

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/CIRCULAR-23

23/11/2021

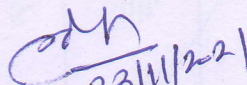
CIRCULAR

In view of NAAC SSR submission, following will be the schedule for IQAC 2<sup>nd</sup> audit of Criteria 1 (Curricular Aspects) file containing the stamped and signed documents listed in *File\_Management\_with\_description\_list\_of\_document\_nos.\_for\_SSR* and *IQAC Circular-21 dated Nov 08 2021 mod* (List of documents).

S. No.	Date and Time of Audit	Department	Concerned Faculty Incharge
1.	Nov. 25, 2021, 02:00pm	ECE	Ms. Sneha Nagar
2.	Nov. 25, 2021, 03:00pm	CSE	Mr. Sumit Jain
3.	Nov. 26, 2021, 02:00pm	ME	Mr. Sachin Pare
4.	Nov. 26, 2021, 03:00pm	CE	Mr. Shakti Pandey
5.	Nov. 27, 2021, 02:00pm	MBA	Dr. Manish Joshi
6.	Nov. 27, 2021, 03:00pm	ASH	Mr. Vivek Shukla

1. All the departments need to arrange the box file of Criteria 1 as per the sequence of documents listed in *File\_Management\_with\_description\_list\_of\_document\_nos.\_for\_SSR*. Arrange all the documents in chronological order starting from latest to last i.e., from 2021-22 to 2016-17.
2. After the audit of all the hard copy documents in the Criteria 1 file, the soft copies uploaded in the drive will be checked. Ensure the availability of soft copies of documents in the folders like 1 containing subfolder 1.1 containing further subfolders 1.1.1, 1.1.2, and so-on.
3. All the Heads, department incharges and NAAC Criteria coordinators are required to strictly follow the guidelines issued and complete the <sup>all</sup>documentation before the above schedule.

The compliance of above is mandatory for the 2<sup>nd</sup> audit.

  
23/11/22  
Dr. Amit Udawat  
IQAC Head



  
Director  
Shivajirao Kadam Inst. of Tech.  
& MGMT- Technical Campus  
INDORE (M.P.)