

**Registers and Records To be shown to Fact Finding Committee for Affilia**  
(vide Section R 17)

The college shall maintain and make available the following Registers, Records and Documents as and when demanded by the University:

1. Department wise faculty profile
2. Record of students (programme wise)
3. Department wise Non-Teaching Staff Profile
4. Academic performance record of students (programme wise)
5. Copy of Regulations, curriculum and syllabi (programme wise)
6. Record of Research / Consultancy / Extension activities (department wise)
7. Record of student projects (UG, PG & PhD)
8. Record of Achievements, Award and Recognition (department wise)
9. Master time table and Academic calendar
10. Indent (order Book) for all purchases.
11. Stock register for equipment
12. Stock register for consumable
13. Stock register for furniture
14. Stock register for tools and plants
15. Accession register for library
16. Register of admissions and dropouts / withdrawals
17. Register of attendance and assessment record (programme wise) of the student.
18. Attendance for teaching and non-teaching staff
19. Year-wise audited statement of accounts of the college and also in the format specified by the University
20. Record of scholarships / fellowships / financial assistance for students
21. Cash book of the college
22. Acquittance register
23. Fee receipt books (including counterfoils)
24. Advertisement for recruitment of faculty members
25. Minutes of the meeting of Staff Selection Committee
26. Appointment / offer letters issued to faculty members
27. Joining report of staff members

28. Funds position / bank certificates / FDR copies to indicate financial stability
29. Minutes of the meetings of the Governing Body of the college
30. Minutes of the meeting of the College Academic Committee.
31. Minutes of the malpractice committee.
32. Minutes of the grievances redressal cell.
33. Book of Transfer certificate (including counterfoils)
34. Examination Register/Documents
  - (a) List of marks sent to University
  - (b) Answer books of internal examination
  - (c) Laboratory examination papers
  - (d) Records of the malpractice cases and the details of the action taken
35. Student laboratory records
36. Performance appraisal record of staff
37. Feed back records obtained from the students and the follow up action taken by the administration.
38. Any query received from the university and the follow up action of the college.
39. Minutes of the meetings of the Registered Society / Trust of the college

**Facilities to be inspected at a Existing Institution by the Fact Finding Committee  
For Affiliation**

1. Boundaries of the Institution
2. Class rooms
3. Laboratories including Computer Centre(s) and Workshops.
4. Library
5. Canteen
6. Playground and Sports facilities
7. Water supply & sanitary facilities
8. Staff rooms
9. Electrical Generator
10. Principal's Office
11. Transport/Bus facility
12. Hostel facilities, Sports facilities & other students' amenities.
13. Examination Branch: Facilities such as  
Photocopying (Xerox) facilities  
Internet facilities  
Generator (UPS facilities for Exam Branch)  
Telephone & Fax facilities
14. Placement and Training Cell
15. Display Boards / Notice Boards
16. Seminar Hall
17. Medical Facilities for Students and Staff
18. Facilities for Physically challenged people
19. Committee shall interact with the students (if available) and staff in absence of the members of the administration and Management of the institution.