G H RAISONI INSTITUTE OF ENGINEERING & TECHNOLOGY
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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty in-charge	Remark
D.1		Academic Calendar	• Academic Calendar University Level • Academic Calendar Institute level • Academic Calendar department level for UG, PG, First Year	Semester	3 Year	Dr. Devashree Marotkar	Academic calendar is well prepared and maintained properly.
D.2	D2A	Faculty Work Load (UG & PG)	• Faculty workload calculations • Faculty Requirement • Faculty Workload sheet	Semester	3 Year	Ms. Priyanka Chopkar	Workload calculation records are incomplete and need updating.
	D2B	Time Table (UG & PG)	• Master Time Table • Sem wise/section wise Timetable for odd & even term • Lab-wise time table for odd & even term • Individual Timetable	Semester	3 Year	Ms. Prajakta Upadhye	OK
D.3	D3A	Student Roll List UG	• Student Roll List sem wise/section wise for UG	Semester	3 Year	Ms. Priyanka Chopkar	Some student records are missing
	D3B	Student Roll List PG	• Student Roll List sem wise/section wise for PG	Semester	3 Year	Dr. Deepak Soni	NA

External-1
Dr. Aatish Khobragade
Professor, ETC, YCCE, Nagpur

External-2
Dr. Suchita Varade
Professor, ETC, PCE, Nagpur

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D.4	D4A	List of Elective offered for UG	Process documents • Notice • Copy of syllabus • Willingness document • Elective wise student list	Semester	3 Year	Ms. Priyanka Chopkar	OK
	D4B	List of Elective offered for PG	Process documents • Notice • Copy of syllabus • Willingness document • Elective wise student list	Semester	3 Year	Dr. Deepak Soni	OK
D.5	D5A	Project Allotment UG	Process documents • Application for formation of Group • Application for Allotment of Guide • Project wise student list along with name of guide • Project Evaluation mechanism • Progress seminar documents(notices & evaluation sheets) • PQAI document • Poster	Semester	3 Year	Dr. Sanket Kasturiwala	Project documents are incomplete and need proper arrangement.

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D.5	D5B	Project Allotment PG	Process documents • Application for Allotment of Guide • Project wise student list along with name of guide • Project Evaluation mechanism • Progress seminar documents(notices & evaluation sheets • Poster	Semester	3 Year	Dr. Sanket Kasturiwala	OK
D.6		Content Beyond Syllabus	• Process of identifying curricular Gaps • Topic of Content Beyond Syllabus • Summary sheet sem-wise stating faculty wise details of topics content beyond syllabus taken, mode and date of conduction etc.	Semester	3 Year	Ms. Priyanka Chopkar	OK
D.7		HoD meeting	• Agenda • Attendance • Minutes of Meeting • Action Taken Report (ATR)	Regular	3 Year	Ms. Shubhangini Ugale	ATR is not properly maintained for all meetings.
D.8 D.8.A		BOS	• Agenda • Attendance • Minutes of Meeting Action Taken Report (ATR)	Regular	3 Year	Dr. Devashree Marotkar	OK

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D.8.B	Academic council	• Minutes of Meeting • Action Taken Report (ATR)	Regular	3 Year	Dr. Devashree Marotkar	OK
D.8.C	Governing body	• Minutes of Meeting • Action Taken Report (ATR)	Regular	3 Year	Dr. Devashree Marotkar	OK
D.9	Asset Stock Register	• Department asset stock register	Regular	Forever	Ms. Shruti Palkanwar	OK
D.10	Purchase File	• Purchase orders • Original bills	Regular	Forever		OK
D.11	Stock Verification Report	• Annual stock verification report • ATR	Yearly	Forever	Mr. Vipin Bhure	OK
D.12	Departmental Library	• List of Books • Logbook (Faculty & Students separately) • Question Papers (sessional & university) • Details of various E – resources available (e – books, NPTEL video, DTEL/PPT etc.) • Copy of Departmental Magazine • Copy of Departmental Newsletter • Details of Technical Magazine • Student Project reports (UG & PG)	Regular	Forever	Mr. P. Chawke/Ms. Shubhangini Ugale	List of Journal is missing

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D.13	D13A	University / College Notifications,	• Letters from university to college	Regular	3 Year		OK
	D13B		• Letters from college to university				OK
D.14		Extension of Approval Letters/ Affiliation Letters	• Copy of AICTE approval letter • Copy of DTE approval letter • Copy of University approval letter • Copy of UGC if applicable	Regular	Forever		OK
D.15		NBA/NAAC Accreditation Letters	• Copy of NAAC accreditation letter/certificate • Report of NAAC accreditation • Copy of NBA accreditation letter • Report of NBA accreditation	Event based	Forever	Dr. Devashree Marotkar	
D.16		Department Profile	• V & M of Institute • V & M of Department • List of PEOs, POs &PSOs • Faculty Profile • Thrust Area with activity details • University Result Analysis • Lab wise investment • Placement and Higher Study (All above documents in prescribed format only)	Semester	3 Year	Dr. Devashree Marotkar	OK

