



## Guidelines for Faculty Core Scope Target (Monthly) for AP, ASP, Prof

1. TAT: Turn Around Time (Work completion Time) work need to be completed in the Allotted TAT, but the Proof need to be attached once in a month
2. If the work is **not applicable** for the particular month select **Not Applicable** and no need to upload the Proof. Not Applicable conditions will be verified by the HOD
3. Every month Faculty need to submit the proof as given in last column. The faculty will be evaluated after verifying the proof by the HOD

S. No	ASSISTANT PROFESSOR SCOPE	TAT	Proof Need to be attached once in a Month	File Need to be maintained for Proof by the Faculty
1	<b>Teaching &amp; Curriculum Delivery</b> Design and deliver lectures, tutorials, and lab sessions as per the academic calendar and subjects assigned.	END OF THE DAY	Logbook Record of Class work for the particular month scan pdf (Combine it using pdf merger for Theory and Lab and upload)	Logbook
2	<b>Teaching &amp; Curriculum Delivery</b> Develop course materials, lesson plans, and assessments aligned with Outcome - based education (OBE) for the subjects assigned.	BEFORE 15 DAY OF START OF SEM	ERP Lesson Plan pdf (Combine it using pdf merger for Theory and Lab and upload)	Course file
3	<b>Teaching &amp; Curriculum Delivery</b> Incorporate innovative teaching methods, including ICT tools and Experiential learning.	END OF THE DAY	Google Class Room (Updated), Sample PPT, Pdf, experiential learning methods used in the particular month. (Upload as combined pdf for all theory & Lab. For lab use Virtual lab)	Course file
4	<b>Teaching &amp; Curriculum Delivery</b> Prepare Product model and instructional Chart for the assigned subject.	25 <sup>th</sup> OF MONTH	Model, Chart, other Materials - 2 per subject used in the month (Scan & Upload)	Course file
5	<b>Student Mentorship &amp; Support</b> Act as academic mentors and guide 30 students on coursework, projects, and career planning.	END OF THE DAY	Updated Individual student record of 30 students with marks and their achievements in academics (Upload Best and Average sample as pdf)	Updated Individual student record of 30 students
6	<b>Student Mentorship &amp; Support</b> Monitor student attendance, performance, and well-being.	END OF THE DAY	Monthly Attendance % & Slow learners support classes attended and communication	Mentor File

			<b>Proof with Parents</b> in the particular month (Scan & Upload Page 28,29,32 of Logbook)	
7	<b>Student Mentorship &amp; Support</b> Provide remedial support and encourage participation in co-curricular and extra-curricular activities.	END OF FRIDAY	Index page of <b>Mentee Students Participation &amp; Achievements in Co &amp; Extracurricular activities</b> of the Month	<b>Mentor File</b>
8	<b>Student Mentorship &amp; Support</b> Maintain the Mentor book for assigned mentee.	END OF FRIDAY	Mentor note with date wise <b>mentoring details</b> of the Month	<b>Mentor note</b>
9	<b>Student Mentorship &amp; Support</b> Consolidate innovative course material, Lab manuals	31 <sup>ST</sup> DEC	Innovative Teaching Tool-1 report, Innovative Teaching Tool-2 report Use of Virtual lab for Lab (Combined pdf For Theory and Lab)	<b>Course file</b>
12	<b>Institutional Development</b> Participate in curriculum development and revision through Boards of Studies.	BEFORE 45 DAY OF START OF SEM	PAC, DAAC, BOS Attendance Page	PAC, DAAC, BOS Minutes
13	Contribute to accreditation processes (NBA, NAAC) and quality Assurance initiatives.	END OF FRIDAY	Write the Completed works Description related to Quality, ISO, NBA, NAAC in PDF file and attach	Work Distribution Note maintained by HOD
14	Serve on academic and administrative committees.	AS PER SCHEDULE	Type the List of other works allotted by HOD and Completed in the month like TT Coordinator, Event Coordinator etc., With HOD sign upload it (Include TT work, Discipline work, Dept. & College event works)	Work Distribution Note maintained by HOD
20	<b>Administrative Duties</b> Maintain academic records, course files and Log Book and student evaluations.	END OF THE DAY	Course file Check list with Yes/No & logbook Internal mark page & Result Analysis Page	<b>Course file</b>
21	<b>Administrative Duties</b> Assist in examination duties, including question paper setting, Invigilation, and evaluation.	AS PER SCHEDULE	Mail/Order Received from COE for the particular month	Faculty Performance Appraisal File maintained by Information & Contribution Member
22	<b>Administrative Duties</b> Submit the FPBA (Faculty performance Based Appraisal) along with the support documents on time.	31ST MAY	FPBA With Proof in Single PDF	Faculty Exam works File maintained by Faculty Information & Contribution Member

