

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-21

08/11/2021

CIRCULAR

It is proposed to prepare files (1-43) with following documents for NAAC and online submission of SSR.

S. No.	Name of Document
1	Record of Subject Distribution
2	Faculty load in Theory, Tutorial, Practical
3	Time-Table
4	Academic Calendar (RGPV and Institute)
5	University scheme and syllabus
6	Affiliating University letter stating implementation of CBCS
7	List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar of the affiliating university.
8	Summary of submission of Course File
9	List of experiments, manuals with bench mark results
10	Student-wise assessment record of Laboratory
11	List of faculty members Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. (2.2.2) • List of full time teachers appointed along with their departmental affiliation. (2.4.1) List of faculties having Ph. D. / D.M. / M.Ch. / D.N.B Super-speciality / D.Sc. / D.Litt certificate should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award and upload the relevant documents in the same order. (2.4.2) • Doctorate Degrees awarded by UGC recognized universities only to be considered. (2.4.2) List of faculties along with particulars of the date of Appointment in the HEI and years of his experience. (2.4.3)
12	List showing the number of students across all year in each of the programs in the latest completed academic year. (2.2.2)
13	Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). (2.4.1)
14	Notices/Circulars from Director and other departments
15	RGPV, AICTE Circulars
16	Examination Notices
17	IQAC Circulars and Audit reports, ERP Notices Proceedings of meetings of IQAC, Feedback analysis and action taken report. (6.5.3) • Activities conducted under Collaborative quality initiatives with other institutions. Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). (6.5.3) • ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period. (6.5.3) • Supporting document to be provided as per the options selected. (6.5.3)
18	List of MOUs Copies of collaboration/related documents indicating the nature of collaboration and

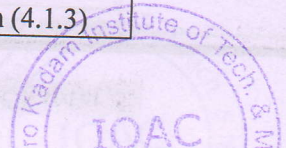
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	<p>activities year-wise. (3.4.1)  List of activities conducted under each MoU along with dates of starting and completion year-wise as endorsed by both parties  • E-copy of the letters showing MOUs with other institutions. (3.4.2)</p>
19	Circulars of Departmental meetings, Minutes of Meetings
20	Copy of institute Brochure, Website print-outs
21	List of admitted students with Enrolment No., %HSC marks in PCM and Contact details
21.1	<p>Document related to Sanction of intake from affiliating University/Government/ statutory body.  • Approved admission list year-wise/ program-wise from the affiliating university. (2.1.1)  Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (Translated copy in English to be provided as applicable)</p>
22	<p>Final admission list indicating the category as published by the HEI and signed by the principal.  • Admission extract submitted to the state OBC, SC and ST cell every year.  • Number of seats year marked for the reserved categories (2.1.2)</p>
23	Elective-wise list of students
24	<p>Student's Placement record, package, duties, help and performance in competitive examinations  List of students placed along with placement details such as name of the company, compensation, etc year wise. (5.2.1)</p>
25	<p>List of Alumni students  Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant (5.4.2)  • List of alumnus/alumni with the amount contributed year wise. (5.4.2)</p>
26	Student's Feedback
27	<p>Stakeholder feedback analysis report signed by the Principal to be provided.  • Department wise Action taken Report on feedback signed by the competent authority (1.4.2)  • Document showing the communication with the Affiliating University for the Feedback provided. (1.4.2)  • Action taken by the affiliating university on the feedback. (1.4.2)</p>
28	<p>Student's Project Record  Document showing the experimental learning through project work/field work/internship as prescribed by the affiliating university / affiliating university curriculum (1.3.2)</p>
29	<p>Industrial Training - Record of Industrial Training,  List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. (1.3.3)  • Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with the duration (1.3.3)  • Report of the field visit / sample photographs of the field visit / permission letter only for field visit from the competent authority will be considered (1.3.3)</p>
30	<p>Record of scholarship details  Upload sanction letter Of scholarship/freeships. (5.1.1)  • Year-wise list of students benefitted in each scheme.</p>
31	<p>Record of student progression (students admitted for higher studies like M.Tech., M.B.A., M.E., M.S. through GATE, CAT, GRE must be prepared by all the departments. Details and supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period. (5.2.2)</p>