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D.17		Department Development Plan	• Roadmap 1. Short term goal 2. Long term goal • Thrust area related activities etc.	Yearly	5 Year	Dr. Devashree Marotkar	OK
D.18		Department Perspective Plan (DPP)	• Copy of DPP presentation (Handout with 6 slides/page) • Report on status of DPP at the end of Semester (Achieved/Target) • ATR • Summary of DPP status at the end of the session and its ATR	Semester	3 Year	Dr. Devashree Marotkar	OK
D.19	D.19A	Notices	• Internal Communications	Regular	3 Year		OK
	D.19B		• HoD Notices				OK
	D.19C		• Principal Notices				OK
D.20		Note sheet	Note Sheet regarding approval for • Guest lecture • Industrial visit/Industrial training • Forum installation • Technical activity student/faculty • Departmental requirement • DAA • Any other note sheet other than file no. D32 and D47	Regular	3 Year	Mr. Vipin Bhure	Files maintained; minor documentation gaps observed.

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D.21	Departmental Academic Assessment (DAA)	• Filled assessment format • Report by expert • ATR	Yearly	3 Year	Dr. Devashree Marotkar	OK
D.22	Parents Teachers Meeting (PTM)	• Agenda • Attendance • Feed Back from parents and its analysis • Report on PTM • ATR	Regular	3 Year	Ms. Priyanka Chopkar	OK
D.23	Exit Poll Analysis	• Exit poll forms • Exit poll Analysis • ATR	Yearly	3 Year	Ms. Shubhangini Ugale	OK
D.24	Industry Institute Interaction (III)	• Copy of MoUs • Activities with industry like Joint paper, Joint Project, industrial visit, training programs, guest lecture etc.	Semester	5 Year	Mr. Vipin Bhure	OK
D.25	Student Feedback Analysis and ATR	• Student Feedback forms • Detailed feedback Analysis • Faculty wise point wise feedback analysis • ATR • Based on ATR, appreciation / satisfactory / warning letters issued and its acknowledgment	Semester	3 Year	Ms. Shubhangini Ugale	OK

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D.26		Guest Lectures / Workshops/Events organized for Students	• Copy of Note sheet & its approval • Invitation letter to Guest/Expert (if outsource) • Acceptance letter/Thanks letter • Notice regarding event • Attendance sheet(manually signed) • Report • Feedback, its analysis & ATR	Regular	3 Year	Mr. Vipin Bhure	OK
D.27		List of Student Successful in Competitive Examinations	• Copy of scorecard of GATE,GRE, CAT, IES, etc.	Regular	3 Year	Mr. Vipin Bhure	OK
D.28	D28A	Student Participation in Extra / Co-Curricular activities - Achievements, Award, Rank, Prizes (UG)	• Copy of certificates of student participation, student achievements, Award, Rank, Prizes etc. • Summary of student participation, student achievements, Award, Rank, Prizes etc. year wise	Regular	5 Year	Class Incharge	OK

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	D28B	Student Participation in Extra / Co-Curricular activities - Achievements, Award, Rank, Prizes (PG)	• Copy of certificates of student participation, student achievements, Award, Rank, Prizes etc. • Summary of student participation, student achievements, Award, Rank, Prizes etc. year wise	Regular	5 Year	Mr. Vipin Bhure	OK
D.29		Industrial Visits / Industrial Trainings	**Industrial Visit** • Copy of Note sheet & its approval • Request letter, permission letter & thanks letter • Notice, attendance sheet, Report, Feedback, analysis & ATR **Industrial Training** • Copy of Note sheet & its approval (if applicable) • Request letter, permission letter & thanks letter • Industrial Training Report and completion Certificate • Feedback, analysis & ATR	Regular	5 Year	Mr. Vipin Bhure	Some visit reports and supporting documents are missing.
D.30		Alumni / Entrepreneur	• Details of Top Alumni / Entrepreneur year wise • List of activities conducted/organized for students by Alumni / Entrepreneur such as guest lecture, training etc.	Regular	Forever	Ms. Shubhangini Ugale	OK

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D.31	Collected forms of Various Indirect assessment Tools (Alumni Survey, Employer Survey)	• All forms and their analysis	yearly	5 Year	Ms. Shubhangini Ugale	OK
D.32	Student Financial Support	• Copy of Note sheet & its approval • Copy of certificate of participation • Document from A/C section stating payment details and acknowledgment of receipt	Regular	5 Year	Ms. Swati Hadke/Ms. Priyanka Chopkar	OK

