



Ref: SITE/AO/P&D/02/2021-2022/01

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OFFICE CIRCULAR

Sub: Planning and Development Division -Benchmarks, Expected Goals for NBA and NAAC –Reg.

Ref: Letter dt.01-02-2022 from Dr. T.V. Rama Krishna, Coordinator, IQAC

Category	Category Heads	SNo	Parameter	Bench Marks					Department		
				Parameter Metric	Frequency	Time Frame # Week	Time Frame #Month	Q/A	Expected Goals	Accepted Goals	Achieved Goals
Physical Facilities	Professor I/C (Physical Facilities), HODs, Dept Professor I/C (P&D), Coordinator (P&D), AO	1	Statutory Norms -Check (AICTE, BCI, PCI, ACI, NAAC, ABET, UGC etc.,)	% facilities	As per Norms	1	Every Month	Q	100		
		2	%Faculty Seating Arrangement	% faculty	As per Demand	1	Every Month	Q	100		
		3	% Computer Student Ratio	% systems	Per Semester	2	Jun, Dec	Q	100		
		4	Physical CHALLENGED Facilities	% facilities	As per Norms	3	Dec	Q	100		
		5	%Class Room Facilities As per Norms	% class rooms	Per Semester	1	Jun, Dec	Q	100		
		6	% CAR Parking For Students And Faculty	% space available	As per Demand	3	Every Month	Q	100		
		7	% Water Facilities & RO	% facilities	As per Demand	4	Every Month	Q	100		
		8	% 100 WIFI Facility	% systems	As per Demand	2	Every Month	Q	100		
		9	%CCTV Coverage (Optional)	% systems	As per Demand	2	Every Month	Q	80		
		10	Fire Equipment Facility	% systems	As per Demand	3	Every Month	Q	100		
		11	Central Library Facility	% facilities	As per Demand	4	Every Month	Q	100		
		12	%Placement Computer Centre	% facilities	Per Semester	1	Jun, Dec	Q	100		
		13	Security Facility	% facilities	As per Demand	2	Every Month	Q	100		
		14	Dispensary Facility	% facilities	As per Demand	3	Every Month	Q	100		
		15	Transport Facility	% facilities	As per Demand	3	Every Month	Q	100		
		16	Lifts Facility	% facilities	As per Demand	3	Every Month	Q	100		
		17	%Canteen Facility	% facilities	As per Demand	3	Every Month	Q	100		
		18	Waiting Halls Facility	% facilities	As per Demand	1	Every Month	Q	100		

19	%Seminar Halls,Conference Halls	% facilities	As per Demand	1	Every Month	Q	100		
20	%Et Facilities In All Class Rooms	% systems	As per Demand	1	Every Month	Q	100		
21	Phone Connection Facilities	% systems	As per Demand	1	Every Month	Q	100		
22	Ambulance Facility	% facilities	As per Demand	3	Every Month	Q	100		
23	%Scribes For Examination Facilities	% facilities	As per Demand	3	Every Month	Q	100		
24	Stp Facilities	% facilities	As per Demand	4	Every Month	Q	100		
25	Central Stores Facilities	% facilities	As per Demand	4	Every Month	Q	100		
26	Central Examination Section Facilities	% facilities	As per Demand	3	Every Month	Q	100		
27	%E-Content Development Facilities And Studios Facility	% systems	As per Demand	2	Every Month	Q	100		
28	%Generators Facilities	% systems	As per Demand	3	Every Month	Q	100		
29	%Solar Panels ,Wind Mills,Bio Gas Plant &Stp Facilities	% facilities	As per Demand	3	Every Month	Q	100		
30	Sound And Lighting Systems Facilities	% facilities	As per Demand	1	Every Month	Q	100		
31	Hardware And Software Facilities	% facilities	As per Demand	3	Every Month	Q	100		
32	%SPORTS And Gym And Yoga Centre Facilities	% facilities	As per Demand	4	Every Month	Q	100		
33	%Roads And Other Central Amenities	% facilities	As per Demand	4	Every Month	Q	100		
34	%Water Coolers Facilities	% systems	As per Demand	4	Every Month	Q	100		
35	%Smart Class Room Facilities	% facilities	As per Demand	1	Every Month	Q	100		
36	Asset Management System Dash Board	% facilities	As per Demand	4	Every Month	Q	100		
37	%Barrier Free Check	% facilities	As per Norms	3	Every Month	Q	100		
38	Rain harvesting Facility	% facilities	As per Norms	4	Every Month	Q	100		
39	Museum Facility(Optional)	% facilities	As per Norms	4	Every Month	Q	100		
40	%Bank,ATM,Post Office Facilities	% facilities	As per Norms	4	Every Month	Q	100		
41	%Hostel Facilities	% facilities	As per Demand	4	Every Month	Q	100		
42	Guest House Facility	% facilities	As per Demand	2	Every Month	Q	100		
43	%Printers And Scanners Facilities	% facilities	As per Demand	2	Every Month	Q	100		
44	Central Fabrication Facility	% facilities	As per Demand	3	Every Month	Q	100		
45	Central Instrumentation Centre	% facilities	As per Demand	4	Every Month	Q	100		
46	Greenhouse/Animal House/Museum Facilities	% facilities	As per Demand	4	Every Month	Q	100		
47	Media Laboratory Facility	% facilities	As per Demand	2	Every Month	Q	100		
48	Digital Databases Facility	% facilities	As per Demand	4	Every Month	Q	100		

