**Adichunchanagiri Shikshanna Trust ®**

**Adichunchanagiri Institute of Business Management**

**P.B.No.91, Adichunchanagiri Extension, CHIKMAGALUR – 577102 Karnataka state –INDIA**

# DEPARTMENTAL FILES

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| **Sr. No.** | **Name of file / Document** |
| **01** | **University syllabus** |
| **02** | **Academic calendar (University, Institution & Department)** |
| **03** | **Subject distribution (Semester wise) with work load** |
| **04** | **Time tables (Master, Class wise, faculty wise, laboratory wise)** |
| **05** | **Guest lecturers / Expert lectures delivered by faculties and Guest lecturers / Expert lectures for students** |
| **06** | **Student Attendance** |
| **07** | **Parent - Teachers meet record** |
| **08** | **University Question Papers** |
| **09** | **Departmental Budget** |
| **10** | **List of major Equipment’s with cost (Lab wise)** |
| **11** | **Maintenance record** |
| **12** | **Software with Licenses** |
| **13** | **Departmental Notices / Circulars (University, College, SAST)** |
| **14** | **Departmental meeting record (Minutes of meetings)** |
| **15** | **Induction Program , Orientation Program**  |
| **16** | **Industry Institute Interaction** |
| **17** | **MOU's** |
| **18** | **List of Eminent Speakers/Persons visited in the department** |
| **19** | **Departmental magazine / News letter** |
| **20** | **Annual report of department** |
| **21** | **Departmental Library** |
| **22** | **Department infrastructure details** |
| **23** | **Cost of the laboratories** |
| **24** | **Class rooms details** |
| **25** | **Seed money record (student's Associations)** |
| **26** | **NSS** |
| **27** | **Exam Time Table** |
| **28** | **University results (Result Analysis with list of toppers)** |
| **29** | **Class test records ( Results, Attendance, Question papers )** |
| **30** | **Remedial classes record with time table** |
| **31** | **Term Work Assessment /Continuous Assessment**  |
| **32** | **Faculty personal files at department (Faculty list and Updated Resume) ( Faculty and Staff portfolios)** |
| **33** | **Students feedback** |
| **34** | **Conference / Paper presented/ Seminar/Workshop**/**FDP / Books published (National/International) attended-Year wise Details** |
| **35** | **Conference / Paper presented/ Seminar/Workshop**/**FDP (National/International) organized -Year wise Details** |
| **36** | **Professional bodies membership/ Special Achievements/Awards of the staff / Patents** |
| **37** | **Ph.D. Completed and Pursuing staff list** |
| **38** | **Student’s Co-curricular activities****-Industrial Visits****-Industrial Training****-Paper Publications****-Internship****-Hardware/software courses completed****- Any other technical activity** |
| **39** | **Student’s Extra-curricular activities****-Sports****-Special Achievements****-Cultural Achievements** |
| **40** | **Placement record (in campus/off campus)** |
| **41** | **Higher studies record** |
| **42** | **Alumni Meet record** |
| **43** | **Entrepreneurship** |
| **44** | **Stake holder feedback (Parents/Corporate/Govt. Sector)** |
| **45** | **Projects Under taken for UG** |
| **46** | **Choice of opting Electives procedure and document** |
| **47** | **Student Grievance Redressal** |
| **48** | **Departmental Resource Sharing** |
| **49** | **Visiting Faculty Details** |
| **50** | **Faculty Information** |
| **51** | **Brochures/leaflets** |
| **52** | **Lab Requirement** |
| **53** | **Department Communication** |
| **54** | **Syllabus Coverage** |
| **55** | **Daily attendance Monitoring** |