion of student focus throughout the department.
9. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

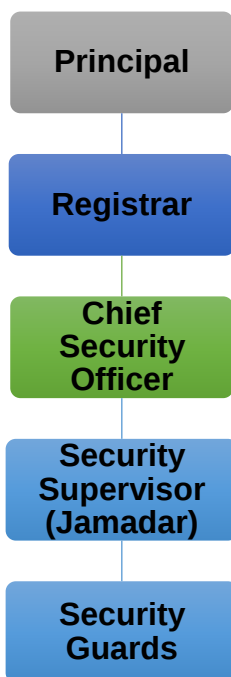
Duties of Rector

1. To maintain discipline in the hostel.
2. To ensure basic amenities in the hostel are provided.
3. To take rounds in the inside and surroundings of hostel premises to ensure cleanliness, proper sanitation etc.
4. To attend complaints of student.
5. To maintain conducive atmosphere for studies in the hostel.
6. To coordinate between hostel staff.
7. To monitor hostel staff for their regularity and punctuality.
8. To ensure follow up and implementation of policy matters strictly.
9. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
10. To ensure that the processes are delivering their intended outputs.
11. To report on the performance of the quality management system and on opportunities for improvement to top management.
12. To ensure the promotion of student focus throughout the department.
13. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER
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SEC / PR / E	Responsibilities and Authorities	
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Responsibilities of Chief Security Officer

1. Overall monitoring and control of security department.
2. To carry out duty planning for the security personnel.
3. Implementation of management policies related to security.
4. Decide & implement protective & precautionary measures against pilferage, theft and outbreak of fire.
5. To monitor the performance of outsourced security personnel.
6. Imparting necessary training to the security staff.
7. To make arrangements for attendance of the college staff members.
8. To conduct paraded periodically.
9. To take necessary actions in case of mis-happening in coordination with Sanstha Management.
10. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
11. To ensure that the processes are delivering their intended outputs.
12. To report on the performance of the quality management system and on opportunities for improvement to top management.
13. To ensure the promotion of student focus throughout the department.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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SEC / PR / F	Responsibilities and Authorities	
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Responsibilities of Security Supervisor (Jamadar)

1. To control the security activities in the shift.
2. To ensure that the duty guards are there at designated post all the time.
3. To ensure that all the lights are switched ON / off as per the requirement.
4. To prevent unauthorized personnel entering in the premises.
5. To maintain record of incoming messages during OFF hours.
6. Control of Sanstha Vehicle keys.
7. Maintaining staff incoming & outgoing record.
8. To ensure the closure of all windows, doors, collapsible doors at the end of working hours.
9. To maintain the discipline in the college.
10. Reporting of mishaps (Theft, fighting, indecent behavior etc.) to Chief Security Officer.
11. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
12. To ensure that the processes are delivering their intended outputs.
13. To report on the performance of the quality management system and on opportunities for improvement to top management.
14. To ensure the promotion of student focus throughout the department.

Security Guard

1. To attend the work in neat & clean uniform with solidarity.
2. To attend the designated post, remain there till he is relieved.
3. To pay complements to the superiors.
4. To remain alert and watchful.
5. Security Guard at main gate will maintain records related to inward & out ward movement of the material.
6. To take rounds (patrolling) in the premises regularly & reporting of mishaps to seniors.
7. To restrict entry of un-authorized personnel in the premises.
8. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
9. To ensure that the processes are delivering their intended outputs.
10. To ensure the promotion of student focus throughout the department.

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