	<p>List of students year- wise under each head (5.2.3)</p> <ul style="list-style-type: none"> <li>• Qualifying Certificates of the students taking the examination year wise under each category (5.2.3)</li> </ul>
32	<p>Record of training programs conducted in departments, Name of the certification program, duration, list of students enrolled (with signature of students), curriculum, assessment procedures year-wise (1.2.2)</p> <ul style="list-style-type: none"> <li>• Summary report of each program year-wise along with their outcome. (1.2.2)</li> <li>• Year-wise List of the students enrolled in the Program as defined in (1.2.2)</li> <li>• Attendance sheet of student participating with signature should be provided (1.2.3)</li> </ul>
33	PTM Record, Mentoring record
34	<p>Class coordinator record, reports on poor-performing students, untoward incidences, attendance summary, Attendance record of extra classes etc. Slow and Advanced Learner documents.</p>
35	<p>Record of publications by faculty members The HEI should provide the link landing to the paper/article.</p> <ul style="list-style-type: none"> <li>• The HEI should provide the link to the journal website. (3.2.1)</li> <li>• The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name if the links and DOI number are not available. (3.2.1)</li> <li>• The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list/Scopus/Web of Science/other clearly. (3.2.1)</li> </ul> <p>Cover page, content page and first page of the publication</p> <ul style="list-style-type: none"> <li>• Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication (3.2.2)</li> <li>• E-copy of the award letters (3.3.2)</li> </ul>
36	<p>List of Expert Lectures, Guest Lectures, Seminar, Conference, FDP, Magazine and News-letters Detailed report for each program.</p> <ul style="list-style-type: none"> <li>• Brochure/Photograph with date and captions; title of the workshops / seminars conducted. (3.1.3)</li> <li>• Details of resource persons. (3.1.3)</li> </ul>
37	<p>List of projects sponsored, patents filed List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount.</p> <ul style="list-style-type: none"> <li>• E-copies of the letters of award for research projects sponsored by Government and non- government sources (3.1.1)</li> </ul> <p>List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years. (3.1.2)</p>
38	Practical exam Time-Table
39	<p>Result analysis Result sheet published by the affiliating university attested by the principal.</p> <ul style="list-style-type: none"> <li>• Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program- wise / year-wise. (2.6.3)</li> <li>• Annual report of COE highlighting the pass percentage of students (2.6.3)</li> </ul>
40	Tabulated sheet consisting of external, internal, absentees details, Collection of practical marks and their record
41	MST Time Table, Attendance sheets & Marks record, subject-wise award of marks
42	<p>Details of class rooms, tutorial rooms, Laboratories, faculty rooms etc., Furniture details Geo-tagged photographs of ICT enabled class rooms/seminar halls with caption (4.1.3)</p>

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43	<p>Indenting books to library, Managing department library, listing project reports, listing industrial training reports in department library</p> <p>E-copy of the letter of subscription /member ship in the name of HEI. (4.2.2)</p> <ul style="list-style-type: none"> <li>• Screenshots of the facilities claimed with the name of HEI.</li> <li>• Specific details in respect of e-resources selected.</li> </ul>
44	<p>Details of consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and Chartered Accountant. (4.2.3)</p> <ul style="list-style-type: none"> <li>• Audited Income/Expenditure statement highlighting the expenditure for purchase of books and journals. (4.2.3)</li> </ul> <p>Certified E-copy of the ledger for footfalls for any 5 working days. (4.2.4)</p> <ul style="list-style-type: none"> <li>• Certified screenshots of the data for the same 5 working days of online access. (4.2.4)</li> </ul>
45	<p>IT facilities, ICT tools</p> <p>Number of Computers available for student use only will be considered. (4.3.2)</p> <ul style="list-style-type: none"> <li>• Bills for the purchase of computers.</li> <li>• Highlight the entries of computers purchased in the stock registers.</li> </ul> <p>Bills for any one month/one quarter maximum three months old of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name. E-copy of document of agreement with the service provider. (4.3.3)</p>
46	List of laboratory assets, requisition from stores, , Stock registers
47	Copy of bills, Maintenance and calibration record
48	Allocation and Indenting budget, calling quotations, recommending for purchase, PO
49	<p>Details of the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Principal and Chartered Accountant (4.1.4)</p> <ul style="list-style-type: none"> <li>• Highlight the relevant items in the audited income and expenditure statement</li> </ul> <p>Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Head of the Institution and CA. (4.4.1)</p> <p>Institutional expenditure statements for the heads of E- governance implementation reflected in the audited statement. (6.2.3)</p> <ul style="list-style-type: none"> <li>• ERP Document (6.2.3)</li> <li>• Screen shots of user interfaces of each module reflecting the name of the HEI. (6.2.3)</li> <li>• Annual e-governance report approved by Governing Council. (6.2.3)</li> <li>• Policy document on e- governance. (6.2.3)</li> </ul>
50	<p>Details of Student Chapter activity, List of students achievements with Certificates, Sports and Cultural achievements</p> <p>Report of the events/along with photographs appropriately dated and captioned year wise. (5.3.3)</p> <ul style="list-style-type: none"> <li>• Copy of circular/brochure indicating such kind of activities. (5.3.3)</li> <li>• List of students participated in different events year-wise. (5.3.3)</li> </ul>
51	<p>Details of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs )</p> <p>Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates. (3.3.3)</p> <ul style="list-style-type: none"> <li>• Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency (3.3.3, 3.3.4)</li> </ul>
52	Copy of circular/brochure/report of guidance for competitive examinations and career

