1.1.2

* Identify in the staff meeting, courses to be offered as certificate program.
* Make their syllabus.
* Make a minutes, permitting the college to introduce the program.
* Make registration, attendance, question paper, answer scripts, mark lists, and certificates.
* Program code, year of implementation needed.

1.1.3

* Get certificate for being in BoS.
* Find out if similar certificate is available for BoE.
* Also ask Andhra for certificate.

1.2.2

* Structure of the MCA Program, indicating courses, credits/electives as approved by the competent board.

1.2.3

* To be done after registering students for certificate programs.

1.3.1

* Conduct energy audit.

1.3.3

* Collect the internship certificates of the recently passed out students from the record.

Check with NAAC – SOP says only the recent batch. Bastin says, past five years.

1.4.1

* Prepare feedback sheets, and get them filled up during the alumni meetings.

2.1.1

* Collect the previous degree certificate of students from other states – last five years.

2.1.2

* Cook up the application issue register.

2.1.3

* Average percentage of seats filled against each category – prepare an admission list for each year.
* Find out the number of admitted students from each category.

2.3.2

* Scan old QPs and upload to website.

2.4.5

* No of students from other states, during the past five years. Get their degree certificates.

2.6.3

* Report from CoE about average percentage of pass.

2.7.1

* Aadhar, Email and mobile of all students, for email satisfaction survey.

3.4.2

* Get Blood Donation certificates from PHC
* Flood relief payment receipt
* Ask Panchayath for cleaning river etc.

3.4.3

* Photographs of rural camps since 2015, with dates.

3.5.1

* Project certificates from passed out students
* Get a certificate from Akshaya about student project
* Get a certificate from TCSion.
* Faculty exchange possible with MG College for projects?
* Start VLab collaboration.

3.5.2

* Ask GLEN if a formal MoU can be signed.

4.1.2

* Get the area/size of the play grounds.

4.1.4

* Find out expenses towards infrastructure augmentation, purchase of library books and journals, maintenance of physical facilities, alumni contribution from audit report.
* Prepare budget estimates.

4.2.3

* Check the price of JSTOR, EBSCOHost, Google Scholar, Econlit, PubMed

4.2.5

* Ask University library for procedure to use its resources. Ask Godlits.

4.2.6

* Make library usage register.

4.3.2

* Make a stock register of IT infrastructure.

5.1.1

* Make a list of Govt. scholarship winners, year wise. Name of the scheme and number of beneficiaries.

5.1.2

* Scholarship winners, freeships from the institute.

5.1.6

* Minutes of the meetings of student redressal committee, anti-ragging committee etc.
* Circular/web-link/committee report justifying the objectives of the metric
* Report of incident management of grievances from the concerned cell is essential.
* The mechanism of redressal should be available as document and preferably hosted in HEI’s website
* Form committees and cook up reports.

5.2.1

* Placement cell annual report
* No of students placed through campus, each year. Give company details also.

5.2.2

* Higher studies – details of Jose Francis – get his admission offer.

5.3.3

* Sport participation of each year
* Report of the sports day of each year
* Photos

6.3.2

* List of training programs organized for staff
* DBHEI details
* ACM membership details