Maintenance and Construction	coordinator (Maintenance & Construction), HOD, coordinator (P&D)	General Maintenance												
		House Keeping:												
		49	Class Rooms	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1					
		50	Labs	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1					
		Wash Rooms:												
		51	Cleaning	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1					
		52	Plumbing & Sanitary	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1					
		53	Outside Drainage Lines	YES/NO (1/0)	Monthly	2	Every Month	Q	1					
		Furniture Repairs:												
		54	Benches, Tables, Chairs, Almirahs, Cupboards etc.,	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	Q	1					
		Building Maintenance:												
		55	Roof Repair	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	Q	1					
		56	Flooring Repair	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	Q	1					
		57	Painting	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	Q	1					
		58	Pest Control		As per Demand	As per Demand	As per Demand	Q						
		59	False Ceiling	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	Q	1					
		60	Water Coolers	YES/NO (1/0)	Weekly Once	1,2,3,4	Every Month	Q	1					
		61	RO Plant	YES/NO (1/0)	2 Months	1	Jan, Mar, May, Jul, Sept, Nov	Q	1					
		Gardening & Horticulture												
		62	Cleaning of Lawns	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1					
		63	Watering	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1					
		64	Sprinklers	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1					
		65	Sprinklers Maintenance	YES/NO (1/0)	once in a 2 weeks	2,4	Every Month	Q	1					
		66	Plantation (Existing)	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	Q	1					
		67	New Plantation	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	A	1					
		68	Garden Development	YES/NO (1/0)	As per Demand	As per Demand	As per Demand	A	1					
		Construction												
		69	New Constructions	% of Completion	As per Demand	As per Demand	As per Demand	A	100 %					