	counselling programs details with photographs having caption of these source persons. (5.1.4) <ul style="list-style-type: none"> <li>• Year-wise list of students attending each of these schemes signed by Competent authority (5.1.4)</li> </ul>
53	Faculty application forms, appointment letter, charge hand-over, acceptance of resignation, Charge taken, reasons to exit, No-Dues form, Faculty appraisal
54	Faculty applications for various concerns (All leaves CL, DL, AL, ML)
55	The letters from the affiliating university inviting the faculty for Assessment /evaluation (1.1.3)
56	Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. (5.1.5) <ul style="list-style-type: none"> <li>• Circular/web-link/committee report justifying the objective of the metric (5.1.5)</li> <li>• Proof of constitution of Internal Complaints Committee/ Grievances Redressal Committee formation/Anti Ragging Committee as per UGC regulations. (5.1.5)</li> </ul>
57	Policy document on providing financial support to teachers. (6.3.2) <ul style="list-style-type: none"> <li>• E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. (6.3.2)</li> </ul> Audited statement of account highlighting the financial support to teachers to attend conferences/works hop s and towards membership fee for Professional bodies. (6.3.2)
58	List of professional development/administrative training programs organized by the institution (6.3.3) <ul style="list-style-type: none"> <li>• Brochures and Reports year-wise (6.3.3)</li> <li>• List of participants in each programme (6.3.3)</li> <li>• Photographs with date and caption. (6.3.3)</li> <li>• Annual reports of the programme conducted at institution level (6.3.3)</li> </ul>
59	Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period, as participated by teachers year wise. (6.3.4) <ul style="list-style-type: none"> <li>• E-copy of the certificates of the program attended by teachers. (6.3.4)</li> <li>• List of participating teachers as per the prescribed format year- wise during the last five years. (6.3.4)</li> <li>• Annual reports highlighting the programs undertaken by the teaching faculties. (6.3.4)</li> </ul>
60	Annual audited statements of accounts highlighting the grants received. (6.4.2) <ul style="list-style-type: none"> <li>• Copy of letter indicating the grants/funds received from respective agency as stated in metric (6.4.2)</li> </ul>
61	Online student satisfaction survey regarding teaching learning process of about 20% students (online survey to be conducted)
62	Geo tagged photographs with captions of the facilities for alternate sources of energy and energy conservation measures (7.1.1) <ul style="list-style-type: none"> <li>• Bills for the purchase of equipments for the facilities created under this metric. (7.1.1)</li> <li>• Any other relevant proof for the selected options. (7.1.1)</li> <li>• Permission document for connecting to the grid from the Government/ Electricity authority. (7.1.1)</li> </ul>
63	Geo tagged photographs with captions of the Water conservation facilities. (7.1.4) <ul style="list-style-type: none"> <li>• Bills for the purchase of equipments for the facilities created under this metric. (7.1.4)</li> <li>• Any other relevant evidences for the selected options. (7.1.4)</li> <li>• Green audit reports on water conservation by recognized bodies</li> </ul>
64	Policy document on the green campus initiatives. (7.1.5) <ul style="list-style-type: none"> <li>• Geo tagged photographs/videos of the facilities. (7.1.5)</li> <li>• Circulars for the implementation of the initiatives and any other supporting document. (7.1.5)</li> </ul>

65	<p>Policy document on environment and energy usage (7.1.6)</p> <ul style="list-style-type: none"> <li>• Certificate from the auditing agency. (7.1.6)</li> <li>• Certificates of the awards received from the recognized agency (if any). (7.1.6)</li> <li>• Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date. (7.1.6)</li> <li>• Any other supporting document for the claims made. (7.1.6)</li> </ul>
66	<p>Policy document and information brochure for disabled-friendly, barrier free environment. (7.1.7)</p> <ul style="list-style-type: none"> <li>• Link to Geo tagged photos and videos with date and caption. (7.1.7)</li> <li>• Bills and invoice/purchase order/AMC in support of facility. (7.1.7)</li> <li>• A rest room should include specific requirements of Divyangjan for their use of the Toilet (rest room) and other facilities. (7.1.7)</li> <li>• Brief report on facilities provided for enquiry and information. (7.1.7)</li> <li>• Bills for the software procured for providing the assistance. (7.1.7)</li> </ul>
67	<p>Policy document on code of ethics. (7.1.10)</p> <ul style="list-style-type: none"> <li>• Constitution and proceedings of the monitoring committee. (7.1.10)</li> <li>• Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs. (7.1.10)</li> <li>• Document showing Code of Conduct for students, teachers, governing body and administration as approved by the competent authority. (7.1.10)</li> <li>• Handbooks, manuals and brochures on human values and professional ethics (7.1.10)</li> <li>• Report on the student attributes facilitated by the Institution (7.1.10)</li> <li>• Web-Link to the relevant documents on the HEI website. (7.1.10)</li> </ul>

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