

**Documentation responsibilities**

Sr. No.	Title of the File	Required Documents	Concerned Person
1	Syllabus, CO, CO-PO Mapping	All syllabi	Bharghavi Desai
2	Syllabus Revision, BOS File	List, review process, feedback from stakeholders, reasons, notifications	Ashish Mishra
3	Student Internship/training/Clinical posting	List of student year-wise with organization name for training	Dhaval Joshi
4	Student Project, Dissertation	On Campus & Off Campus, list of UG and PG projects(in house as well as industrial), Soft copy depository, library copy	Mitali Patel
5	Student Industrial/Educational Visit	Visit report with photograph	Samresh Pal Roy
6	Feedback on Curriculum	From all stake-holders and Action Taken (Employer, alumni, student, examiner, teacher)	Sandesh Lodha
7	Course Files, SIS	As per format – student centric method, advanced & slow learner has to be reflected. Remedial coaching for weak students	Subject Teacher Praful Dedhiya
8	Expert Lectures organized, Scientific Event Organized	Report with photo, List and supporting documents, Seminars, Conferences, Workshops (involving participation & audience outside the university)	Sanjay Tiwari
9	Counseling file; Academic Counseling	Methodology, circular, list of Counselors with student allotted, specific Cases and action taken, report of success Advanced & slow learner has to be reflected. Remedial coaching for weak students	Counselor Ditixa Desai
10	Extra and Co-curricular activities, organized by Inst (intra & Inter college)	Report of Event organized with photo, Recognition of awards and prizes	Hetal Patel
11	Feedback on Teaching by students	Format, Filled Forms	Avinash Khadela
12	Minutes of Faculty/Staff Meetings	Agenda, minutes	Sandesh Lodha
13	Institute Publications	Year-wise list with copy of publication (preferably full text paper must be filed/spiral bound)	Furqan Maulvi
14	Institute/University Newsletter JPAS	List of committee/editorial body, issues published, structure, minutes, all copies published in last 5 years	Mitali Patel
15	Induction/Orientation program	Separate files to be maintained for UG and PG programs with details of the schedule, events, schedule, photos, and programs.	Avinash Khadela
16	Faculty achievements	Year-wise list with Appropriate evidence and documentations. Example: awards/paper/poster/model/presentations (conference, seminar, tech	Rutvi Vaidya

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		fest) Faculty serving on editorial boards of journal/magazine, Faculty serving as reviewers in journals and magazines.	
17	Students Achievements (Research, co-curricular and extra-curricular, Extension)	Year-wise list with Appropriate evidence and documentations. Example: sports, cultural, debate, discussion, elocution, etc. Participation certificates of iner-college events	Zeel Naik
18	Faculty as resource person/Expert lecture/chairing sessions/judging/invited talks	Documentation like invitation, certificate of appreciation etc.	Hitika Patel
19	List of funded research project – ongoing/completed, Research grants received, Seminar grant received	Documentation like sanction letter and settlement of grants (UC)	Rutvi Vaidya
20	Grievance Redressal,	Mechanism and specific cases. Agenda – minutes etc	Pratik Tailor
20	Anti-ragging cell	Mechanism and specific cases. Agenda – minutes etc	Hetal Patel
21	Examination	UTU Exam circular, Result and its analysis, Internal exam schedule, Que papers- Internal, mid-sem, Unit Tests, Quiz, Internal marks division, CIE policy etc.	Vilas Surana
22	Research collaboration, consultancy projects, MOUs	Details like MoUs signed, consultancy projects handled by faculty and	Hitika Patel
23	Books/book chapters/conference proceedings published/edited	List and cover/ content pages.	Furqan Maulvi
24	Faculty attended conference, seminar, workshop	List, and order issued, reports, certificates etc submitted by faculties	Atul Khadse
25	Competitive exam guidance, Students participation in competitive examination, students progressing for higher studies	Year-wise report, students progressing to higher studies – list of students with evidence	Bhavik Satani
26	Alumni Associations	List of alumni, Details and events organized, agenda with minutes of meeting, photos	Praful Dedhiya
27	Animal House, Ethics Committee	Records of animals, SOPs, Projects undertaken Composition, agenda-minutes meeting	Bhavin Vyas
28	Herbal Museum/Garden	List of plants, students' visit record, photos	Arti Gupta
29	Training Placement	Agenda-minutes, company visited, list of students placed by on campus/off campus placement with average package – offer/appointment letter of students placed	Pranav Shah

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30	a. Women cell b. Prevention of sexual harassment cell	Composition, agenda-minutes, action taken specific case if any	a. Arti Gupta b. Sonia Pandey
31	Student council	Composition – GS,CR,LR; representation in organization of various activities	Dhaval Joshi
32	Staff details	Staff list with designation, qualification, experience, joining date – Year-wise	Bhavin Vyas
33	Student admission	List of admitted students program wise year-wise	Bhavik Satani
34	Approval sanction letter, notification	AICTE, PCI	Bhavin Vyas
35	Sports activity organized by Inst/dept (intra & Inter college)	Reports, meetings,	Zeel Naik
36	NSS, Extension activity organized by Inst/dept (intra & Inter college)	Reports	Shrikant Joshi
37	Library	Agenda, minutes etc	Gajanan Kalyankar
38	Central chemical store	Stock musters etc	Pintu Prajapati
39	Central instrument room	SOPs, maintenance, testing facility extended to the external agencies,	Pintu Prajapati
40	Inst website, IIS( Inst Information system) , EIS (Employee information portal )	Regular update of MPC website and follow-up with UTU website EIS follow-up from all staff	Pratik Tailor
41	Academic calendar, Academic time-table		PBP, BAV, PJS, AG
42	PCI, AICTE Application Accreditation & inspection committee – NAAC, NBA		BAV, GGK, SRL
43	PO attainment		SVJ,ST,VS, PD
44	Scholarship – govt, non-govt sources	Full list with amount and agency	Sonia Pandey