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		70	Renovation of Class Rooms/Labs etc.,	% of Completion	As per Demand	As per Demand	As per Demand	A	100 %	
			Physically Challenged							
		71	Wash Rooms	% of Completion	As per Demand	As per Demand	As per Demand	Q	100 %	
		72	Open Source Tools for Physically Challenged	% of Completion	Quarterly	2	Jan, Apr, jun, Sept	Q	100 %	
		73	Barricading	% of Completion	As per Demand	As per Demand	As per Demand	Q	100 %	
			Meetings							
		74	Weekly Meeting for Construction, Maintenance & Gardening	YES/NO (1/0)	Weekly Once	1,2,3,4	Every Month	Q & A	1	
			Awards							
		75	Applying for National & Other Awards	YES/NO (1/0)	As per Notification	As per Notification	As per Notification	A	1	
		76	Assset Management and Dash Board	YES/NO (1/0)	As per Demand	Daily	Continuou s	Q	1	
Energy Management	Professor I/C (Energy Management), ,coordinator (P&D)	77	% Preventive maintenance of Sub-stations, Transformers, and Circuit Breakers	% Equipment	Quarterly	1	Jan, Apr, Jul, Oct	Q	100	
		78	% Maintenance of Earth pits and Lighting arresters	% Equipment	Quarterly	2	Jan, Apr, Jul, Oct	Q	100	
		79	% Maintenance of Generator	% Equipment	Quarterly	3	Jan, Apr, Jul, Oct	Q	100	
		80	% Maintenance of Lifts	% Equipment	Quarterly	4	Jan, Apr, Jul, Oct	Q	100	
		81	% Maintenance of HVAC, BMS, ductable AC and Split AC	% Equipment	Quarterly	1	Feb, May, Aug, Nov	Q	100	
		82	% Cleaning of Solar Panels and wind mills and preventive maintenance	% Equipment	Monthly	1	Every Month	Q	100	
		83	% Regular Maintenance of electrical appliances like lights, fans, power supply to labs, class rooms, etc	% Equipment	Daily	As per Demand	Continuou s	Q	100	
		84	% Fire and safety equipment maintenance and conduction of Mock drills	% Equipment	Quarterly	2	Feb, May, Aug, Nov	Q	100	
		85	Fire safety week	YES/NO (1/0)	Yearly	2	Oct	Q	1	
		86	% Electrical energy management	% Software	Monthly	Daily	Continuou s	Q	100	
		87	% Prepaid energy systems	% Equipment	Daily	Daily	Continuou s	Q	100	
		88	% Replacement of conventional electrical appliances by energy efficient systems to conserve the electrical energy	% Equipment	Quarterly	3	Feb, May, Aug, Nov	A	50	
89	Budget preparation for Annual maintenance and energy efficient installations	YES/NO (1/0)	Yearly	3	March	A	1			

		90	Apply for Fire clearance, Electrical load approval from Govt. Agencies as per the requirement of Statutory	YES/NO (1/0)	As per Need	As per Demand	As per Need	A	1		
		91	% Implementation renewable energy	% Equipment	Yearly	3	March	A	75		
		92	% Planning for new installation of electrical, HVAC, Lifts, Fire and Safety	% Equipment	Yearly	3	March	A	100		
		93	Energy Dash Board	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1		
		94	Street lights maintenance	YES/NO (1/0)	Weekly	1,2,3,4	Weekly	Q	1		
		95	Engineering, procurement, construction and implementation of Electrical, HVAC, Lifts, Fire safety	YES/NO (1/0)	As per Need	As per Demand	As per Need	A	1		
		96	Procurement, testing and certifying of Electrical, HVAC, Lifts with energy efficient models	YES/NO (1/0)	As per Need	As per Demand	As per Need	A	1		
		97	# Applying for National Energy Conservation awards	# As per Notification	Yearly	2	Oct	Q	2		
		98	# Number of surprise checks for swach campus and plastic bag usage	# Checks	Monthly	2	Every Month	Q	1		
		99	# Checks for biomedica and filter media at STP	# Checks	Quarterly	3	May, Sept, Dec	Q	1		
		100	Maintenance of Equipment at STP	YES/NO (1/0)	Annually	1	May	A	1		
		101	Monitoring of STP inflow and out flow (Quality and Quantity)	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1		
		102	Cleaning of Drainage systems	YES/NO (1/0)	Quarterly	2	Jan, Apr, Sept	Q	1		
		103	Monitoring Biogas Plant	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1		
		104	Maintenance of Biogas plant equipment	YES/NO (1/0)	Annually	2	Jan	A	1		
		105	Monitoring of Sanitary napkin vending machines and incinerators	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1		
		106	Maintenance of Sanitary napkin vending machines and incinerators	YES/NO (1/0)	Annually	3	July	A	1		
		107	Monitoring of Solidwaste disposal from the campus	YES/NO (1/0)	Daily	Daily	Continuou s	Q	1		
		108	# Awareness programs on waste management in the campus by Green Brigade	#Programs	Half Yearly	2	Apr, Oct	Q	2		
		109	Preparing for national level Swachata awards	YES/NO (1/0)	As per Notificati on	As per Notifica tion	Aug, Dec	Q	1		
		110	Identifying potential buyers for solid waste	YES/NO (1/0)	Continuo us	Daily	Continuou s	Q	1		
		111	MOU's with authorized safe environmental agencies	YES/NO (1/0)	As per availabilit y	As per availabil ity	As per need	Q	1		
		112	Awareness boards for environmental laws	YES/NO (1/0)	Annually	2	Feb	Q	1		

