

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MES ASMABI COLLEGE, P VEMBALLUR**

LIST OF FILES TO BE KEPT IN THE DEPARTMENT FOR NAAC PURPOSE

SI NO.	List of files to be kept in the department for NAAC purpose	Whether file is updated or not (Yes/No). 'Mention 'NA' if it is not applicable in the dept.'	Faculty in charge (Full Name)
General and basic files to be kept in the department (BGF)			
GBF 1	Department Profile		
GBF 2	Year wise action plan and action taken report		
GBF 3	Stoke Register		
GBF 4	Minutes of department meeting		
GBF 5	Faculty Assignments & Positions file (Department/ College/ University level duties)		
GBF 6	Visitor's Book & List of Visitors		
GBF 7	Students movement register		
GBF 8	Details of no. of PhD produced by the department		

GBF 9	Details of research guides and research scholars		
GBF 10	Attendance register of research scholars		
GBF 11	Monthly Continuation certificate UGC/ICSSR research scholars		
GBF 12	RAC and course work details of research scholars		
GBF 13	Details of the all general programmes organized by the department including association		
CRITERION I: CURRICULAR ASPECTS (CRA)			
CRA 1	Monthly and Annual Reports of the department		
CRA 2	Student Attendance Reports – Monthly basis		
CRA 3	Prepare academic calendar based on university calendar, teaching schedule and plan prepared by the faculties.		
CRA 4	Time Table and Work Load		
CRA 5	Syllabus of PG and UG		
CRA 6	List of students who participated in ASAP training		
CRA 7	Students Nominal Roll and University register number wise roll		
CRA 8	Tutorial Register (Bio data, Socio-economic profile, Academic Progress,)		
CRA 9	Department Diary		

CRA 10	Calendar and handbook of the college		
CRA 11	Class Diary		
CRA 12	Open Courses		
CRA 13	Teaching plan		
CRA 14	Old university and Model Question Papers		
CRA 15	File for Department level orientation programme for UG & PG		
CRA 16	Industrial Visit/ Study Tours with reports and geo-tagged photographs		
CRA 17	On-The-Job Training/ Internships – if any		
CRA 18	Class PTA meetings records		
CRA 19	<p>List of following programme offered by the department</p> <ul style="list-style-type: none"> (1) Certificate programme (2) Add on programme (3) Value added programme <p>(Based on SOP 1.2.1)</p>		
CRA 20	<p>List of students enrolled in the following programme offered by the department</p> <ul style="list-style-type: none"> (1) Certificate programme (2) Add on programme (3) Value added programme <p>(Based on SOP, 1.2.2)</p>		

CRA 21	File for cross cutting issues relevant to into the Curriculum that; (1) Professional Ethics, (2) Gender, (3) Human Values, (4) Environment and Sustainability		
CRA 22	List and Percentage of students undertaking project work/field work/ internships – Based on SOP, 1.3.2 (Soft copy of all project must be kept)		
CRA 23	Feedback on the academic performance and ambience of the institution from various stakeholders, such as (1) Students, (2) Teachers, (3) Employers, (4) Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No) – Based on SOP, 1.4.1		
CRA 24	Students feedback on teachers and analysis report at end of the every year		
CRA 25	File for Tutorial hours (Tutorial hours engaged Details of Tutorial activities including date List of students participated)		
CRA 26	Identification of weak students (based on marks of qualifying exam and current academic performance) and details of programmes organized for them		
CRA 27	Attendance diary or slip of all teachers		
CRA 28	File for Psycho-social support given to the students by tutors and counsellors		
CRA 29	List of students who joined NPTEL Swayam courses		

CRA 30	Seminar/conferences and paper presentation by UG and PG students with PPT		
CRA 31	Department Level Feedback analysis and action taken		
CRITERION II: TEACHING-LEARNING EVALUATION (TLE)			
TLE 1	<p>Year wise Students Enrollment Details (Admission verification file)–</p> <p>(1) UG programmes (2) PG programmes (3) PhD programmes</p> <p>Downloaded from the University website – Date can be obtained from admission wing (based on SOP, 2.1.1)</p>		
TLE 2	<p>Number and Percentage of seats filled against seats reserved for various categories as per applicable reservation policy;</p> <p>(1) SC, (2) ST, (3) OBC, (4) Divyangjan, etc.</p> <p>(based on SOP, 2.1.2)</p>		
TLE 3	Student – Full time Teacher Ratio		

TLE 4	File for Student centric methods, such as (1) experiential learning, (2) participative learning and (3) problem solving methodologies are used for enhancing learning experiences using ICT tools		
TLE 5	Teacher Profile and quality (mention NET/PhD qualification also) (With copies of certificates)		
TLE 6	Innovative teaching and E-resources developed		
TLE 7	External Examination Register – (1) Time table, (2) Semester wise result, (3) Course wise university exams question papers, (4) List of absentees, (5) APC forwarded		
TLE 8	Internal Examination Register – (1) Time table (2) Semester wise result (3) Course wise internal exams question papers (4) Attendance register including list of absentees		
TLE 9	Grievance redressal system for internal and external assessment		
TLE 10	Disciplinary Actions taken		

