

# SMT .RADHIKATAI PANDAV POLYTECHNIC, BESA, NAGPUR

## FILES MAINTAINED BY THE DEPARTMENT

FILE NO	DOCUMENTS TO BE ATTACHED IN THE FILE
<b>FILE NO.1</b>	<ol style="list-style-type: none"><li>1. Institute Academic Calendar</li><li>2. MSBTE Academic Calendar</li><li>3. Scheme (G)</li><li>4. Web Circulars (Related To Department)</li><li>5. Time Table</li><li>6. Master Time Table</li><li>7. Lab Utilisation Time Table</li><li>8. Result Analysis (D8)</li><li>9. List Of Students</li><li>10. Project Group List</li><li>11. List Of Projects</li></ol>
<b>FILE NO. 2</b>	<ol style="list-style-type: none"><li>1. Faculty Details (Name, Address, Phone No, Email, Resume, Ftp &amp; Training Certificates)</li><li>2. D16 Format</li><li>4. Lab Assistant Details</li><li>5. Teaching Load</li><li>6. Syllabus Covered Month wise</li></ol>
<b>FILE NO.3</b>	<ol style="list-style-type: none"><li>1. Sessional Time Table</li><li>2. Sessional Papers</li><li>3. Sessional Paper Solutions</li></ol>
<b>FILE NO. 4</b>	<ol style="list-style-type: none"><li>1. Guest Lecture Planning</li><li>2. Guest Lecture Conduction Letter &amp; Photographs</li><li>3. Industrial Visit Planning</li><li>4. Industrial Visit Permission Letter &amp; Photographs</li><li>5. Students Extra Curriculum Activities Record ( Format D15)</li><li>6. Students Feedback</li></ol>
<b>FILE NO. 5</b>	<ol style="list-style-type: none"><li>1. List of Practical's</li><li>2. List Of Apparatus (Format D18)</li><li>3. List Of Book Available In Library</li><li>4. Department Subject PPT's, Flash Presentation &amp; Videos Record</li><li>5. Lab Development Record (Format D14)</li></ol>
<b>FILE NO. 6</b>	<ol style="list-style-type: none"><li>1. Online Monitoring Department Information Print</li></ol>
<b>ALSO MAINTAIN FOLLOWING REGISTERS</b>	<ol style="list-style-type: none"><li>1. Meeting register</li><li>2. Sessional Attendance register</li><li>3. Sessional Marks register</li><li>4. Stock book Register</li><li>5. Lab apparatus issuing by student register</li><li>6. Dead stock register</li><li>7. Projector issuing Record (maintain Register) (By each Department)</li><li>8. Staff Attendance record (maintain Leave Applications of staff)</li></ol>

Note: Syllabus File is Optional.