**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 Dean  AR  Exam 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 Branch  Higher 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 coordinators  Monitoring 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  Programs  Identified tasks follow up | Chairperson, Student Mentoring  MA 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. |