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D.33	D33A	Internal Theory Examination (Sessional 1 / Sessional 2 / PUT)	• Copy of Note sheet & its approval • Notice • Exam Time table • Seating plan • Invigilation duty chart • Invigilation duty reporting documents • Students attendance sheet • Internal theory exam mark sheets • Question paper exam wise • Paper Moderation documents (Notice, list of moderators, moderated Question paper, corrected question paper etc.)	Semester	5 Year	Ms. Swati Hadke/Ms. Priyanka Chopkar	OK
D33	D33B	Internal Practical Examination (Sessional 1 / Sessional 2)	• Notice • Students attendance sheet • PTDK sheet • Internal practical exam mark sheets	Semester	5 Year	Ms. Swati Hadke/Ms. Priyanka Chopkar	Records are maintained.
D34		Internal Examination Marks (Theory & Practical)	• Internal marks of theory and practical sent to RTMNU year wise (odd & even sem)	Semester	5 Year	Ms. Swati Hadke/Ms. Priyanka Chopkar	

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D.35	D35A	Examination Papers (Internal Exams)	• Question Papers of Sessional1,Sessional2, PUT etc	Semester	5 Year	Ms. Swati Hadke/Ms. Priyanka Chopkar	OK
	D35B	Examination Papers (University)	• University Question papers	Semester	5 Year	Ms. Swati Hadke/Ms. Priyanka Chopkar	OK
D.36		TR - UG Student	• TR - All semester year wise	Semester	5 Year	Ms. Sucheta Raut	OK
D.37		TR - PG Student	• TR - All semester year wise	Semester	5 Year	Ms. Sucheta Raut	OK
D.38		Result Analysis	• Result analysis of all Semesters year wise	Semester	5 Year	Ms. Sucheta Raut	OK
D.39		Teaching Plan	• Teaching Plan of all subjects –semester wise	Semester	3 Year	Ms. Priyanka Chopkar	OK

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D.40	Innovative Practices	• Summary sheet of Innovative practices adopted by faculty • Activity Details with all supporting documents • Feedback, its analysis and ATR	Regular	3 Year	Ms. Priyanka Chopkar	OK
D.41	Appreciation Letters/ Warning letters/Memo	• Copy of Appreciation Letters/ Warning letters/Memo issued to faculty other than D25	Regular	5 Year	Dr. Devashree Marotkar	OK
D.42	Annual Progress Report (APR)	• Summary Sheet of APR • Evaluated APR of Faculties • Action taken based on it with all supporting documents	Yearly	5 Year	Dr. Devashree Marotkar	OK
D.43	Annual Work Load (AWL)	• Filled format of AWL of all faculty member • Monthly status report	Yearly	5 Year	Dr. Devashree Marotkar	Records maintained properly.
D.44	Workshop/STTP Attended by Faculty	• Summary Sheet Year wise • Copy of Certificates of participation	Regular	5 Year	Dr. Ravi Mishra	OK
D.45	Journal/Conference Publication by Faculty	• Summary Sheet Year wise • Copy of Certificates of participation • Copy of paper	Regular	5 Year	Dr. Ravi Mishra	OK

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D.46	Workshop/STTP organized for Faculty	• Copy of Note sheet & its approval • Invitation letter to Guest/Expert (if outsource) • Acceptance letter/Thanks letter • Notice regarding event • Poster/ three fold/broacher • Attendance sheet(manually signed) • Report • Feedback, its analysis & ATR	Regular	5 Year	Dr. Ravi Mishra	Documentation is satisfactory.
D.47	Faculty Financial Support	• Copy of Note sheet & its approval • Copy of certificate of participation • Document from A/C section stating payment details and acknowledgment of receipt	Regular	5 Year	Dr. Ravi Mishra	OK
D.48	Copyright	• All Copyright Documents (Filled / Granted) • Detail of Filled / Granted (ACKNOWLEDGE) • Document related to payment mode if any	Regular	5 Year	Dr. Ravi Mishra	OK
D.49	Patent	• All Patent Documents (Filled / Granted) • Detail of Filled / Granted (ACKNOWLEDGE) • Document related to payment mode if any	Regular	5 Year	Dr. Ravi Mishra	OK

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D.50	Funding Proposals Submitted	• Copy of funding proposals submitted to various funding Agencies • Detail of Submission (ACKNOWLEDGEMENT) • Document related to payment mode if any.	Regular	5 Year	Dr. Ravi Mishra	OK
D.51	Student Forum	Process Documents • Election process documents • Final forum office bearer • Copy of note sheet & its approval • Forum installation documents • Summary of various activity conducted under forum	Regular	3 Year	Ms. Shubhangini Ugale	OK
D.52	Magazine and Newsletter	Process Documents • Selection process documents • Final editorial board members • Copy of note sheet & its approval • Magazine year wise • Newsletter year wise	Event based	3 Year	Dr. Ravi Mishra	OK

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D.53	Training/Workshop organized /attended by Technical staff	• Copy of Note sheet & its approval • Invitation letter to Guest/Expert (if outsource) • Acceptance letter/Thanks letter • Notice regarding event • Poster/ three fold/broacher if any • Attendance sheet(manually signed) • Copy of certificate of participation • Report • Feedback, its analysis & ATR	Regular	3 Year	Concern Staff	OK

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