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Department of Electrical Engineering

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	Mr. Sachin Karare	Properly documented.
D.2	D2A	Faculty Work Load (UG & PG)	• Faculty workload calculations • Faculty Requirement / Faculty Workload sheet	Semester	3 Year	Ms. Rashmi Phasate	Properly documented.
	D2B	Time Table (UG & PG)	• Master Time Table • Semester wise/section wise Timetable for odd & even term • Lab-wise time table for odd & even term • Individual Timetable	Semester	3 Year	Ms. Rashmi Phasate	Properly documented.
D.3	D3A	Student Roll List UG	Student Roll List Semester wise/section wise for UG	Semester	3 Year	Mr.Kiran Raut	Properly documented.
	D3B	Student Roll List PG	Student Roll List Semester wise/section wise for PG	Semester	3 Year	Mr.Kiran Raut	N/A
D.4	D4A	List of Elective offered for UG	Process documents • Notice • Copy of Syllabus	Semester	3 Year	Mrs. Rashmi Phasate	Ensure complete documentation of student choice records.

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
			• Willingness document • Elective wise student list				
D.4	D4B	List of Elective offered for PG	Process documents • Notice • Copy of syllabus • Willingness document • Elective wise student list	Semester	3 Year	Ms. Rashmi Phasate	N/A
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.Tarun Shrivastava	Properly documented.
	D5B	Project Allotment PG	Process documents • Application for Allotment of Guide • Project wise student list along with	Semester	3 Year	Dr.Tarun Shrivastava	N/A

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
			name of guide • Project Evaluation mechanism • Progress seminar documents (notices & evaluation sheets) • Poster				
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	Mr.Chetan Kidile	Properly documented.
D.7		HoD meeting	• Agenda • Attendance • Minutes of Meeting • Action Taken Report (ATR)	Regular	3 Year	Dr.Bhupendra Kumar	Properly documented.
D.8	D.8.A	BOS	• Agenda • Attendance • Minutes of Meeting • Action Taken Report (ATR)	Regular	3 Year	Dr.Bhupendra Kumar	Properly documented.
	D.8.B	Academic council	• Minutes of Meeting • Action Taken Report (ATR)	Regular	3 Year	Dr.Bhupendra Kumar	Properly documented.
	D.8.C	Governing body	• Minutes of Meeting	Regular	3 Year	Dr.Bhupendra Kumar	Properly documented.

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
			• Action Taken Report (ATR)				
D.9		Asset Stock Register	• Department asset stock register	Regular	Forever	Mr. Sachin Karare	Available and Properly documented.
D.10		Purchase File	• Purchase orders • Original bills	Regular	Forever	Mr. Sachin Karare	Purchase orders and bills are available
D.11		Stock Verification Report	• Annual stock verification report • ATR	Yearly	Forever	Mr. Sachin Karare	Properly documented.
D.12		Departmental Library	• List of Books • Log book (Faculty & Students separately) • Question Papers (CAE & ESE) • 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	Dr.Tarun Shrivastava	Maintained properly. Ensure maximum utilization of digital resources
D.13	D13A	University / College Notifications	Letters from university to college	Regular	3 Year	Dr.Bhupendra Kumar	Less communication is observed
	D13B		Letters from college to university			Dr.Bhupendra Kumar	Less communication is observed

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Sr. No.	Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
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	Dr.Bhupendra Kumar	Properly documented.
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.Bhupendra Kumar	Properly documented.
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.Bhupendra Kumar	Properly documented.
D.17	Department Development Plan	• Roadmap 1. Short Term Goal	Yearly	5 Year	Dr.Bhupendra Kumar	Properly documented.

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Sr. No.	Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
		2. Long Term Goal • Thrust area related activities etc.				
D.18	Department Perspective Plan (DPP)	• Copy of DPP presentation (Hand-out 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.Bhupendra Kumar	Properly documented.
D:19 D.19A	Notices	• Internal Communications	Regular	3 Year	Dr.Bhupendra Kumar	Properly documented.
D.19B		• H.o.D. Notices			Dr.Bhupendra Kumar	Properly documented.
D.19C		• Principal Notices			Dr.Bhupendra Kumar	Properly documented.
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	Regular	3 Year	Mr.Kiran Raut	Properly documented.

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Sr. No.	Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
		file no. D32 and D47				
D.21	Departmental Academic Assessment (DAA)	• Filled assessment format • Report by expert ATR	Yearly	3 Year	Dr.Bhupendra Kumar	Properly documented.
D.22	Parents Teachers Meeting (PTM)	• Agenda • Attendance • Feedback from parents and its analysis • Report on PTM • ATR	Regular	3 Year	Mr.Yogesh Ikhe	PTM is effectively implemented with analysis and ATR.
D.23	Exit Poll Analysis	• Exit poll forms • Exit poll Analysis • ATR	Yearly	3 Year	Mr.Yogesh Ikhe	Properly documented.
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	Dr. Tarun Shrivastava	Properly documented.
D.25	Student Feedback Analysis and ATR	• Student Feedback forms • Detailed feedback Analysis • Faculty wise point wise feedback analysis • ATR	Semester	3 Year	Dr. Bhupendra Kumar	Properly documented.