## **Guidelines for Faculty Mandatory Scope Target (Yearly)**

Note: TAT: Turn Around Time (Work completion Time) work need to be completed in the Allotted TAT, but the Proof need to be attached once in a month

### **Assistant Professor: Faculty Mandatory Scope (Yearly)**

in Research, Innovations and Extension activity/ Faculty Contributions

S. NO	PARTICULARS	TARGET	TAT	Proof Need to be uploaded	Proof Needed in File	File I/C
1	Present at Conferences.	1/Year	31 <sup>st</sup> May	First Page of Conference Paper	Conference full Paper	Faculty Information & Contribution Member
2	Guide student research and final-year projects.	2 Batch / Year	31 <sup>st</sup> May	Certificate Page of project Report signed by the HOD	Certificate Page of project Report signed by the HOD	
3	Attend FDPs / workshop/Seminars	2/Year	31 <sup>st</sup> May	Certificates	Certificates	
4	NPTEL/ MOOC certifications	2/Sem	31 <sup>st</sup> DEC/ 31 <sup>st</sup> May	Certificates	Certificates	
5	Facilitate industry-institute interaction through guest lectures, Internships.	1/SEM	31 <sup>st</sup> DEC/ 31 <sup>st</sup> May	Index page of Report & Geo tag Photos	Reports with Geo tag Photos with IQAC opening & Closing Forms	
6	Engage in extension activities, and social outreach programs.	1 / SEM	31 <sup>st</sup> DEC/ 31 <sup>st</sup> May	Index page of Report & Geo tag Photos	Reports with Geo tag Photos with IQAC opening & Closing Forms	
7	Membership in professional body	1 per year	31 <sup>st</sup> May	Certificate	Certificate	

### **Associate Professor: Faculty Mandatory Scope (Yearly)**

in Research, Innovations and Extension activity/ Faculty Contributions

S. NO	PARTICULAR	TARGET	TAT	Proof Need to be uploaded	Proof Needed in File	File I/C
1	Publish papers in peer-review journals	1/Year	31 <sup>st</sup> May	First Page of Journal Paper	Full Journal paper	Faculty Information & Contribution Member
2	Apply for research grants	1/per	31 <sup>st</sup> May	Certificate Page of Proposal	Copy of Proposal	
3	Guide student research and final-year projects.	2 Batch / Year	31 <sup>st</sup> May	Certificate Page of project Report signed by the HOD	Certificate Page of project Report signed by the HOD	
3	Organize FDPs / workshop/Seminars	1/Year	31 <sup>st</sup> May	Certificate	Certificates	
4	NPTEL/ MOOC certifications	1/Sem	31 <sup>st</sup> DEC/ 31 <sup>st</sup> May	Certificate	Certificates	
5	Facilitate industry-institute interaction through guest lectures, Internships.	1/SEM	31 <sup>st</sup> DEC/ 31 <sup>st</sup> May	Index page of Report & Geo tag Photos	Reports with Geo tag Photos with IQAC opening & Closing Forms	

