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| **F.No** | **Name Of The File** | **Content in the File** | |
| 1mom | Anna university and College Academic Calendar File | Institution Academic Schedule  Department Academic Schedule | Format Given |
| 2m | Staff Work load File | Department teaching staff workload  Subject willing form | Format given |
| 3m | Semester wise Time Table File | Class Time table  Master Time Table  Individual Time Table  Lab Time Table  Overall Lab Time Table | Format given |
| 4 | Student’s Enrollment File | Student Admission details from DOTE Student 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 semester  Old 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, principal  certificates |
| 7 | Student’s Scholarship File | All Scholarship documents | 2020-2021 from office  SC/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 list  Minutes of Meeting  Performance analysis  Certificates 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 minutes  List 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 Projects  List of Review details  Circular about the review | Available staff members with specialization  Rubrics for projects  Review performance  Average and best projects evaluated by internal, external |
| 12m | Students Online Course File | NPTEL  Spoken tutorial  SWAYAM | To arrange |
| 13m | Sports Activity File | Participation and Prize Winning Certificates | Requisition letter from students  Permission given by HoD, principal for OD  Certificates 5.3.1& 5.3.2 |
| 14m | Professional Society File | Details about Professional activities in the Department | To arrange  Request from staff and students to form department professional activities |
| 15m | Association/Club File | Guest Lecture , Seminar and Workshop Organized in the Department. | To arrange  Request from the students to form students technical association.  Through association activities to be conducted |
| 16m | Industrial Visit File | Parent declaration form  Students feedback form  Photos Report and Related Documents | Request from students  Tour schedule  Company Permission letters |
| 17m | Internship/Inplant Training File | Bonafide requisition letter  Participation Certificates | Request from students  Company 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 table  Recourse person details | College Brochure  Company contact procedure to visit campus  Company willingness for placement drive  Schedule of visit and interview  List of students  Salary details  Nature of job/position  Offer letter and other relevant documents 5.2.1 |
| 19 | Budget File | Budget Request and Approval Details  Expenditure details | Format to be given |
| 20 | Higher Studies File | Student’s ID Card  GATE and TANCET Score  Other 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 Details  Alumni 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 Circular  Minutes of Meeting  Action Taken with evidence |  |
| 30 | Visiting Faculty File | Subjects Covered Details  Other 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 customer  Report from our college  Remuneration details  Vouchers – 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 documents  Evidence for reviewer  Evidence 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 Meeting  Parents 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 | Circulars  Question patterns  Time table-scdule  Students Mark list  Cycle test Review Meeting-Analysis  Corrective action  Final internal marks entered in AU site. |  |
| 42 | University Result Analysis File | Result Analysis document  University 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, principal  certificates |
| 45 | Department Purchase Order File | Approved Supplier List  Comparative Statement  Purchase 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 Biodata  Faculty Details | Anna University Staff Profile (or) SINCET College Profile at the the date of joining, |
| 54 | Faculty Appraisal File (API) | Faculty Self-Appraisal Documents  Faculty 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, PSO  Syllabus  Lesson plan  Question paper with IQAC Approval  Assignment Questions with IQAC Approval  All test Consolidated Marksheet  Test and Assignment papers (Average, Best, Worst)  Content Beyond Syllabus  CO-PO Attainment  CO-PO Justification  University Question paper feedback  Logbook | Format to be given. |
| 58 | Practical Course File | Laboratory Manual  Model Test Mark sheet  Content Beyond Syllabus  Logbook | 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 Schedule  Attendance  Coaching 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 Meeting  Expert 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 |