## SKITM-Technical Campus

IQAC Audit Report of File Management Directory (CSE Department) First Audit 08/10/2021

File Number	Name and Description of file	Contents	2020-21	2019-20	2018-19	2017-18	2016-17
1	Time Table Time Table, Table	Subject Distribution, Academic Calendar, Time-Table, load of teachers in Th, Tu, Labwork etc.	V	1	~	-	-
	racuity	Circulation of Notices/Circulars, management of notice boards	d) Julian	~	V	V	V
	Troubes state (a)	List of admitted students with Enrolment No., Intake quality (Merit no. %HSC			Restal		1
3		marks in PCM), Contact details (self/parents)  List containing name and Mob no of parents indicating date and nature of	obsess)	-	1	~	1
4	Communication with Parents / Guardian	communication Practical exam Time-Table, Tabulated sheet consisting of external, internal,	Total Control				
5	End Semester Practical Examination	Absents etc. collection of marks and keeping their record. Student Academic record/status (studentwise/semesterwise) Classwise,		1		1	
6	Academic Perfomance - End Sem result analysis, interpretation and action	Student Academic record/status (studentwise/seniesterwise) Classwise, subject wise result analysis			20138	I STATE	
7	First year BE faculty; information and assessment						
8	Curriculum - Scheme and Syllabus; decimation of course-planning	University syllabus, Semesterwise course planning also posted on portal, Course File	~	V	-	~	
9	MST Conduction and Internal Marks Compilation	Attendance sheets & Marks, semesterwise, class wise, studentwise, subjectwise award of marks			1		
10	Record of Infrastructure and maintenance	Details of class rooms, tutorial rooms. Labs, faculty rooms etc.					
11	Student Chapter Activity of clubs and societies	A Se com					
12 (A/B)	(a) Industrial Visit and (b) Tie up with industries	(a) Approvals, List of participants, (b) MOU		TO SOLI		I I I SOT YOU	
13	Meeting - Minutes of departmental meetings and action taken	Value ingra los su	1		~	1 0	-
14	Communication with RGPV/Nodal center/AICTE	Circulars of RGPV, AICTE etc., elective wise list of students	area lab	1	V	V	~
15	Budget - Allocation, utilization, capital purchases	Indenting budget, allocation, calling quotations, recommending for purchase, PO	Taves	1			
16 (A/B)	Faculty Information - (a) Information about Faculty and	application form, appointment letter, charge handover, acceptance of resignaltion, Charge taken, reasons to exit, Deptt No-Dues form		1-	-		-
	Supporting Staff and (b) Exit interview	resignation, Charge taxen, Teasons to exit, Departies Date			a canto	~	
17	Mentor Coordination  Co-curricular Activities - Workshop, Technical training	Record/notices of activities, outcome of activity, feedback of activity by	01.00		1	10	1
18	conducted for students  Library file - Central Library, Department Library, Industrial	students Indenting books to library, Managing department library, listing project	V	1	1	1 ~	1
19	training reports and project reports  FDP related activities - FDP, W/S, Training, Conference etc.	reports, listing industrial training reports in department library  Schedule, Attendance, test, feedback				1	- ~
20	organized for faculties  Consumeable store - Maintaining the stock of consumeable	Schedule, Attendance, 163, 1646-164					
21	items to run labs, getting the items from stores to maintain	Company wise placement record, package, duties, help and performance in	7 194		-		i
22	Placement - Placement & Performance in Competitive exams, CDC activities	competitive examinations, Eye on training activities by CDC. uptodate records of Alumni, correspondance, their activities, credentials,	1				~   , _
23	Alumini and their activities	mutual help		1		V	
24	Feed back of Student	Feedback about teacher, lab-work, projects, facilities of college		V	1		'   _
25	Expert Lectures - Guest Lecture, Seminar, Conference organize	d Identification of gap, choosing of guest lecturer, approvals, attendance shed achievement	et,	er broat	1	1	-
	for students and their theme to bridge the gap in academics  Furniture & Computing - Maintenance and record of facilities	List of availability and location maintenance		a President	H	14	-
26	like Computing, Communication, photocopying, Teaching aids	Groupwise list of students with guide, title, outcome of project pertaining to	)	i	10	7	1
27		skill development, design .  Faculty applications for various concerns (All leaves CL, DL, AL, ML)		-	V	1	1 0
28	Faculty Applications		3	il suggi		- 1	1
29	Record of submission of Course file	Subject wise List of experiments, experimet manuals, Monthly report, students	ent		980	d. le h	
30	Record of Lab-work	wise assessment record, bench mark results	on with		28 (11)		(A)
31 (A/I		Information sheet, List of publications, IPR, certificates, consultancy report	201 200				
32	Research & Development - Publications, Workshops, FDP, Awards, Consultancy, IPR etc. of faculties	approved by Director etc.					
33	Maintenance - Record of Equipment Maintenance and	Copy of approvals, bills			1	1	-
34	Calibration  Class Coordinator	Class coordinator sheet, reports on poor-performing students, untoward incidences, attendance summary, Attendance record of extra classes etc.					
35	Departmental Asset	Room/Laboratory wise record of assets					
	Student Achievement & Participation	Certificates					
36	Student Discipline Record / Anti ragging	Summary of un toward incidances batchwise	91		ins die	L	- 1
37		Studentwise list, Industrywise list, copy of certificates		est To S			
38		Notices related to ERP, Misc reports	4		1000	len ber	1 42
39		Copy of Magzine and News letter	zie			Inetiti	uto
40	Magzine and News letter  Extra curricular activities - Sports, Annual Function etc.	Notices & other details related to activities,	8/1	627	1000	11000	TO CO
41			9/ 1/	1	2		
42	Organization, Governance, Transparency (Departmental and College)	o Kadam Inst. of Jech.	N 80		2/	101/	

