

LIST OF NAAC FILES TO BE MAINTAINED IN THE DEPARTMENT

(All lists in the files have to be given supporting documents& all relevant copies to be submitted to IQAC)

1. Department Profile in Prescribed Format
2. Faculty Profile in Prescribed Format
3. Programme Feedback Analysis & ATR[Action Taken Report]
4. Results & Analysis
5. Mentor/ Mentee Files

Criterion 1-Curriculum Aspects (100)

1. List of teachers in BoS/Academic Council/Syndicate with supporting documents from 2016-2021
2. (A) List of new programmes introduced during 2016-2021

(B)List and Syllabi of Courses relevant to Gender, Environment, Sustainability, Human values and Professional Ethics – Audit Courses.
3. Comprehensive Syllabi of Core/Common/Electives/Practical's/Open Courses: 2016-2021
4. List of students of UG/PG/Open Courses: 2016-2021
5. List of students undertaking Field projects/ Internships(with proof of certificates)
6. Details of structured feedback from students on Syllabi/Analysis/ATRs
7. Add on Courses & Value added Courses.

Criterion 2- Teaching-Learning and Evaluation (350)

- 7.List of students admitted during: 2016-21 (Nominal Rolls)
- 8.. List of students in the reserved categories (certificates of proof From Bio data-OBC/SC/ST/PH)
9. List of Permanent/Guest Faculty with profile (separate details about PhDs/Fellowships/Awards/Recognitions/Projects/Papers presented & books published in consolidated form and tabulated in separate sheet)

10. List and details of teachers using ICT (with details of ppt/CDs/software) LMS Adaptive Learning, Special strategies for slow learners etc.

11. Details of Internal Assessment of last five years with supporting documents

13. Department Minutes book of grievance redressed

14. Academic Calendar & Department minutes book with work diary

15.(A) Programme/Course outcomes file

(B) File showing attainment of programme outcomes

16. Results file for last five years showing split up of pass percentage with statistics

Criterion 3- Research, Innovations and Extension (110)

17. Grants for research projects sponsored by government /non government agencies (with all relevant details) during the last five years (2016-21)

18. Teachers recognised as research guides during last five years with orders and details of research scholars and PhD areas

19. Details of Workshops/Seminars and industry academia innovative practices

20. Number of PhDs awarded per teacher during last five years with all details and documents

21. (A) Number of Research papers per teacher in journals notified on UGC website during last five years

(B) Number of books and chapters published/papers published in National/ International proceedings during last five years

22.(A) Extension activities hosted in neighbourhood

(B) Details of students participating in extension activities: 2016-21

23. Details of faculty exchange/student exchange /internship/field trip/ on the job training/ research etc during last five years

Criterion4- Infrastructure and Learning Resources (100)

- 24. File showing details of classrooms/ labs/ computing equipment/ research facilities
- 25. Library Files to be separately maintained in Library.

Criterion 5 – Student Support and Progression (140)

- 26. Details of students benefitted by govt scholarships and free ships 2016-21
- 27 (A) Details of placement of outgoing students 2016-21
- (B) Details of student progression to higher education (UG-PG, MA-Mphil-PhD)
- (C) Details of students qualifying in
NET/SLET/GATE/GMAT/CAT/GRE/TOFEL/UPSC/PSC 2016-21
- 28. Awards/medals for outstanding performance in Sports/cultural activities at National International level 2016-21 (certificate proof)
- 29. Details of alumni association meetings held during last five years 2016-21

Criterion 6- Governance, Leadership and Management (100)

- 30. FDP Certificates
- 31. PBAS Files
- 32. Files regarding Fund generation if any.

Criterion 7-Institutional Values and Best Practices (100)

- 33. Files related to Best practices & Institutional distinctiveness if any
 - 34. Files related to Green initiatives, Disabled friendly Gender equity activities
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LIST OF FILES - FACULTY MEMBERS

1. Bio Data
2. Web Profile
3. BoS & Other Roles - Files
4. FDP & Certificates
5. Published Works/ Awards/ Fellowship Files
6. Online/ MOOC/ LMS / Module List &Records
7. Teachers Diary
8. Tutorial File
9. Mentor Mentee File
10. Feedback Files