		113	Revising the environmental policy according to State and Central Government laws	YES/NO (1/0)	Annually	1	As per need	Q	1		
		114	MOU with International Institute of Waste Management	YES/NO (1/0)	Annually	2	Dec	Q	1		
		115	Compliance of Environmental Norms	YES/NO (1/0)	Continuos	Daily	Continuou	Q	1		
		116	Implementation of IOT/Relevant Technologies for weather parameters	YES/NO (1/0)	Continuos	Daily	Continuou	Q	1		
		117	Collection of Waste and Segregation	YES/NO (1/0)	Every 3 hours	Daily	Continuou	Q	1		
		118	Maintenance of Waste Segregation Yard	YES/NO (1/0)	Daily	Daily	Continuou	A	1		
Water Management	Professor I/C (Water Management), Other Professor I/C of P&D, Environmental Agencies, coordinator (P&D)	119	Water quality testing	Yes/No(1/0)	Monthly	2	Every Month	Q	100		
		120	Water testing report by third party	Yes/No, stack holders (1/0)	4 Months	1	Jan, Apr, Oct	Q	100		
		121	Water coolers Maintenance	Yes/No (1/0)	Monthly	2	Every Month	Q	100		
		122	Water coolers Monitoring	Yes/No (1/0)	Daily	Daily	Continuou	Q	100		
		123	Provision of Water Coolers in Each Floor	Yes/No (1/0)	Daily	Daily	Continuou	Q	100		
		124	RO Plant in Each Block	Yes/No (1/0)	Daily	Daily	Continuou	Q	100		
		125	RO Plants Maintenance	Yes/No (1/0)	4 Months	1	Jan, Apr, July, Sept	Q	100		
		126	RO Plants Monitoring	Yes/No (1/0)	Daily	Daily	Continuou	Q	100		
		127	Water for Gardening	Yes/No (1/0)	Daily	Daily	Continuou	Q	100		
		128	Time and controlling of sprinklers	Yes/No (1/0)	Daily	Daily	Continuou	Q	100		
		129	Sprinklers Maintenance	Yes/No (1/0)	3 Months	2	Jan, Apr, Oct	Q	100		
		130	Water requirements/ supply for the campus	Yes/No (1/0)	Monthly	4	Every Month	Q	100		
		131	Rainwater harvesting structures installation	Yes/No (1/0)	Yearly	As per need	As per need	Q	100		
		132	Rainwater harvesting Monitoring	Yes/No (1/0)	4 Months	2	Jun, Jul, Aug, Sept	Q	100		
		133	Rainwater harvesting Maintenance	Yes/No (1/0)	4 Months	1	Jun, Jul, Aug, Sept	Q	100		
		134	Water tanks Maintenance	Yes/No (1/0)	2 Months	3	Jan, Mar, May, Jul, Sept, Nov	Q	100		
		135	Water tanks Monitoring	Yes/No (1/0)	Daily	Daily	Continuou	Q	100		
		136	Flush Water Availability	Yes/No (1/0)	Monthly	1	Every Month	Q	100		
		137	Portable water supply details	Yes/No (1/0)	Monthly	2	Every Month	Q	100		
138	Water consumption - campus	Yes/No (1/0)	Monthly	3	Every Month	Q	100				
139	Water consumption- Hostels	Yes/No (0/1)	Monthly	4	Every Month	Q	100				

