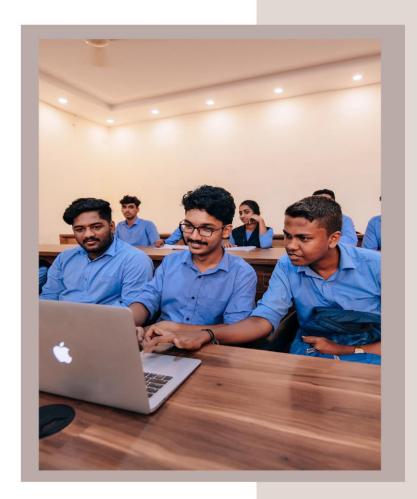# MES ASMABI COLLEGE

IQAC

QUALITY PLANS, POLICIES, BENCHMARKING AND DOCUMENTATION

CONTENTS

	Quality plans, policies, benchmarking and documentation
1	Development of perspective plans and quality policies
2	Specific instruction with checklist to the departments for effective documentation
3	Introduced standard proposal forms for conducting activities

DEVELOPMENT OF PERSPECTIVE PLANS AND QUALITY POLICIES

LINK FOR POLICY DOCUMENTS OF THE INSTITUTION& PERSPECTIVE PLANS

ITEM	WEBSITE
Perspective plan	Click Here
Quality Policy	Click Here

GUIDANCE AND CHECKLIST TO DEPARTMENTS FOR EFFECTIVE DOCUMENTATION

LINK FOR THE LIST FILES TO KEPT IN THE DEPARTMENT SUGGESTED BY IQAC

ITEM	WEBSITE
List of files kept to be in the department supplied by the IQAC	Click Here
Specific instructions and check list to the department for effective documentation	Click here

INTRODUCED STANDARD PROPOSAL FORMS FOR CONDUCTING ACTIVITIES

IQAC, MES ASMABI COLLEGE, P VEMBALLUR

PROPOSAL/ESTIMATE/FUND REQUEST OF VARIOUS PROGRAMMES

1	Organizing Department/Association /Club/forum Or College Union/IQAC/ ASAP/WWS/SSP/PTA/ALUMNI/LIBRARY/ HOSTEL etc.			
2	Name of the Programme			
3	Name of the co ordinator/Teacher in charge			
4	No of Days with proposed Dates			
5	Funding Agency if any (With Sanction order No) Attach a copy of the order			
6	Level of the programme (International/National/Regional)			
7	Where the programme is organizing (Seminar hall, Auditorium, etc)			
8	Sponsored by (if any)			
9	Association with (if any)			
10	Expected number of participants from outside		Expected number of participants from the college including students	
11	Name, designation and official address of the Chief Guest/ Resource person (s)			
12	Total amount sanctioned		Amount already allotted	
13	Amount to be generated from other sources			
14	Total expenditure as per estimate (See next page)			
15	Advance needed from college			
16	Fund needed from college			
17	Expected date of submission of utilization certificate to agency			

18	Name and Signature of Co ordinaor/teacher in charge	
19	Name and Signature of HOD	
20	Recommendation of the Principal	
21	Sanctioned by Secretary/Chairman	
22	Signature of IQAC Coordinator	

ESTIMATE

No	Item	Estimate amount (in Rs)
1	Remuneration of Resource Persons/Guests including TA/DA	
2	Notice/Brochure/Poster etc	
3	Decoration Bouquet etc	
4	Flex (Size………………..) (Nos…………..)	
5	Sound System (………….watt)	
6	Lighting	
7	Chairs, Table, Carpet, etc	
8	Travelling expenses of organizers/Participants	
9	Photo /Video	
10	Refreshment	
11	Lunch	
12	Accommodation of Guests/Participants	
13	Reading Materials, Proceedings etc	
14	Mementos, Trophies, Medals etc	
15	Certificate Printing	
16	Compliments to participants	
17	Costumes for participants	
18	Training of Participants (in the case of cultural programme)	
19	Diesel for Generator	

20	Stationary	
21	Audit fee	
22	Cleaning	
23	Others	
	TOTAL	

IQAC, MES ASMABI COLLEGE, P VEMBALLUR

ACTUAL EXPENDITURE STATEMENT

1	Organising Department/Association/Club/forum Or College Union/ IQAC/ASAP/WWS/SSP/PTA/ALUMNI/LIBRARY/HOSTEL etc.			
2	Name of the Programme			
3	Name of the co ordinator/Teacher in charge			
4	No of Days with Dates			
5	Funding Agency if any			
6	Level of the programme (International/National/Regional)			
7	Where the programme is organizing (Seminar hall, Auditorium, etc)			
8	Sponsored by (if any)			
9	In association with (if any)			
10	Where the programme is organised (Seminar hall, Auditorium, etc)			
11	Number of participants from outside		Number of participants from the college including students	
12	Name, designation and official address of the Chief Guest/ Resource person (s)			
13	Total amount sanctioned		Amount already allotted	
14	Amount generated from other sources			
15	**Total expenditure (See next page)**			
16	Additional/less expenditure comparing with estimate			
17	Advance from college			
18	Fund from college			
19	**Additional amount requesting from management (if needed)**			

20	**Balance amount if any**	
21	Whether the utilization certificate submitted to funding agency	
22	Name and Signature of Co ordinaor/teacher in charge	
23	Name and Signature of HOD	
24	Remarks of the Principal	
25	Remarks of Secretary/Chairman	
26	nature of IQAC Coordinator	

EXPENDITURE

No	Item	Estimate amount (in Rs)
1	Remuneration of Resource Persons/Guests including TA/DA	
2	Notice/Brochure/Poster etc	
3	Decoration Bouquet etc	
4	Flex (Size……………..) (Nos…………..)	
5	Sound System (………….watt)	
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19	Diesel for Generator	
20	Staionary	
21	Audit fee	
22	Cleaning	
23	Others	
	TOTAL	

Kindly submit the following documents to the IQAC

1. **The 'hard copy of original proposal form' signed by the principal (submit it before conducting the programme)**
2. **Soft copy of Geotagged photos of the programme (at least 5 different photos)**
3. **Detailed report of the programme (soft copy only)**
4. **Kindly Submit the hard copy of actual expenditure statement along with softcopy of the report and geotagged photos within four days from the date of the programme**

Note:- Kindly send the soft copy of the report which contained five different geotagged photos to the IAQC mail ID only

IQAC mail id: iqac.asmabi@gmail.com

LINK TO THE ONLINE PROPOSAL FORM

Link to the online proposal form	Click Here