

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-20

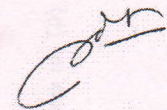
21/10/2021

CIRCULAR


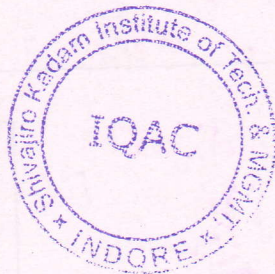
With reference to NAAC documentation first audit, the department of ECE, CSE, CE and ASH have been audited and following observations were pointed out.

1. All the departments need to arrange the documents in chronological order starting from latest to last i.e., from 2020-21 to 2016-17.
2. All the documents must be signed and sealed by the respective HODs and coordinators.
3. Necessary proofs, reports, photographs along with attendance must be arranged for the events conducted in the departments.
4. The outcome of result analysis and feedback must be attached in the respective files.
5. The files must contain the sticky notes for proper identification.
6. A content page must be prepared for each file to enlist the details of documents.

The compliance of above is mandatory before second audit, which is likely to be conducted as per the schedule already communicated.



Dr. Amit Udawat
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