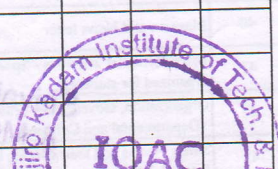# SKITM-Technical Campus

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, Academic Calendar and load of faculty	Subject Distribution, Academic Calendar, Time-Table, load of teachers in Th, Tu, Labwork etc.	✓	✓	✓	✓	✓
2 (A/B)	Notice - Notices from (a) Director (b) Others	Circulation of Notices/Circulars, management of notice boards		✓	✓	✓	✓
3	Student's Record	List of admitted students with Enrolment No., Intake quality (Merit no. %HSC marks in PCM), Contact details (self/parents)					✓
4	Communication with Parents / Guardian	List containing name and Mob no of parents indicating date and nature of communication		✓	✓	✓	✓
5	End Semester Practical Examination	Practical exam Time-Table, Tabulated sheet consisting of external, internal, absents etc, collection of marks and keeping their record.		✓	✓	✓	✓
6	Academic Perfomance - End Sem result analysis, interpretation and action	Student Academic record/status (studentwise/semesterwise) Classwise, subject wise result analysis					
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	✓	✓	✓	✓	✓
9	MST Conduction and Internal Marks Compilation	Attendance sheets & Marks, semesterwise, class wise, studentwise, subjectwise award of marks				✓	
10	Record of Infrastructure and maintenance	Details of class rooms, tutorial rooms. Labs, faculty rooms etc.					
11	Student Chapter Activity of clubs and societies						
12 (A/B)	(a) Industrial Visit and (b) Tie up with industries	(a) Approvals, List of participants, (b) MOU					
13	Meeting - Minutes of departmental meetings and action taken		✓	✓	✓	✓	✓
14	Communication with RGPV/Nodal center/AICTE	Circulars of RGPV, AICTE etc., elective wise list of students	✓	✓	✓		
15	Budget - Allocation, utilization, capital purchases	Indenting budget, allocation, calling quotations, recommending for purchase, PO					
16 (A/B)	Faculty Information - (a) Information about Faculty and Supporting Staff and (b) Exit interview	application form, appointment letter, charge handover, acceptance of resignaltion, Charge taken, reasons to exit, Deptt No-Dues form		✓	✓	✓	
17	Mentor Coordination					✓	
18	Co-curricular Activities - Workshop, Technical training conducted for students	Record/notices of activities, outcome of activity, feedback of activity by students		✓	✓	✓	
19	Library file - Central Library, Department Library, Industrial training reports and project reports	Indenting books to library, Managing department library, listing project reports, listing industrial training reports in department library	✓	✓	✓	✓	
20	FDP related activities - FDP, W/S, Training, Conference etc. organized for faculties	Schedule, Attendance, test, feedback				✓	✓
21	Consumeable store - Maintaining the stock of consumeable items to run labs, getting the items from stores to maintain						
22	Placement - Placement & Performance in Competitive exams, CDC activities	Company wise placement record, package, duties, help and performance in competitive examinations, Eye on training activities by CDC.	✓	✓			✓
23	Alumini and their activities	uptodate records of Alumni, correspondance, their activities, credentials, mutual help		✓	✓	✓	
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		✓	✓	✓	
26	Furniture & Computing - Maintenance and record of facilities like Computing, Communication, photocopying, Teaching aids	List of availability and location, maintenance				H	H
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)	✓	✓	✓	✓	
29	Record of submission of Course file					✓	✓
30	Record of Lab-work	Subject wise List of experiments, experimet manuals, Monthly report, student wise assessment record, bench mark results					
31 (A/B)	NAAC Record - (a) SSR (b) Vision, Mission, PEO, PO, CO with Maintenance of records						
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.					
33	Maintenance - Record of Equipment Maintenance and Calibration	Copy of approvals, bills			✓	✓	✓
34	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					
36	Student Achievement & Participation	Certificates					
37	Student Discipline Record / Anti ragging	Summary of un toward incidances batchwise				✓	✓
38	Industrial Training.- Record of Industrial Training	Studentwise list, Industrywise list, copy of certificates					
39	ERP Data and related record	Notices related to ERP, Misc reports					
40	Magzine and News letter	Copy of Magzine and News letter					
41	Extra curricular activities - Sports, Annual Function etc. organized for students	Notices & other details related to activities,					
42	Organization, Governance, Transparency (Departmental and College)						