6	Engage in Consultancy.	1 / YEAR	31 <sup>st</sup> May	Certificate	Consultancy Documents	
7	Membership in professional body	1 per year	31 <sup>st</sup> May	Certificate	Certificate	

**Professor:** Faculty Mandatory Scope (Yearly)  
in Research, Innovations and Extension activity/ Faculty Contributions

S. NO	PARTICULAR	TARGET	TAT	Proof Need to be uploaded	Proof Needed in File	File I/C
1	Publish papers in peer-review journals	2/Year	31 <sup>st</sup> May	First Page of Journal Paper	Full Journal paper	Faculty Information & Contribution Member
2	Apply for research grants	1/year	31 <sup>st</sup> May	Certificate Page Proposal	Copy of Proposal	
3	Guide student research and final-year projects.	2 Batch/Year	31 <sup>st</sup> May	Certificate Page of project Report signed by the HOD	Certificate Page of project Report signed by the HOD	
3	Organize FDPs / workshop/Seminars	1/Year	31 <sup>st</sup> May	Certificate	Certificate	
4	NPTEL/ MOOC certifications	1/Sem	31 <sup>st</sup> DEC/ 31 <sup>st</sup> May	Certificate	Certificate	
5	Facilitate MoU	1/Year	31 <sup>st</sup> DEC/ 31 <sup>st</sup> May	First Page of MOU Document	MOU Document	
6	Engage in Consultancy.	1 / YEAR	31 <sup>st</sup> May	Consultancy Document first Page	Consultancy Documents	
7	Membership in professional body	1 per year	31 <sup>st</sup> May	Certificate	Certificate	

### 3. Guidelines for Department Portfolio Works

1. TAT: Turn Around Time (Work completion Time) work need to be completed in the Allotted TAT, but the Proof need to be attached once in a month as mentioned in the Last Column.
2. If the work is not applicable for the particular month select **Not Applicable** and no need to upload the Proof. Not Applicable conditions will be verified by the HOD
3. Every month Faculty need to submit the File proof. The faculty will be evaluated after verifying the file proof by the HOD
4. Status Options (Completed / Under Process / Yet to be Completed / Not Applicable)

### Portfolio Name: 1.HOD, Students Performance in Training & Placement Member

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Lab Visit File	Weekly	HOD Lab Visit Form
2	Theory Class Monitoring File	Weekly	HOD Monitoring form
3	Placement File	Weekly	Index of Placement File
4	Training File	Weekly	Index of Dept. Trainings (Include all)
5	Department Meeting File	Once in 15 Days	Minutes of Meeting in PDF

6	Career Guidance Program File	Once in 15 Days	Index of Career guidance program
7	Department Budget File	Once in a Semester	Semester Dept. Budget submitted for Cocurricular, MOU, Prof. Body and all New purchases and services
8	PAC File	Once in a Semester	Upload Minutes of Meeting pdf
9	DAAC File	Once in a Semester	Upload Minutes of Meeting pdf
10	BOS File	Once in a Semester	Upload Minutes of Meeting pdf
11	Department Academic Calendar File	Once in a Semester	Upload Minutes of Meeting pdf
12	Subject Allocation File	Once in a Semester	Recent Allocation (with Date)
13	Workload File	Once in a Semester	Recent Allocation (with Date)
14	Time Table File	Once in a Semester	Recent Allocation (with Date)
15	Vision, Mission, PO, PEO Process & Dissemination File	Once in a Semester	Class, Lab photo with Vison & Mission
16	Syllabus & Regulations File	Once in a Semester	First 8 Index pages with Sub code, Sub Name, including elective list
17	Admission File	Once in a Year	No of students admitted (I Year, II year Lateral Entry and PG with HOD sign (One page PDF)
18	Dept. Best Practices File	Once in a Year	Two Best Practices identified for the current semester (One page PDF)