## SKITM-Technical Campus

IQAC Audit Report of File Management Directory (ME Department First Audit 09/10/2021) 21/10/20 2 |

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File Number	Name and Description of file	Contents	2020-21	2019-20	2018-19	2017-18	2016-1
1	Time Table - Time-Table, Academic Calendar and load of faculty	Subject Distribution, Academic Calendar, Time-Table, load of teachers in Th, Tu, Labwork etc.				V	-
2 (A/B)	Notice - Notices from (a) Director (b) Others	Circulation of Notices/Circulars, management of notice boards	d) was	Stat att	-	~	-
3	Student's Record	List of admitted students with Enrolment No., Intake quality (Merit no. %HSC marks in PCM), Contact details (self/parents)			BERTHA S	r	
4	Communication with Parents / Guardian	List containing name and Mob no of parents indicating date and nature of communication	Street,	Sport of	(E) MA	2	
5	End Semester Practical Examination	Practical exam Time-Table, Tabulated sheet consisting of external, internal, absents etc, collection of marks and keeping their record.	02,000	V	~	v.	
6	Academic Perfomance - End Sem result analysis, interpretation and action	Student Academic record/status (studentwise/semesterwise) Classwise, subject wise result analysis	200 1938				
7	First year BE faculty; information and assessment	and the second analysis	ban ngd	ensimi y		a mail	1
8	Curriculum - Scheme and Syllabus; decimation of course- planning	University syllabus, Semesterwise course planning also posted on portal, Course File	66,od6	2 lane	V	V	~
9	MST Conduction and Internal Marks Compilation	Attendance sheets & Marks, semesterwise, class wise, studentwise, subjectwise award of marks	OutsM	armed he	V	V	V
10	Record of Infrastructure and maintenance	Details of class rooms, tutorial rooms. Labs, faculty rooms etc.		hours and	nisted 7		
11	Student Chapter Activity of clubs and societies		s in ph	ela das	10,00		L
2 (A/B)	(a) Industrial Visit and (b) Tie up with industries	(a) Approvals, List of participants, (b) MOU	, Kee go	of the same	any tem	V	-
13	Meeting - Minutes of departmental meetings and action taken	salar entire less (gr	rom kasa	V		1	-
14	Communication with RGPV/Nodal center/AICTE	Circulars of RGPV, AICTE etc., elective wise list of students	erves filber	7505	er metano		
15	Budget - Allocation, utilization, capital purchases	Indenting budget, allocation, calling quotations,	F	11	11	. ^	V
6 (A/B)	Faculty Information - (a) Information about Faculty and	recommending for purchase, PO application form, appointment letter, charge handover, acceptance of			1	1	16
17	Supporting Staff and (b) Exit interview	resignaltion, Charge taken, reasons to exit, Deptt No-Dues form				-	
	Mentor Coordination  Co-curricular Activities - Workshop, Technical training	Record/notices of activities, outcome of activity, feedback of activity by	ST SHEET				-
18	conducted for students  Library file - Central Library, Department Library, Industrial	students Indenting books to library, Managing department library, listing project	sellinger.	Library	1	1/	
19	training reports and project reports  FDP related activities - FDP, W/S, Training, Conference etc.	reports, listing industrial training reports in department library	ene else Tital				
