

## Process Mapping

### Before conducting PCP Classes

1. Co-ordinator with the help of other staff will allocate the Resource Persons as well as Rooms in the master time table provided by the SOL.
2. Co-ordinator will issue the offer letters to the Resource Persons as per the UGC/DU/SOL norms.
3. Co-ordinator will depute the non-teaching staff of the College/Faculty as per Proposal.
4. Copies of the time table( with Resource Persons' names and Room nos.) will be ~~uploaded~~ displayed on notice boards of the College/Faculty and a copy of the same will be mailed to SOL for website.
5. The Co-ordinator will make arrangements of a Room called 'Control Room" wherein designated staff will be made available for smooth conduction of PCP classes alongwith all the requisite stationery.
6. :

### During the PCP Classes

1. The MTS appointed at the entry gate will get the attendance of the students on the Students Attendance Register.
2. The students will be sent to the class rooms as per the time table.
3. The Control Room will send the Resource Persons to their respective rooms with Students Attendance Sheets for taking the PCP classes.
4. The Resource Person will get the student's attendance on the Students' Attendance Sheet and submit the same to the Control Room after completing the class.
5. The Control Room will make a report of the classes wherein details about conduction/non conduction of PCP classes will be mentioned and send the mail to the SOL.
6. The Data Entry Operator will enter all the students' attendance of the rooms and the entry gate on the Excel sheets and mail to SOL.

### After conducting the PCP Classes

1. The MTS staff will prepare the files of each Resource Person after arranging the datewise and period wise Students attendance sheet.
2. The Control Room will provide the bill form to the resource persons on the second last day of the PCP classes.
3. The Control Room will receive the PCP Bill forms of the Resource Persons alongwith offer letter, a photograph, cancelled cheque, a copy of PAN card for verification and further necessary action.
4. After verification of the Bill Forms, the Control Room will attach the Attendance Sheets of the Resource Persons in a file and get the final verification from the Co-ordinator of the Centre and forward the same to SOL for payment.
5. The Control Room will also prepare the bills of the non-teaching staff and other bills and send the same to SOL for payment.
6. All the register and files alongwith bills will be sent to the SOL for final payment.