		140	Water Bills	Yes/No (0/1)	Monthly	2	Every Month	Q	0		
		141	Bore/Dug wells -wells Maintenance	Yes/No (0/1)	Monthly	4	Every Month	Q	0		
		142	In side campus beautification	Yes/No (0/1)	Yearly	1	Dec	A	0		
Publishing	coordinator (Publishing), HOD's, coordinator (P&D)	143	Publishing Calendar	YES/NO(1/0)	Yearly	1	Jun	Q	1		
		144	college NewsLetter	YES/NO(1/0)	Quarterly	4	June, Sep, Dec, March,	Q	1		
		145	college Student Magazine	YES/NO(1/0)	Per Semester	3	July, Feb	Q	1		
		146	Dept. Magazine	YES/NO(1/0)	Monthly	4	Every Month	Q	1		
		147	Student HandBook	YES/NO(1/0)	Yearly	4	Jun	Q	1		
		148	Convocation Manuals	YES/NO(1/0)	Yearly	As per Need	As per Need	Q	1		
		149	Banners/ Brochures/Certificates related to college/Department Events	YES/NO(1/0)		As per Need	As per Need	Q	1		
		150	SITE / Admissions Related Brochures/Leaflets/Flyers	YES/NO(1/0)	Yearly	As per Need	As per Need	Q	1		
		151	Souvenirs	YES/NO(1/0)	Yearly	4	April	Q	1		
		152	Consolidation of college Policy Documents	YES/NO(1/0)	AS Per Demand	As per Need	As per Need	Q	1		
Library	coordinator (Library), HOD's, Dept Professor I/C, AO (Purchases), coordinator (P&D)	153	% Creation of Library Advisory Committee	% Dept. Lib In-charges & students	Yearly	3	Aug	Q	100		
		154	%Books Recommendation taken from various department	% Dept. Lib In-charges	Per Semester	2	Aug, Jan	Q	100		
		155	%Print Journals Recommendation taken from various department	% Dept. Lib In-charges	Per Semester	2	Aug, Jan	Q	100		
		156	%E- Journals Recommendation taken from various department	% Dept. Lib In-charges	Per Semester	2	Aug, Jan	Q	100		
		157	%Students and faculty training on resources available in Library	#Faculty & students	Per Semester	1	Aug	Q	100		
		158	% Registration of National Digital Library	#Faculty & students	Yearly	3	Dec	Q	100		
		159	% Registration of INFLIBNET	#Faculty & students	Yearly	3	Dec	Q	100		
		160	% Registration of British Council Library	#Faculty & students	Yearly	2	Dec	Q	100		
		161	% Registration of DELNET	#Faculty & students	Yearly	1	Dec	Q	100		
		162	% Purchase of Print Journals	#Faculty & students	Yearly	4	Dec	Q	100		
		163	% Purchase of E-Journals	#Faculty & students	Yearly	1	Dec	Q	100		
		164	%Budget approval from Honorable chairman	#Faculty & students	Yearly	2	March	A	100		
		165	% Stock Verification	#Faculty & students	Yearly	3	May	Q	100		

		166	% Conduction of the LAC meeting	#Faculty & students	Monthly	2	Every Month	Q	100			
		167	% Fine amount submission at Bank	#Faculty & students	Daily	Daily	Continuou s	Q	100			
		168	% Xerox amount submission at Bank	#Faculty and staff	Daily	Daily	Continuou s	Q	100			
		169	% Library Website updation	#Faculty & students	Quarterly	3	Jan, Apr, Aug, Nov	Q	100			
		170	% purchase of Federated Search , remote login and databases etc	#Faculty & students	Yearly	2	Dec	Q	100			
		171	% submission of central library Monthly report to register office	#Faculty & students	Monthly	1	Every Month	Q	100			
		172	% monitoring of Main utilization register	YES/NO (1)	Daily	Daily	Continuou s	Q	1			
		173	% monitoring of digital library utilization register	YES/NO (1)	Daily	Daily	Continuou s	Q	1			
		174	% monitoring of periodical section utilization register	YES/NO (1)	Daily	Daily	Continuou s	Q	1			
		175	% monitoring of Xerox Register	YES/NO (1)	Daily	Daily	Continuou s	Q	1			
		176	% monitoring of fine Register	YES/NO (1)	Daily	Daily	Continuou s	Q	1			
		177	% monitoring of main stock Register	YES/NO (1)	Monthly	4	Every Month	Q	1			
		178	% monitoring the status of purchase of books	#Faculty & students	Monthly	2	Every Month	Q	70			
		179	% monitoring the maintance of the digital library physical facilities	YES/NO (1)	Monthly	1	Every Month	Q	1			
		180	% monitoring the maintance of library ERP/Koha/etc software	YES/NO (1)	Monthly	3	Every Month	Q	1			
		181	% identification damaged books	YES/NO (1)	Daily	Daily	Continuou s	Q	1			
		182	% Sending the damaged books for binding	YES/NO (1)	Monthly	2	Every Month	Q	1			
IT Services	Professor I/C (IT Services), ,HOD's, Dept Professor I/C ,AO (Purchases) , coordinator (P&D)	183	%CCTV Services – Installation(optional)	%Locations	As per Demand	As per Demand	As per Demand	A	80			
		184	%EPABX Services - Installation	%Faculty Rooms	As per Demand	As per Demand	As per Demand	A	100			
		185	%Digital Podiums - Designing, Installation	%Class Rooms	As per Demand	As per Demand	As per Demand	A	80			
		186	%Interactive White Boards - Maintenance(optional)	%Class Rooms	Weekly	2	Every Month	Q	30			
		187	%Video Conference - Arrangements	%As per Requirement	As per Demand	As per Demand	As per Demand	Q	100			
		188	%E-Bulletin Boards - Installation	%Corridors	Weekly	As per Demand	As per Demand	A	100			
		189	%Telephone Conference - Arrangements	%As per Requirement	As per Demand	As per Demand	As per Demand	Q	100			
		190	Digital / Analog LIVE - Arrangements	YES/NO(1/0)	As per Demand	As per Deman	As per Demand	Q	1			

