| **PROCEDIMIENTOS** | | | Dirección | Sub. Académica | Sub. Planeación | Sub. Serv. Admvos | Deptos. Académicos | División Estudios Profesionales | División Estudios de Posgrado | Desarrollo Académico | Centro de Cómputo | Mantenimiento de equipo | Recursos Financieros | Recursos Humanos | Recursos Materiales | Actividades Extraescolares | Centro de Información | Comunicación y Difusión | Gestión Tecnológica | Planeación, Prog. Y Presupuestación | Servicios Escolares | RD | CD |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROCESO ACADÉMICO** | **ITC-AC-PO-001** | **Inscripciones** |  | P | R |  | P | P |  | P | P |  | P |  |  |  |  | P |  |  | R |  |  |
| **ITC-AC-PO-002** | **Reinscripciones** |  | R |  |  |  | R |  |  |  |  | P |  |  |  |  | P |  |  | P |  |  |
| **SNEST-AC-PO-003** | **Registro del título profesional** | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R |  |  |
| **ITC-AC-PO-004** | **Gestión del curso** |  | R |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  | P |  |  |
| **ITC-AC-PO-007** | **Residencias profesionales** |  | R | P |  | R | R |  |  |  |  |  |  |  |  |  |  | P |  | P |  |  |
| **ITC-AC-PO-008** | **Sustentación del acto de recepción profesional** |  | P | R |  |  | P |  |  |  |  | P |  |  |  |  |  |  |  | R |  |  |
|  | **ITC-AC-PO-09** | **Actualización Profesional** |  | R |  |  | P |  |  | R |  |  |  |  |  |  |  | P |  |  |  |  |  |
| **PROCESO VINCULACIÓN** | **ITC-VI-PO-001** | **Visita a empresas** |  | P | R |  | P |  |  |  |  |  | P |  | P |  |  |  | R |  |  |  |  |
| **ITC-VI-PO-002** | **Servicio social** |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  | R |  | P |  |  |
| **ITC-VI-PO-003** | **Promoción cultural y deportiva** |  |  | R |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |
| **PROCESO ADMON. RECURSOS** | **ITC-AD-PO-001** | **Mantenimiento a la infraestructura** | P | P | P | R | P | P | P | P | R | R | P | P | R | P | P | P | P | P | P |  |  |
| **ITC-AD-PO-002** | **Captación de ingresos propios** |  |  |  | R |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |
| **SNEST-AD-PO-003** | **Reclutamiento de personal** | R |  |  | R |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |
| **ITC-AD-PO-004** | **Procedimiento préstamo externo de material bibliográfico** |  |  | P |  | P | P | P | P | P | P | P | P | P | P | R | P | P | P | P | P | P |
| **ITC-AD-PO-005** | **Procedimiento selección y adquisición de acervo bibliográfico** | R |  | R |  |  |  |  |  |  |  | P |  | P |  | R |  |  |  |  |  |  |
| **ITC-AD-PO-007** | **Determinar y gestionar el ambiente de trabajo** | R | P | P | R | P | P | P | P | P | P | P | R | P | P | P | P | P | P | P | R |  |
| **SNEST-AD-PO-008** | **Formación y desarrollo de directivos y/o personal de apoyo a la educación** | R |  |  | R |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |
| **ITC-AD-IT-01** | **Instructivo para compras directas** | R | P | P | R |  |  |  |  |  |  | P |  | R |  |  |  |  |  |  |  |  |
| **PROCESO PLANEACIÓN** | **SNEST-PL-PO-001** | **Elaboración, evaluación y seguimiento del PTA** | R | P | R | P | P | P | P | P | P | P | P | P | P | P | P | P | P | R | P | P |  |
| **SNEST-PL-PO-002** | **Elaboración del APOA** | R | P | R | P | P | P | P | P | P | P | P | P | P | P | P | P | P | R | P | P |  |
| **SNEST-PL-PO-003** | **Elaboración del POA** | R | P | R | P | P | P | P | P | P | P | P | P | P | P | P | P | P | R | P | P |  |
| **SNEST-PL-PO-004** | **Elaboración del anteproyecto de inversión** | R | P | R | P | P | P | P | P | P | P | P | P | P | P | P | P | P | R | P | P |  |
| **PROCESO CALIDAD** | **ITC-CA-PG-001** | **Control de documentos** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |
| **ITC-CA-PG-002** | **Control de registros** | P | P | P | P | P | P |  | P | P | P | P | P | P | P | P | P | P | P | P | R | R |
| **ITC-CA-PG-003** | **Auditorías internas de calidad** | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R |  |
| **ITC-CA-PG-004** | **Control de producto no conforme** | P | P | P | P | P | P |  | P |  |  |  |  |  | P |  |  | P |  | P | R |  |
| **ITC-CA-PG-005** | **Acciones correctivas** | R | R | R | R | P | P |  | P | P | P | P | P | P | P | P | P | P | P | P | R |  |
| **ITC-CA-PG-006** | **Acciones preventivas** | R | R | R | R | P | P |  | P | P | P | P | P | P | P | P | P | P | P | P | R |  |
| **ITC-CA-PO-001** | **Quejas y sugerencias** | R | R | R | R | P | P |  | P | P | P | P | P | P | P | P | P | P | P | P | R |  |
| **ITC-CA-PO-002** | **Auditorias de servicios** | R | R | R | R |  | P |  |  | P |  | P |  |  |  | P |  | P |  | P | R |  |
| **ITC-CA-PO-005** | **Evaluación docente** |  | R |  |  | P |  |  | R | P |  |  |  |  |  |  | P |  |  | P |  |  |
| **ITC-CA-IT-03** | **Instructivo revisión por la dirección** | R | R | R | R | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | R |  |

R Responsable P Participa