

**ENGINEERING COLLEGE AJMER
INCHARGES OF INSTITUTE LEVEL FILES**

FILE S.NO. NUMBER	FILE NAME	FACULTY INCHARGE
1	L1 Composition of GC/CGB, Senate and other Academic and Administrative bodies, their functions and responsibilities. List of all the meetings held in the past 3 years along with the attendance records, minutes and action-taken reports of a few meetings of such bodies along with the list of current faculty members who are members of such bodies	Sh. Ajay Dadaach / <i>Registrar</i>
2	L2 Rules, policies and procedures published by the Institution including service book and academic regulations along with the proof that the employees/students are aware of the rules and procedures.	Sh. Ajay Dadaach / <i>Registrar</i>
3	L3 Budgeted allocation and utilization: Audited statement of accounts	Sh. Kamlesh / <i>H. Mansingh</i> I. Pathvay
4	L4 Informative web site	Sh. Prakash Meena
5	L5 Library resources – books and journal holdings.	Dr. Rohit Mishra
6	L6 Listing of cores, computing and manufacturing etc.	Dr. Neetu Sharma
-	L7 Records of T & P, career and guidance cells	Dr. D. N. Jangwa
8	L8 Records of safety checks and critical installations	Dr. Ganpat Singh
9	L9 Medical care records and usages of ambulance etc.	Sh. Ajay Dadaach
10	L10 Academic calendar, schedule of tutorial and makeup classes	Dr. R.P. Sharma
11	L11 Handouts/files along with Outcomes; list of additional topics to meet the outcomes.	Dr. Neetu Sharma

12	1.12	Set of question papers, assignments, evaluation schemes etc	Dr. Anil Maheshwari
13	1.13	Feedback form, analysis of feedback and corrective actions	Dr. Neetu Sharma
14	1.14	Documented feedback received from the stake-holders (e.g., Industries, Parents, Alumni, Financiers etc.) of the Institution	Sh. Vinod Kumar Verma
15	1.15	List of faculties along with their qualifications teaching first year courses	Dr. Anand Bansal
16	1.16	Results of the First-Year students.	Dr. Anand Bansal
17	Criterion 9		Dr. Anil Maheshwari
18	Criterion 9 Supporting files		Sh. S N Tazi, Sh. H R Choudhary
19	Criterion 10		Dr. Sandesh Trivedi
20	Criterion 10 Supporting files		Sh. Kamlesh I padhyay / Himanshu J

(Principal)