**Portfolio Name: 2. Class Advisor**

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Action Taken report for Absentees	Daily	Daily action taken report submitted to Principal paper
2	Master Logbook	Daily	Master Logbook Page
3	Students Achievements File	Weekly	Index
4	Individual Student Record	Weekly	Sample record of current semester
5	Master Attendance	Once in a Month	Master attendance Book Copy
6	Attendance Report to Parents	Once in a Month	Sample letter sent to parents having less than 75%
7	ERP Attendance Entry	Once in a Month	Monthly attendance ERP Entry & Internal marks entered
8	Test Report to Parents	Once in a Month	Sample IAT Test report sent to parents
9	Class Committee Meeting	Once in a Month	Class committee minutes
10	Scholarship File	Once in a Month	List of Scholarship students and their attendance
11	Project File	Once in a Month	Applicable for Even semester
12	Student Publications File	Once in a Month	Index of Publications
13	Semester Report to Parents	Once in a Semester	Semester exam result copy to parents

**Portfolio Name: 3.Faculty Information & Contributions Member**

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Faculty Achievements File (FDP, NPTEL, Awards, etc.,)	Weekly	Index of all Achievements
2	Publications/Books/Book Chapter Publications File	Once in 15 Days	Index of all Publications
3	Patents File	Once in 15 Days	Index of all Patents
4	Faculty Funded Projects File	Once in 15 Days	Index of all Funded Projects
5	Faculty Consultancy work File	Once in 15 Days	Index of all consultancy
6	Faculty Industry Interaction File	Once in 15 Days	Index of Industry Interaction
7	Faculty Outside world Interaction file	Once in 15 Days	Index of outside world interaction
8	Visiting/Adjunct/Emeritus Faculty/Prof. of Practice File	Once in 15 Days	Index of Visiting/Adjunct/Emeritus Faculty/Prof. of Practice
9	Faculty Internship File	Once in 15 Days	
10	Faculty File	Once in a Semester	Index of Faculty name with Designation as per NBA
11	Faculty Competency File	Once in a Semester	Faculty Competency sheet
12	Faculty Performance Appraisal File	Once in a Semester	Index of Appraisal
13	Faculty Training File	Once in a Semester	Index of Faculty Training
14	Faculty Participation in Exam duty, QP Setting, AUR File	Once in a Semester	Index of Faculty exam works

**Portfolio Name: 4.Course Outcome & Program Outcome Member (Exam Cell)**

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Slip Test File	Weekly	Index of slip test time table
2	Exam Time Table File	Once in a Month	IAT Time table
3	Internal Exam Question Paper File with Answer Key	Once in a Month	Sample index QP & Key
4	Result Analysis File	Once in a Month	IAT Result analysis file
5	Question Bank	Once in a Month	Sample question Bank

6	Slow Learner Coaching File	Once in a Month	Slow learner coaching TT
7	Action Taken for Internal Test Failures File	Once in a Month	Action taken for IAT Failures
8	Retest File	Once in a Month	Retest TT
9	ERP Internal Mark Entry File	Once in a Month	IAT ERP Internal mark entry in portal
10	Semester Result Analysis File	Once in a Semester	Semester result analysis
11	Average Grade point File	Once in a Semester	Average grade point of all classes
12	Success rate with Backlog & without Backlog	Once in a Semester	List of students name list with their arrear details
13	Academic Performance in second Year	Once in a Semester	List of Second year students with their name list
14	Attainment of CO	Once in a Semester	Current semester CO Attainment
15	Attainment of PO	Once in a Semester	Current semester PO Attainment
16	Attainment of PSO	Once in a Semester	Current semester PSO Attainment
17	Mapping of CO & PO File	Once in a Semester	Current semester CO & PO Attainment