TLE 11	File for University Internal marks – Documentation of three tier system of internal mark verification		
TLE 12	PO and CO and its Attainment & Displaying of CO & PO in Website		
TLE 13	Mentor-Mentee system file		
TLE 14	Semester wise and course end University exam Results and its Analysis (based on exam appeared students) (Final grade copy of students needed) (based on SOP 2.6.2)		
TLE 15	Students satisfaction survey analysis report (In prescribed format through Google form)		
CRITERION III: RESEARCH, INNOVATION AND EXTENSION (RIE)			
RIE 1	Teachers Research Projects		
RIE 2	Student Publications in UGC journals/Presentations		
RIE 3	Details of (1) MoUs, (2) collaborations/linkages for Faculty exchange, (3) Student exchange, (4) Internship, (5) Field trip, (6) On-the- job training,		

	(7) Research and other academic activities. (based on SOP 3.5.1)		
RIE 4	Grant received by the teachers or department from Govt. or Non-Governmental agencies (based on SOP 3.1.1)		
RIE 5	Ecosystem for innovations and initiatives for creation and transfer of knowledge (1) Patents filed, (2) Published, (3) Incubation centre facilities		
RIE 6	Workshops/seminars/conferences organised by the department including (1) Research Methodology, (2) Intellectual Property Rights (IPR) (3) entrepreneurship. (based on SOP 3.2.2)		
RIE 7	Research papers published per teacher in the Journals notified on UGC care list (based on SOP 3.3.1)		
RIE 8	Books and chapters in edited volumes/books published and papers published in national/ international conference. (based on SOP 3.3.2)		
RIE 9	Extension activities (1) On neighbourhood community, (2) sensitizing students to social issues for their holistic development (3) A brief report on impact of this programme on students		
RIE 10	Awards and recognitions received for extension activities from government / government recognised bodies		

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES (ILR)

ILR 1	Details of infrastructure facilities in the classrooms and department		
IRL 2	Department Library and Book bank		
IRL 3	ICT facilities and Student-computer ratio. (based on SOP 4.3.2)		
IRL 4	Asset Maintenance Register		
IRL 5	Stock/Purchase Register		
ILR 6	Details of library visit of the students (library hour also) and teachers		
CRITERION V: STUDENT SUPPORT AND PROGRESSION (SSP)			
SSP 1	Student grievances redressal system including sexual harassment and ragging cases. (based on SOP 5.1.4)		
SSP 2	File for (1) Placement of outgoing students (2) Students progressing to higher education. (based on SOP 5.2.1)		

SSP 3	Students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations). (based on SOP 5.2.2)		
SSP 4	Details of students who obtained awards/medals for outstanding performance in (1) Sports (2) cultural activities at University / state/ national / international level (Award for a team event should be counted as one). (based on SOP 5.3.1)		
SSP 5	Details of students who participated in sports and cultural programs organised by the college/other institutions. (based on SOP 5.3.2)		
SSP 6	Department Alumni details		
SSP 7	Energy Conservation Activities		
SSP 8	List of students benefited by scholarships and freeships provided by the Government and Non-Government agencies. (based on SOP 5.1.1)		
SSP 9	Capacity building and skills enhancement initiatives organised by the department (1) Soft skills training, (2) Language and communication skills, (3) Life skills including Yoga, physical fitness, health and hygiene) (4) ICT/computing skills (based on SOP 5.1.2)		

SSP 10	Students benefitted by guidance for competitive examination (Benefited means attended the programme only)		
SSP 11	Bridge Course		
SSP 12	List of Hostel students/Day scholars		
SSP 13	Details of differently abled students		
CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT (GLM)			
GLM 1	Details of the teaching staff participating in Faculty development Programmes (FDP) or professional development. (based on SOP 6.3.3)		
GLM 2	File for (details of faculties and students) (1) Invited Lectures (2) Paper Presentations (3) Participation in Seminars (4) Workshops		
GLM 3	Faculty Self-Appraisal		
GLM 4	List of teachers who received financial support for (1) Attending conferences/workshops (2) Membership fee of professional bodies. (based on SOP 6.3.2)		

CRITERION VII: INSTITUTIONAL VALUES AND BEST PRACTICES (IVB)

IVB 1	Details of the programme organised by the department in the banner that (1) Gender equity (2) Celebration of days/events/festival of National/International commemoration		
IVB 2	Details of the departmental efforts/initiatives in providing an inclusive environment i.e., (1) tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic (2) Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens		
IVB 3	Best practices successfully implemented by the department (as per NAAC format provided in the NAAC Manual) & contribution of the department to the best practices of the college		
IVB 4	Contribution of the department to the institutional distinctiveness		

Total 97 files for research departments & 92 files for non-research departments

General instructions to the department for documentation

1. All programmes need a minimum of four photographs, and each one has to have its location geo-tagged.
2. If a file description contains the word 'SOP,' the NAAC SOP instruction must be followed for documentation
3. If you have any queries regarding the preparation of the file, kindly get in touch with IQAC.