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
			• Based on ATR, appreciation / satisfactory / warning letters issued and its acknowledgment				
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. Sachin Karare	Properly documented.
D.27		List of Student Successful in Competitive Examinations	• Copy of scorecard of GATE, GRE, CAT, IES, etc.	Regular	3 Year	Mr.Chetan Kidile	Properly documented.
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	Regular	5 Year	Mr.Chetan Kidile	Properly documented.

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
			achievements, Award, Rank, Prizes etc. year wise				
D.28	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.Chetan Kidile	N/A
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	Regular	5 Year	Mr. Sachin Karare	Documentation is adequate; however, missing feedback analysis in some cases.

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
			completion Certificate • Feedback, analysis & ATR				
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	Mr. Sachin Karare	Only alumni interaction documents are available. Documentation of central alumni event needs to be attached.
D.31		Collected forms of Various Indirect assessment Tools (Alumni Survey, Employer Survey)	• All forms and their analysis	Yearly	5 Year	Mr. Sachin Karare	Properly documented.
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	Mr.Avinash Welankiwar	Properly documented.
D.33	D33A	Internal Theory Examination (Sessional 1 / Sessional 2 / PUT)	• Copy of Note sheet & its approval • Notice	Semester	5 Year	Dr.Tarun Shrivastava	Properly documented.

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
			• 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.)				
D33	D33B	Internal Practical Examination (Sessional 1 / Sessional 2)	• Notice • Students' attendance sheet • PTDK sheet • Internal practical exam mark sheets	Semester	5 Year	Dr.Tarun Shrivastava	Properly documented.
D34		Internal Examination Marks (Theory & Practical)	• Internal marks of theory and practical sent to Dean Academics year wise (Odd & Even Sem)	Semester	5 Year	Dr.Tarun Shrivastava	Properly documented.

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Sr. No.		Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
D.35	D35A	Examination Papers (Internal Exams)	• Question Papers of CAE I, CAE II, PLE	Semester	5 Year	Dr.Tarun Shrivastava	Properly documented.
	D35B	Examination Papers	• ESE Question papers	Semester	5 Year	Dr.Tarun Shrivastava	Properly documented.
D.36		TR - UG Student	• TR - All semester year wise	Semester	5 Year	Ms. Rashmi Phasate	Properly documented .
D.37		TR - PG Student	• TR - All semester year wise	Semester	5 Year	Ms. Rashmi Phasate	N/A
D.38		Result Analysis	• Result analysis of all Semesters year wise	Semester	5 Year	Ms. Rashmi Phasate	Structured summary for better exam wise traceability is required.
D.39		Teaching Plan	• Teaching Plan of all subjects – semester wise	Semester	3 Year	Mr.Kiran Raut	Properly documented
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	Mr.Avinash Welankiwar	Properly documented
D.41		Appreciation Letters/ Warning letters/Memo	• Copy of Appreciation Letters/ Warning letters/Memo issued to faculty other than D25	Regular	5 Year	Dr.Bhupendra Kumar	Properly documented
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.Bhupendra Kumar	Properly documented

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Sr. No.	Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
D.43	Annual Work Load (AWL)	• Filled format of AWL of all faculty member • Monthly status report	Yearly	5 Year	Dr.Bhupendra Kumar	Properly documented
D.44	Workshop/STTP Attended by Faculty	• Summary Sheet Year wise • Copy of Certificates of participation	Regular	5 Year	Mr.Chetan Kidile	Properly documented
D.45	Journal/Conference Publication by Faculty	• Summary Sheet Year wise • Copy of Certificates of participation • Copy of paper	Regular	5 Year	Mr.Chetan Kidile	Properly documented
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/ threefold/broacher • Attendance sheet (manually signed) • Report • Feedback, its analysis & ATR	Regular	5 Year	Mr.Chetan Kidile	Properly documented
D.47	Faculty Financial Support	• Copy of Note sheet & its approval	Regular	5 Year	Mr.Avinash Welankiwar	Properly documented

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Sr. No.	Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
		• Copy of certificate of participation • Document from A/C section stating payment details and acknowledgment of receipt				
D.48	Copyright	• All Copyright Documents (Filled / Granted) • Detail of Filled / Granted (ACKNOWLEDGE) • Document related to payment mode if any	Regular	5 Year	Mr.Avinash Welankiwar	Properly documented
D.49	Patent	• All Patent Documents (Filled / Granted) • Detail of Filled / Granted (ACKNOWLEDGE) • Document related to payment mode if any	Regular	5 Year	Mr.Avinash Welankiwar	Payment mode documents are not attached.
D.50	Funding Proposals Submitted	• Copy of funding proposals submitted to various funding Agencies • Detail of Submission (ACKNOWLEDGEMENT) • Document related to payment	Regular	5 Year	Mr.Chetan Kidile	Properly documented

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Sr. No.	Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
		mode if any.				
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	Mr.Avinash Welankiwar	Properly documented
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	Mr.Avinash Welankiwar	Properly documented
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/ threefold/broacher if	Regular	3 Year	Mr.Chetan Kidile	Properly documented

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Sr. No.	Name of file	Contents of file	Frequency of update	Retention period	Faculty In-charge	Remark
		any • Attendance sheet (manually signed) • Copy of certificate of participation • Report • Feedback, its analysis & ATR				

Name and Sign of Auditor 1
(Dr. Jagdish G. Chaudhari.)

Name and Sign of Auditor 2