Portfolio Name: **5. Continuous Improvement Member (Program Member)**

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Cocurricular Activities (Including MOU, Professional Body, Association, Club activities) File	Weekly	Index – List of activities completed
2	MOU & Professional Body Document File (Including office Bearers)	Weekly	Index – List of activities completed with office bearers list
3	Industry Visit file	Weekly	Index – List of Industry Visits completed
4	Entrepreneurship Activities File	Weekly	Index – List of EDC activities completed
5	Student Internship File	Weekly	Index List of students completed internships with details
6	Student In-plant Training File	Weekly	Index – List of students internships completed with details
7	Dept. Technical Magazine	Once in 3 Months	Magazine copy

8	Dept. News letter	Once in 3 Months	Newsletter Copy
9	Website Updation File	Once in 3 Months	Index - List of things updated in website
10	Action Taken Based on Results of Evaluation of COs, POs, PSO's	Once in a Semester	Index
11	Improvement in Curriculum for mapping POs and PSOs	Once in a Semester	Index
12	Indirect Assessment to show attainment of POs and PSOs	Once in a Semester	Index

**Portfolio Name: 6.Teaching & Learning Process Member (IQAC)**

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Course File Audit Report	Once in 15 Days	Audit Report with NC
2	Logbook Audit Report	Once in 15 Days	Audit Report with NC
3	Master Logbook Audit Report	Once in 15 Days	Audit Report with NC
4	ERP Entry Report	Once in 15 Days	Audit Report with NC
5	Assignments File	Once in 15 Days	Audit Report with NC
6	Innovative teaching Tools File	Once in 15 Days	Audit Report with NC
7	Dept. YouTube Channel File	Once in 15 Days	Audit Report with NC
8	Google Class Room (3 Faculty)	Once in 15 Days	Audit Report with NC
9	Mentor Book Audit Report (2 Faculty)	Once in 15 Days	Audit Report with NC
10	Feedback from Alumni File	Once in 2 Months	Audit Report with NC
11	Feedback from Parents File	Once in 2 Months	Audit Report with NC
12	Feedback from Employer File	Once in 2 Months	Audit Report with NC
13	Feedback from Faculty File	Once in 2 Months	Audit Report with NC
14	Internal Audit File	Once in a Semester	Audit Report with NC
15	External Audit File	Once in a Semester	Audit Report with NC
16	Students Satisfaction Survey File	Once in a Semester	Survey Consolidated Report

**Portfolio Name: 7.Student Support System Member (Discipline & Extra Curricular)**

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Mentor File	Weekly	Sample mentor Note updated

2	Disciplinary Actions File	Weekly	Index of Disciplinary Letters
3	Extra-Curricular Activities & Achievements File (Sports, Yoga & Cultural etc.,)	Twice in a Month	Index of activities
4	National Festival celebration & Participation File	Twice in a Month	Index of activities
5	Extension Activities File	Twice in a Month	Index of activities
6	Students Feedback on Faculty File	Once in 2 Months	Consolidated Feedback report
7	Feedback Analysis & Action Taken Report File	Once in 2 Months	Consolidated Action taken report
8	Students Grievance Redressal file (Academic & Non Academic)	Once in 2 Months	Consolidated grievances addressed with action taken
9	Self-Learning Facilities file	Once in a Semester	Index – List of facilities

Portfolio Name: **8.Facilities & Technical support Member (Lab Member)**

S.No	Name of the File	TAT	Proof need to be scanned & Upload
1	Lab Student Entry Register File for all labs	Weekly	Sample
2	Lab Observation and Record audit Report (2 Labs per week)	Weekly	Sample
3	Nonteaching Faculty File	Once in 3 Months	List
4	Non-Teaching Faculty Training File	Once in 3 Months	List
5	List of Equipment's File for all Labs	Once in a Semester	List
6	Lab manual, Master Lab Manual with Readings Sample Observations & Records	Once in a Semester	Sample
7	Stock Register	Once in a Semester	Last updated page
8	Maintenance Register	Once in a Semester	Last updated page
9	Calibration register	Once in a Semester	Last updated page
10	Infrastructure File (Lab, Class, Seminar Hall Details with Geotag Photo)	Once in a Semester	List of Infrastructure facilities
11	New Lab Facility Created File	Once in a Semester	Proposed List
12	Library Book requirements File	Once in a Semester	List of book requirements
13	Department Library File	Once in a Semester	Details in Index

