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| **F.No** | **Name Of The File** | **Content in the File** |
| 1mom | Anna university and College Academic Calendar File | Institution Academic ScheduleDepartment Academic Schedule | Format Given |
| 2m | Staff Work load File | Department teaching staff workloadSubject willing form | Format given |
| 3m | Semester wise Time Table File | Class Time tableMaster Time TableIndividual Time TableLab Time TableOverall Lab Time Table | Format given |
| 4 | Student’s Enrollment File | Student Admission details from DOTEStudent Name List | 2020-2021 from office (1.1)(2.1.1 & 2.1.2) |
| 5m | Student’s Feedback File | Records of the feedback collected twice in a semester | New format will be given for this semesterOld format for the 2017-2022 even is kept in that file. (2.7 & 2.7.1) |
| 6m | Student’s programe Participation File | Participation and Prize winning Certificates ( inside and outside of the college) | Request letter from student to hod, principalcertificates |
| 7 | Student’s Scholarship File | All Scholarship documents | 2020-2021 from officeSC/ST, MBC, MINORITY, farmer etc 5.1.1 |
| 8m | Student’s Fees detail File | Details about students Fees  | Copy from office |
| 9m | Student’s Mentor File | Toppers listMinutes of MeetingPerformance analysisCertificates from various participations | Training details to the students. GATE coaching etc |
| 10m | Student’s Certificate Course File | Value Added Course, Add on Course related documents | Department meeting minutesList of courses Time table , portion covered, duration, list of students, resource person with date of conducted (1.2.1, 1.2.2) |
| 11m | Project File | List of ProjectsList of Review detailsCircular about the review | Available staff members with specializationRubrics for projects Review performanceAverage and best projects evaluated by internal, external |
| 12m | Students Online Course File | NPTELSpoken tutorialSWAYAM | To arrange |
| 13m | Sports Activity File |  Participation and Prize Winning Certificates | Requisition letter from studentsPermission given by HoD, principal for ODCertificates 5.3.1& 5.3.2 |
| 14m | Professional Society File | Details about Professional activities in the Department | To arrangeRequest from staff and students to form department professional activities |
| 15m | Association/Club File | Guest Lecture , Seminar and Workshop Organized in the Department. | To arrangeRequest from the students to form students technical association.Through association activities to be conducted |
| 16m | Industrial Visit File | Parent declaration formStudents feedback formPhotos Report and Related Documents | Request from studentsTour scheduleCompany Permission letters |
| 17m | Internship/Inplant Training File  | Bonafide requisition letterParticipation Certificates | Request from studentsCompany permission letters (1.3.2) |
| 18m- | Training Placement File | Request from students Year wise training with list of programs and details(Placement Training includes soft skills programme and technical skills development programme), Schedule and time tableRecourse person details  | College Brochure Company contact procedure to visit campusCompany willingness for placement driveSchedule of visit and interviewList of studentsSalary detailsNature of job/positionOffer letter and other relevant documents 5.2.1 |
| 19 | Budget File | Budget Request and Approval DetailsExpenditure details | Format to be given |
| 20 | Higher Studies File | Student’s ID CardGATE and TANCET ScoreOther Relevant Documents | 5.1.3 & 5.2.2 |
| 21m | Newsletter File | Department Newsletter | To be prepared |
| 22 | IQAC File | IQAC Related Documents | 6.5.2 |
| 23m | Alumni File | Alumni DetailsAlumni Employment Details | To be formed |
| 24 | Principal Circular File | All Circulars |  |
| 25 | Department Meeting File | Minutes of Meeting |  |
| 26 | Anna University Circular File | Anna University Circular Details |  |
| 27 | Department Circular File | Department Circular Details |  |
| 28 | Exam Circular File | Internal Exams Circular Details |  |
| 29m | Class Committee Meeting File | Class Committee Meeting CircularMinutes of MeetingAction Taken with evidence |  |
| 30 | Visiting Faculty File | Subjects Covered DetailsOther Relevant Documents |  |
| 31 | Curriculum and Regulation File | Regulation 2013/2017/2021 Syllabus |  |
| 32m | MOU File | MOU Signed Documents Other Relevant Documents | 3.5.1 |
| 33 | Consultancy File | Related Documents | Requisition from customerReport from our college Remuneration detailsVouchers – fees for consultancy  |
| 34m | Research Publication File | Publication Details | Format to be given 3.3.1 & 3.3.2 & 6.3.3 |
| 35 | Patent File | Patent Details | To be created |
| 36 | Ph.D Pursuing Detail File | Relevant Documents | Anna University registration and updated documents |
