

## **LIST OF FILES TO BE MAINTAINED FOR NAAC IN EACH DEPARTMENT**

1. Admission file
2. Internal assessment file
3. Extension activities / awareness programmes file
4. Staff meeting note /file with agenda
5. Circular file
6. Scholarship file
7. Equipment purchase file
8. Equipment history (source of purchase, cost, accuracy, year of purchase)
9. Parents teachers meeting file
10. Alumni file
11. Curriculum revision file (existing and previous)
12. Ongoing, completed and applied project file-faculty wise
13. Publication-faculty wise
14. Patents file
15. Ph.D. thesis list
16. Journal subscription file
17. Consultancy project file
18. Collaboration files with MOU
19. Class time table
20. Department profile including vision and mission of the department in printable form
21. CD publication if any
22. Books published
23. Conference/workshop/seminar organized with photo evidence
24. seminar / Conference Proceedings'
25. Department Library file
26. Individual log book for each equipment

27. e-journal subscription file
28. PG & M.Phil. Pass percentage details year wise
29. List of Research scholars/ fellowships
30. Teaching and non-teaching staff file
31. Anti ragging committee file
32. Department placement cell file
33. Green measures following in the department
34. Question bank for each subject
35. Disaster Management Measures – Chemical & Biological hazards
36. Feed back forms of the students and Remedial measures taken for the weaker students
37. Measures taken for the advanced learners
38. Database of students with photos
39. Student participatory learning activities
40. Department academic calendar with weekly & monthly wise tests/ assignments date
41. Best practices followed in curriculum and Teaching –Learning
42. Awards received by faculty members & students
43. Individual staff members' publication file