#### **4. List of Files need to be maintained for Department Portfolio Works**

Note: portfolio In-charges need to maintain the files up-to-date. They need to upload the details from this file. HODs need to verify the proof in the file before accepting it in the Portal

**Portfolio Name: 1. HOD, Students Performance in Training & Placement Member**

S.No	Name of the File/Document	TAT	In-charge
1	Lab Visit File	Weekly	HOD
2	Theory Class Monitoring File	Weekly	
3	Placement File	Weekly	
4	Training File	Weekly	
5	Department Meeting File	Once in 15 Days	
6	Career Guidance Program File	Once in 15 Days	
7	Department Budget File	Once in a Semester	
8	PAC File	Once in a Semester	
9	DAAC File	Once in a Semester	
10	BOS File	Once in a Semester	
11	Department Academic Calendar File	Once in a Semester	
12	Subject Allocation File	Once in a Semester	
13	Workload File	Once in a Semester	
14	Time Table File	Once in a Semester	
15	Vision, Mission, PO, PEO Process & Dissemination File	Once in a Semester	
16	Syllabus & Regulations File	Once in a Semester	
17	Admission File	Once in a Year	
18	Dept. Best Practices File	Once in a Year	

**Portfolio Name: 2. Class Advisor**

S.No	Name of the File/Document	TAT	In-charge
1	Action Taken report for Absentees	Daily	Class Advisor
2	Master Logbook	Daily	
3	Students Achievements File	Weekly	
4	Individual Student Record	Weekly	
5	Master Attendance	Once in a Month	
6	ERP Attendance Entry	Once in a Month	
7	Class Committee Meeting File	Once in a Month	
8	Scholarship File	Once in a Month	
9	Project File	Once in a Month	
10	Student Publications File	Once in a Month	
11	Parents Communication File		
	a. Attendance Report to Parents	Once in a Month	
	b. Test Report to Parents	Once in a Month	
	c. Semester Report to Parents	Once in a Semester	

**Portfolio Name: 3. Faculty Information & Contributions Member**

S.No	Name of the File	TAT	In-Charge
1	Faculty Achievements File (FDP, NPTEL, Awards, etc.,)	Weekly	Faculty Information & Contributions Member
2	Publications/Books/Book Chapter Publications File	Once in 15 Days	
3	Patents File	Once in 15 Days	
4	Faculty Funded Projects File	Once in 15 Days	
5	Faculty Consultancy work File	Once in 15 Days	
6	Faculty Industry Interaction File	Once in 15 Days	
7	Faculty Outside world Interaction file	Once in 15 Days	
8	Visiting/Adjunct/Emeritus Faculty/Prof. of Practice File	Once in 15 Days	
9	Faculty Internship File	Once in 15 Days	
10	List of Faculty File with Qualification Certificates	Once in a Semester	
11	Faculty Competency File	Once in a Semester	
12	Faculty Performance Appraisal File	Once in a Semester	
13	Faculty Training File	Once in a Semester	
14	Faculty Participation in Exam duty, QP Setting, AUR File	Once in a Semester	

**Portfolio Name: 4. Course Outcome & Program Outcome Member (Exam Cell)**

S.No	Name of the File	TAT	In-Charge
1	Exam Time Table File (Slip Test, IAT, Model, Semester)	Once in a Month	Faculty Information & Contributions Member
2	Internal Exam Question Paper File with Answer Key	Once in a Month	
3	Internal Result Analysis File	Once in a Month	
4	Question Bank	Once in a Month	
5	Slow Learner Coaching File Action Taken for Internal Test Failures File & Retest	Once in a Month	
6	ERP Internal Mark Entry File	Once in a Month	
7	Semester Result Analysis File	Once in a Semester	
8	C4 File 1. Average Grade point File 2. Success rate with Backlog & without Backlog 3. Academic Performance in second Year	Once in a Semester	
9	C3 File 1. Attainment of CO 2. Attainment of PO 3. Attainment of PSO 4. Mapping of CO & PO File	Once in a Semester	

