

February, 6-7 2025

AAA Committee Observation and Action Taken report on Documents Files

S.No.	Observations	Action Taken Report
1	All files must be signed and stamped by the dean or the designated activity in charge.	Done
2	All faculty members should be familiar with key school data, including the number of students, faculty members, programs offered, program durations, classrooms, laboratories, available facilities, feedback and mentor-mentee processes, student and faculty achievements, best practices, publications, patents, and other NAAC-related data.	Implemented
3	Data in all files must be clear, legible, and properly formatted before printing.	Incorporated
4	Remove unnecessary documents or pages from files. Each file should contain only relevant data.	Incorporated
5	Schools have printed the SSR summary for almost all files, suggesting data was compiled at the last minute. However, all activities, indicated in NAAC documentation, should be conducted and compiled regularly in each semester. Avoid submitting a five-year data summary taken from NAAC. For instance, feedback ATR should be a routine process each semester rather than a five-year summary on single page.	Streamlined
6	Update all files with the latest data, including the 2024-25 academic year.	Done
7	BoS (Board of Studies) records should follow a structured format, including BoS composition notification, invitation with agenda points, minutes of meetings (MoMs), and annexures.	Incorporated
8	Carefully review each BoS document, ensuring data with a negative impression is presented in a constructive manner (e.g., high failure rates in result analysis).	Incorporated
9	Report CO-PO PSO attainment data on a semester-wise basis in BoS records	Incorporated
10	Feedback data should include notices from the Dean of Academics/IQAC shared during feedback collection, rather than taking pages from the SSR.	Incorporated
11	The mentor-mentee file should include queries raised by students, along with documented resolutions and supporting	Incorporated

	evidence.	
12	Highlight the curriculum feedback in the feedback data	Incorporated
13	Avoid including negative comments from stakeholder in subjective feedback sections. Only include comments that the university can address and that demonstrate continuous improvement.	Incorporated
14	Files should highlight industrial visits, training sessions, student and faculty achievements, and placement records, with supporting pictures and certificates in files and on display walls	Incorporated
15	Student and alumni participation should be reflected in all meeting minutes (MoMs)	Incorporated
16	Each school should maintain an anti-ragging file containing a list of members, MoMs, and related notices. The notice should be displayed prominently on the notice board with the contact details of the concerned person for clear visibility to student, visitor, and auditor	Incorporated
17	Maintain proof of classes conducted for competitive exam preparation and records of students who have cleared these exams	Incorporated
18	Keep a separate file for student achievements	Incorporated
19	In addition to program handbooks, course files should be maintained for each subject	Incorporated
20	Value-Added Course (VAC) records should be arranged semester-wise, including notices, lists of courses offered, student registration lists, evaluation records, and sample certificates	Incorporated
21	The latest faculty profiles (CVs) should be included in files, with a year-wise faculty list. While the NAAC-submitted faculty list can be referenced, detailed data must be provided. Schools have printed only the SSR list	Incorporated
22	Faculty members with notable profiles should be listed at the top of faculty files	Incorporated
23	Admission files should be compiled year-wise, incorporating graphical representations of sanctioned versus filled seats for each program	Incorporated
24	Placement records should be organized year-wise	Incorporated
25	Publication data should be summarized based on Scopus, WoS, and UGC Care List, with year-wise files. Include publication counts for undergraduate (UG) and postgraduate (PG) students	Incorporated
26	Arrange patents (published/granted) and grants (government/non-government) in separate sections	Incorporated
27	Encourage the commercialization of granted patents and document revenue generated from them	Incorporated
28	Include sanctioned letters for funded and consultancy projects	Incorporated
29	Leave blank spaces for Course Outcomes (COs) that are not mapped	Incorporated

30	The Memorandum of Understanding (MoU) file should include a list of active MoUs with their validity dates, activity numbers, and types of activities conducted. A sample activity report should be included for each MoU	Incorporated
31	All activity reports (internal/extension) should specify the number of participants	Incorporated
32	Maintain a list of PhD scholars (both pursuing and awarded) and SRAC file record	Incorporated
33	Include detailed PhD regulations and guidelines for the allotment of supervisors and co- supervisors	Incorporated
34	Infrastructure details should include a list of classrooms, laboratories, and research facilities, along with their purposes	Incorporated
35	Each school should maintain an annual report. While Unibuzz data may be referenced, the editorial team list for Unibuzz should also be included	Incorporated