**Responsible entities for record keeping for future QA work and responsible staff 30th May 2023** (revised version post 2nd meeting for 2023) circulated to IQAC members

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| Activity  | Place of record keeping  | Responsible persons  |
| **1.Curriculum related record keeping**  | CCC office  | Dean/ CCC chairperson  |
|  Procedures followed in revisions, CDC minutes, all revision related meetings minutes, background documents  | CCC Office | CCC Office Staff |
| Approvals of ADPC and senate the senate document and extract of the minute  | Dean’s Office & Exam Branch | Secretary to the DeanARExam Branch for exam regulations MA handles the Faculty Board |
| Fallback option Approval, application and award  | IQAC/Dean’s office /examination branch  | AR and Exam Unit staff  |
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| **2.Exam related**  | Examination Unit  | AR and Exam Branch Staff |
| Procedures at faculty level  | Exam unit  | AR, Exam Unit staff (Ref. Examination manual council approved in 2023 and adaptations)  |
| Analysed pass rates of exams  | Exam unit /assigned committee | Committee/Exam Branch Staff(MEC to record status in minutes) |
| Merit list – analysis of merit positions  | Exam branch  | Committee /Exam Branch Staff |
| Conflict of interest-examination matters |  HoDs/ Examination branch  | HoDs and examination BranchHigher degrees Committee for Higher degrees  |
| Conduct of examination  | HoDs /chief examiners reports  | Hods, Chief examiners,( MEC to record faculty practices in minutes)  |
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| **3.Teaching learning related**  |  |  |
| Teaching learning  | Departments , CCC office  | CCC chair and staff Department staff |
| Student -centred learning  | CDC and Departments  | HoDs and dept staff  |
| Student feedback  | HoDs, Module coordinatorsMonitoring mechanism MEC in the CCC office  | HoDs and MCs Chairperson and conveners of MEC ( monitoring through google forms)  |
| LMS work  | Head elibrary (for log in details, organization and coverage of services ) | Head elibrary and staff  |
| Peer observation evidences and documents  | MEC /IQAC  | MEC Chair, Convenors for record keeping , Assigned staff  |
| Rewarding for teaching excellence  | Dean’s office  | AR and assigned staff -the systems analyst  |
| Student mentoring   | Dean’s office, Mentoring committee ( Lists ProgramsIdentified tasks follow up | Chairperson, Student MentoringMA who handles the mentoring works |
| Data on students with disabilities or special needs  | Student affairs committee and departments  | Student affairs Committee chairperson , HoDs assigned staff in Depts.  |
| **5.Infrastructure**  | Dean’s office Faculty LBMC  | Chairperson LBMC, MA who handles the LBMC works,  |
| Conflict of interest declarations in financial matters TEC etc  | Deans office and AB office  | MA who handles procurements  |
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| **6.Research** Research output  | FRC, HDC  | Heads and secretaries of FRC and HDC and MAs of FRC and HDC  |
| Research grants  | FRC and finance division  | AB office  |
| Research MOUs /agreements and progress  | FINRO  | FNRO and assigned MA  |
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| **7.Outreach activities and community service**  | All entities  | Heads of all entities , Faculty centres and units  |
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| **8.Earned funds and progress**  | Deans office/ faculty finance office  | Dean /AB office staff  |
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| **9. Staff development**  |  |  |
| 1. Academic
 | Records at Department level | HoDs list of activities and follow up |
|  b. Non academic  | Records at entity level  | HoDs – list of activities and follow up |
| Staff recruitment and retirement plans ( STRP form0 | Entity level  | HoD, Dept minute |
| Staff appraisals 1. Academic

2. Non – academic  | Entity Head- a mechanism to be worked out Use the University approved form circulated by IQAC 30th May  | Entity Heads  |
| Staff appreciations and rewards (Academic and Non academic)  | Entities and Dean’s office  | Department level assigned staff Academic-Deans office for teaching excellence Research awards-FRC  |
| **10 Workload and duty lists**  | Entities and Deans office  | Assigned staff at entity level  |
| **11. Quality assurance**  | IQAC office G-suite for CQA docs and follow up records – external hard disc, desktop |  IQAC coordinator, convenor/ MA /staff IQAC |
| **12. Tracer studies** **Feedback from employer, recent alumni in service**  | Dean /IQAC  | Dean to follow up SLMC activity IQAC to follow up feedback from alumni attending convocation etc. |