



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH, CST), MBA & MCA



Checklist No: IQAC/24- 25/5

General Information to be maintained by the Department

S No	Document Name
1.	Circulars – Principal Office
2.	Circulars – Department
3.	Department SMART Objectives
4.	Student Profiles (Year-wise, Batch-wise, Class-wise)
5.	Student Attendance Registers
6.	Intimation to Parents about their wards Performance
7.	Student Scholarship Details
8.	Details of Course allocation Semester wise
9.	List of Course Coordinators and Course Instructors
10.	Discipline / Anti ragging issues
11.	List of all Student Level Committees in the Department
12.	Details of Orientation Programme /Induction Program for Faculty
13.	Details of Orientation Programme /Induction Program for Non-Teaching Staff
14.	Faculty Attendance register
15.	Policies, Service Rules and Staff welfare measures
16.	Faculty Vacation / Maternity / Paternity /other leave details
17.	CIE and ESE Time Tables
18.	CIE and ESE Duties
19.	ESE Practical Examinations schedules
20.	CIE and ESE Question Papers(As per AICTE Reforms)
21.	Panel of Examiners for B. Tech, M. Tech , MBA,MCA Projects
22.	Project Reports for B.Tech , M.Tech, MBA and MCA
23.	Parents Meet and Interaction
24.	Graduate Exit Survey /Alumni /Employer /Parent Survey formats
25.	Central and Departmental Library details
26.	Shortage of Attendance and undertaking forms
27.	Department Technical Association Activities
28.	Students' involvement in Student Clubs
29.	Updation of Department information in the Website
30.	Research Groups and minutes of the Research group meetings
31.	Research report: A comprehensive report covering details such as current Academic and Sponsored Research details, Programs organized to promote Research, Research facilities available for the Faculty and Students, Student Research activities, Research outcome such as remarkable Publications, Achievements, Patents, etc.
32.	Department at a glance and Infrastructure display through Boards / Banners
33.	Class Committee minutes, Class In charge File
34.	E Content Delivered
35.	Details of Staff Pursuing Higher Studies and awarded details
36.	Alumni Database
37.	Placement Training Assessment Records
38.	Department Event Calendar
39.	SOP File