

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-22

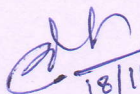
18/11/2021

CIRCULAR

In view of NAAC SSR online submission the two documents have been posted on NAAC groups, one is *File_Management_with_description_list_of_document_nos._for_SSR* and other is *IQAC Circular-21 dated Nov 08 2021 mod* (List of documents). It is required to adhere to following guidelines for NAAC SSR online submission.

1. All the departments need to prepare seven box files as per the Criteria 1 to 7. Arrange all the documents in chronological order as mentioned in *File_Management_with_description_list_of_document_nos._for_SSR* starting from latest to last i.e., from 2020-21 to 2016-17.
2. Refer *File_Management_with_description_list_of_document_nos._for_SSR*, the documents to be arranged must be as per the Criteria no. and key indicators like 1.1 and 1.1.1. Refer the documents to be attached (as listed in *IQAC Circular-21 dated Nov 08 2021 mod*) mentioned in 3rd column of *File_Management_with_description_list_of_document_nos._for_SSR*. All the documents must be signed and sealed by the respective HODs and coordinators.
3. The document will come from the files (1-43) already prepared in the departments and mentioned in 4th column of *File_Management_with_description_list_of_document_nos._for_SSR*.
4. After arranging all the documents in the seven box files, proceed for scanning and uploading. Create gmail mail ids for each Criteria and make folders like 1 containing subfolder 1.1 containing further subfolders 1.1.1, 1.1.2, and so-on.
5. Start scanning using low resolution camera and insert documents in the respective subfolders as listed in point no. 4.
6. The deadline for preparing, arranging documents in seven box files and uploading is Nov. 30, 2021.
7. All the Heads, department incharges and NAAC Criteria coordinators are therefore required to follow the guidelines and complete the documentation before the deadline.

The compliance of above is mandatory before the audit, which is likely to be conducted in the 1st week of December.


18/11/2021
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IQAC Head




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