Portfolio Name: 5. **Continuous Improvement Member (Program Member)**

S.No	Name of the File	TAT	In-Charge Continuous Improvement Member (Program Member)
1	Cocurricular Activities (Including MOU, Professional Body, Association, Club activities) File	Weekly	
2	MOU & Professional Body Document File (Including office Bearers)	Weekly	
3	Industry Visit file	Weekly	
4	Entrepreneurship Activities File	Weekly	
5	Student Internship File	Weekly	
6	Student In-plant Training File	Weekly	
7	Dept. Technical Magazine	Once in 3 Months	
8	Dept. News letter	Once in 3 Months	
9	Website Updation File	Once in 3 Months	
10	Indirect Assessment to show attainment of POs and PSOs (Course End Survey)	Once in a Semester	
11	Action Taken Based on Results of Evaluation of COs, POs, PSO's	Once in a Semester	
12	Improvement in Curriculum for mapping POs and PSOs	Once in a Semester	

Portfolio Name: 6. **Teaching & Learning Process Member (IQAC)**

S.No	Name of the File	TAT	In-Charge
1	Audit Report File 1.Course File Audit Report 2.Logbook Audit Report 3.Master Logbook Audit Report 4.ERP Entry Report 5.Google Class Room Audit 6.Dept. YouTube Channel Audit 7. Mentor Book Audit Report 8. Internal Audit Report	Once in 15 Days	Teaching & Learning Process Member (IQAC)
2	Assignments File	Once in 15 Days	
3	Innovative teaching Tools File	Once in 15 Days	
4	Feedback File 1. Feedback from Alumni File 2. Feedback from Parents File 3. Feedback from Employer File 4. Feedback from Faculty File	Once in 15 Days	
5	External Audit Report File	Once in a Semester	
6	Students Satisfaction Survey File	Once in a Semester	

Portfolio Name: 7. **Student Support System Member (Discipline & Extra Curricular)**

S.No	Name of the File	TAT	In-Charge
1	Mentor File	Weekly	Student Support System Member (Discipline & Extra Curricular)
2	Disciplinary Actions File	Weekly	
3	Extra-Curricular Activities & Achievements File (Sports, Yoga & Cultural etc.,)	Twice in a Month	
4	National Festival celebration & Participation File	Twice in a Month	
5	Extension Activities File	Twice in a Month	
6	Students Feedback on Faculty File & Feedback Analysis & Action Taken Report File	Once in 2 Months	
7	Students Grievance Redressal file (Academic & Non Academic)	Once in 2 Months	
8	Self-Learning Facilities file	Once in a Semester	

Portfolio Name: 8. **Facilities & Technical support Member (Lab Member)**

S.No	Name of the File	TAT	In-charge
1	Lab Student Entry Register File for all labs	Weekly	Facilities & Technical support Member (Lab Member)
2	Lab Observation and Record audit Report (2 Samples per Lab)	Weekly	
3	Nonteaching Faculty File	Once in 3 Months	
4	Non-Teaching Faculty Training File	Once in 3 Months	
5	List of Equipment's File for all Labs	Once in a Semester	
6	Lab manual, Master Lab Manual with Readings Sample Observations & Records	Once in a Semester	
7	Stock Register	Once in a Semester	
8	Maintenance Register	Once in a Semester	
9	Calibration register	Once in a Semester	
10	Infrastructure File (Lab, Class, Seminar Hall Details with Geotag Photo)	Once in a Semester	
11	New Lab Facility Created/Proposed File	Once in a Semester	
12	Library Book requirements File	Once in a Semester	
13	Department Library File	Once in a Semester	
14	Lab Requirements File	Once in a Semester	