



Date:- 20/9/2024

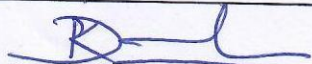
Notice 79/2024

**Departmental Files required for NAAC 4<sup>th</sup> cycle**


All the staff members are requested to keep ready the departmental files for re-accreditation process of NAAC up to 27<sup>th</sup> September 2024.

Following are the departmental files should be prepared from academic year 2019-20 to 2023-24 with proper labels and file nos.

| Sr.no | Name of the file                               | File No. |
|-------|--|----------|
| 1.    | Departmental profile                           | 1.       |
| 2.    | Faculty profile- (CV and supporting documents) | 2.       |
| 3.    | Departmental meetings and proceeding file      | 3.       |
| 4.    | Student enrollment file                        | 4.       |
| 5.    | Teaching plan                                  | 5.       |
| 6.    | Workload file                                  | 6.       |
| 7.    | Students' attendance file                      | 7.       |
| 8.    | Syllabus file (2019-20 to 2023-24)             | 8.       |
| 9.    | Co-curricular and extra-curricular activities. | 9.       |
| 10.   | MOUs file                                      | 10.      |
| 11.   | Result analysis file                           | 11.      |
| 12.   | Examination attendance and report file.        | 12.      |
| 13.   | Faculty Achievement file                       | 13.      |
| 14.   | Dead Stock register (If applicable)            | 14.      |
| 15.   | Purchase Bill/quotation file (if applicable)   | 15.      |

  
Smt. Kanchan R. Damade



  
Professor Arvind Chaudhari  
Principal