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

File Number	Name and Description of file	Contents	2020-21	2019-20	2018-19	2017-18	2016-17
1	Time Table - Time-Table, Academic Calendar and load of faculty	Subject Distribution, Academic Calendar, Time-Table, load of teachers in Th, Tu, Labwork etc.				✓	✓
2 (A/B)	Notice - Notices from (a) Director (b) Others	Circulation of Notices/Circulars, management of notice boards			✓	✓	✓
3	Student's Record	List of admitted students with Enrolment No., Intake quality (Merit no. %HSC marks in PCM), Contact details (self/parents)				✓	
4	Communication with Parents / Guardian	List containing name and Mob no of parents indicating date and nature of communication				✓	
5	End Semester Practical Examination	Practical exam Time-Table, Tabulated sheet consisting of external, internal, absents etc, collection of marks and keeping their record.		✓	✓	✓	✓
6	Academic Perfomance - End Sem result analysis, interpretation and action	Student Academic record/status (studentwise/semesterwise) Classwise, subject wise result analysis					
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			✓	✓	✓
9	MST Conduction and Internal Marks Compilation	Attendance sheets & Marks, semesterwise, class wise, studentwise, subjectwise award of marks				✓	✓
10	Record of Infrastructure and maintenance	Details of class rooms, tutorial rooms. Labs, faculty rooms etc.					
11	Student Chapter Activity of clubs and societies						✓
12 (A/B)	(a) Industrial Visit and (b) Tie up with industries	(a) Approvals, List of participants, (b) MOU				✓	✓
13	Meeting - Minutes of departmental meetings and action taken			✓		✓	✓
14	Communication with RGPV/Nodal center/AICTE	Circulars of RGPV, AICTE etc., elective wise list of students					
15	Budget - Allocation, utilization, capital purchases	Indenting budget, allocation, calling quotations, recommending for purchase, PO	✓	✓	✓	✓	✓
16 (A/B)	Faculty Information - (a) Information about Faculty and Supporting Staff and (b) Exit interview	application form, appointment letter, charge handover, acceptance of resignaltion, Charge taken, reasons to exit, Deptt No-Dues form	✓	✓	✓	✓	✓
17	Mentor Coordination						✓
18	Co-curricular Activities - Workshop, Technical training conducted for students	Record/notices of activities, outcome of activity, feedback of activity by students					
19	Library file - Central Library, Department Library, Industrial training reports and project reports	Indenting books to library, Managing department library, listing project reports, listing industrial training reports in department library			✓	✓	✓
20	FDP related activities - FDP, W/S, Training, Conference etc. organized for faculties	Schedule, Attendance, test, feedback					
21	Consumeable store - Maintaining the stock of consumeable items to run labs, getting the items from stores to maintain		✓	✓	✓	✓	✓
22	Placement - Placement & Performance in Competitive exams, CDC activities	Company wise placement record, package, duties, help and performance in competitive examinations, Eye on training activities by CDC.					
23	Alumini and their activities	uptodate records of Alumni, correspondance, their activities, credentials, mutual help					
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					
26	Furniture & Computing - Maintenance and record of facilities like Computing, Communication, photocopying, Teaching aids	List of availability and location, maintenance			✓	✓	✓
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)				✓	✓
29	Record of submission of Course file						
30	Record of Lab-work	Subject wise List of experiments, experimet manuals, Monthly report, student wise assessment record, bench mark results					
31 (A/B)	NAAC Record - (a) SSR (b) Vision, Mission, PEO, PO, CO with Maintenance of records						
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.					
33	Maintenance - Record of Equipment Maintenance and Calibration	Copy of approvals, bills					
34	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					
36	Student Achievement & Participation	Certificates					
37	Student Discipline Record / Anti ragging	Summary of un toward incidances batchwise					
38	Industrial Training - Record of Industrial Training	Studentwise list, Industrywise list, copy of certificates					
39	ERP Data and related record	Notices related to ERP, Misc reports					
40	Magzine and News letter	Copy of Magzine and News letter					
41	Extra curricular activities - Sports, Annual Function etc. organized for students	Notices & other details related to activities,		✓	✓		
42	Organization, Governance, Transpareney (Departmental and College)						
43	Safety Norms and their checks, hygiene, ambience						