| 37 | Supervisor/Reviewer/Examiner Detail File | Relevant Documents | Anna University registration and updated documentsEvidence for reviewerEvidence for Examiner |
| 38 | Sponsored/Funded Project File | Relevant Documents | To be created |
| 39 | EDC File | Relevant Documents | To be created |
| 40 | Parent Teachers Meeting File | Minutes of MeetingParents Feedback documents | Get the letter from students about their academic performance and personal and discipline matters.Communication to parents Action taken |
| 41 | Internal Assessment File | CircularsQuestion patternsTime table-scduleStudents Mark listCycle test Review Meeting-AnalysisCorrective actionFinal internal marks entered in AU site. |  |
| 42 | University Result Analysis File | Result Analysis documentUniversity mark list | New Format to be given- continue the old format for the yester years. (2.6.2) |
| 43 | Department Library File | Book Details | Stock register ( S.No, Book title, Date of purchase, Price, Book ID.) Issue register (S.No Stu.Name, Title of the book with Book ID, Date of issue, Date of submitted)Entry Register (S.No, Student Name, Class, Entry and Exit Time) |
| 44 | Faculty Participation File | Participation and Prize winning Certificates ( inside and outside of the college) | Request letter from Staff to hod, principalcertificates |
| 45 | Department Purchase Order File | Approved Supplier ListComparative StatementPurchase Order |  |
| 46 | Consumables Issue Register | Relevant Documents |  |
| 47 | Equipment Service Register | Relevant Documents | S.No, Date, Name of the equipment, Service Required, Name of the Company handling service, Remarks. |
| 48 | Condemned Register | Relevant Documents | S.no, Name of the equipment condemned, No. of equipments, Reason, Date, Remarks |
| 49 | Equipment Stock Register | Relevant Documents |  |
| 50 | Bills/Invoice Register | Relevant Documents |  |
| 51 | Equipment Movement Register  | Relevant Documents | S.No, Date, Name of the equipment, Issued to whom, Received by, Remarks |
| 52 | Calibration File | Relevant Documents | S.No, Date, Name of the equipment, Calibrating Company, Remarks. |
| 53 | Faculty Detail File | Faculty BiodataFaculty Details | Anna University Staff Profile (or) SINCET College Profile at the the date of joining, |
| 54 | Faculty Appraisal File (API) | Faculty Self-Appraisal DocumentsFaculty Appraisal by HOD | Format given. |
| 55 | Non Teaching Staff File | All Relevant Documents | Anna University Staff Profile (or) SINCET College Profile at the the date of joining, |
| 56 | Faculty Online Course File | Online Course details attended by Faculty, Certificate Copies. | S.No, Name of the faculty, Name of the Course, Duration, Date of event, Remarks. |
| 57 | Theory Course File | Department Vision, Mission, PEO, PSOSyllabusLesson planQuestion paper with IQAC ApprovalAssignment Questions with IQAC ApprovalAll test Consolidated MarksheetTest and Assignment papers (Average, Best, Worst)Content Beyond SyllabusCO-PO AttainmentCO-PO JustificationUniversity Question paper feedbackLogbook |  Format to be given. |
| 58 | Practical Course File | Laboratory ManualModel Test Mark sheetContent Beyond SyllabusLogbook | Format to be given. |
| 59 | Revaluation File | Revaluation Result Copy |  |
| 60 | Students TC/Redo File | Related Documents |  |
| 61. | Department NIRF File | NIRF Related Documents |  |
| 62. | Department Tutorial File  | Problem Statement Solved in the Tutorial Classes, Time Table | Subject Name, No. of Students attended, Stu list, Date of Conduction, Remarks. |
| 63. | Slow Learners- Coaching and Remedial Class File | Coaching Class ScheduleAttendanceCoaching Class Test Marks | Format to be given. |
| 64. | Anna university / AICTE Related Document File | AICTE Related Data |  |
| 65. | Department Assessment Committee File | Curriculum Gap Identified Minutes of MeetingExpert Members Correspondence |  |
| 66. | Contribution towards website aintenance File | Department documents given for Website updation |  |
| 67. | Press News/ E-Digest File | Invitation, Agenda, Press news, Photos and Newspaper cuttings | Format to be given. |
| 68. | Memory Book Data File | Details about students and faculty along with photos | Format to be given. |
| 69. | Graduation Day File | List of students graduated in each academic year |  |
| 70. | Dept Discipline Committee File | Discipline action taken documents |  |
| 71. | Students Long Leave File | Medical leave and other long leave documents |  |
| 72. | Staff Name List |  | S.No, Staff Name, Designation, Qualification, Experience in Engg. College, Date of Joining at SINCET |
| 73. | Staff Members with NET/SET/SLET/ Ph. D. |  | (2.4.2) |
| 74. | Number of workshops/seminars/onference including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years |  | 3.2.2 |