20	organized for faculties  Consumeable store - Maintaining the stock of consumeable	Schedule, Attendance, test, feedback					
21	items to run labs, getting the items from stores to maintain	Company wise placement record, package, duties, help and performance in				L	
22	Placement - Placement & Performance in Competitive exams, CDC activities	competitive examinations, Eye on training activities by CDC.			nilla Total		
23	Alumini and their activities	uptodate records of Alumni, correspondance, their activities, credentials, mutual help		ROMERT	a y vettire	under State	
24	Feed back of Student	Feedback about teacher, lab-work, projects, facilities of college			~		
25	Expert Lectures - Guest Lecture, Seminar, Conference organized for students and their theme to bridge the gap in academics	Identification of gap, choosing of guest lecturer, approvals, attendance sheet, achievement	nalestii sii siliis				
26	Furniture & Computing - Maintenance and record of facilities like Computing, Communication, photocopying, Teaching aids	List of availability and location, maintenance	serode a	S. QA - QU	L	-	-
27	Student Projects record	Groupwise list of students with guide, title, outcome of project pertaining to skill development, design .				-	
28	Faculty Applications	Faculty applications for various concerns (All leaves CL, DL, AL, ML)				1	V
29	Record of submission of Course file			Sep 2 To 4	enterprise.	lo bressell	
30	Record of Lab-work	Subject wise List of experiments, experimet manuals, Monthly report, student wise assessment record, bench mark results			airea da l		0
1 (A/B)	NAAC Record - (a) SSR (b) Vision, Mission, PEO, PO, CO with Maintenance of records	60.00 cm 2	-4/			el Juan Gelder	
32	Research & Development - Publications, Workshops, FDP, Awards, Consultancy, IPR etc. of faculties	Information sheet, List of publications, IPR, certificates, consultancy report approved by Director etc.	amotasi malapari t	M-ben			
33	Maintenance - Record of Equipment Maintenance and Calibration	Copy of approvals, bills	ent A tess	2493.			
34	Class Coordinator	Class coordinator sheet, reports on poor-performing students, untoward incidences, attendance summary, Attendance record of extra classes etc.			V	an I mala	
35	Departmental Asset	Room/Laboratory wise record of assets		1, 1	, card, le	in There's	
36	Student Achievement & Participation	Certificates	Sales	- FB3-1	ns novel	A Brief	
37	Student Discipline Record / Anti ragging	Summary of un toward incidances batchwise	4020	na biss	an a meste	(Code)	
38	Industrial Training - Record of Industrial Training	Studentwise list, Industrywise list, copy of certificates	Flaiticula	To be to	le gmeu		
39	ERP Data and related record	Notices related to ERP, Misc reports		. baisa	politica po	AND TO	
40	Magzine and News letter Director	Copy of Magzine and News letter institute		in the		m selection	
41	Extra curricular activities - Sports, Annual Function etc.	Notices & other details related to activities,	1	-	-	are in still a	
42	organized for students Organization, Governance, Transparency	The To Jeni / Play		· orf , man			
	(Departmental and College) Safety Norms and their checks, hygiene, ambience	LE TOAC	100		onth letter ex		