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191	%Projectors in Class Rooms & Labs - Installation	%Class Rooms	As per Demand	As per Demand	As per Demand	A	100		
192	%Audio Systems in Class Rooms & Labs-Installation	%Class Rooms	As per Demand	As per Demand	As per Demand	A	90		
193	%White Boards - Installation (optional)	%Class Rooms	As per Demand	As per Demand	As per Demand	A	100		
194	%PA Systems - Arrangements	%As per Requirement	As per Demand	As per Demand	As per Demand	Q	100		
195	%Seminar & Convention Halls - Issuance & Maintenance	%Stakeholders	Daily	Daily	Continuou s	Q	100		
196	%Photography & Videography - Shooting / Coverage	%Stakeholders	As per Demand	Daily	Continuou s	Q	100		
197	Banners/Brochures/Certificates related to College /Department Events	YES/NO(1/0)	As per Demand	As per Demand	As per Demand	Q	1		
198	Promos/Teasers/Trailers/Shortfilms/Editing(optional)	YES/NO(1/0)	As per Demand	As per Demand	As per Demand	Q	1		
199	Ad Designs/Posters/SITE Postings	YES/NO(1/0)	As per Demand	As per Demand	As per Demand	Q	1		
200	Animations - 2D/3D	YES/NO(1/0)	As per Demand	As per Demand	As per Demand	Q	1		
201	%Class Rooms Services - Maintenance of ET Amenities	%Class Rooms	Weekly	2	Every Month	Q	100		
202	%Library RFID – Maintenance(optional)	%Equipment	As per Demand	3	Every Month	Q	100		
203	%Providing CCTV Footages(optional)	%Stakeholders	Daily	As per Demand	As per Demand	Q	100		
204	%Wiring for Speakers/LCD Projectors/LAN/CCTV	%Locations	As per Demand	As per Demand	As per Demand	Q	100		
205	Recording Studios	YES/NO(1/0)	As per Demand	As per Demand	As per Demand	Q	1		
206	%e- Learning Recording	%Faculty	As per Demand	As per Demand	As per Demand	Q	100		
207	Convocation Works/Committee Visit Works	YES/NO(1/0)	As per Demand	As per Demand	As per Demand	Q	1		
208	Projector Audits	YES/NO(1/0)	Per Semester	2	Jun, Dec	Q	1		
209	Audio System Audits	YES/NO(1/0)	Per Semester	2	Jun, Dec	Q	1		
210	ET Amenities Audits	YES/NO(1/0)	Per Semester	2	Jun, Dec	Q	1		
211	Projectors/Audio/Mics - Service & Repairs	YES/NO(1/0)	As per Demand	Daily	Continuou s	Q	1		
212	Obscellance& Removal of ET Amenities as per Committee Recommendations	YES/NO(1/0)	Per Semester	2	Jun, Dec	Q	1		
213	Wall Graphics - Campus	YES/NO(1/0)	By Dec'	As per	As per	A	1		

	Ambience		2021	Demand	Demand				
214	Direction Boards/Sign Boards/Digital Signage	YES/NO(1/0)	By Dec' 2021	As per Demand	As per Demand	A	1		
215	Campus Shoot	YES/NO(1/0)	Per Year	As per Demand	As per Demand	A	1		
216	%CCTV Services - Maintenance(optional)	YES/NO(1/0)	As per Demand	Daily	Continuou s	Q	1		
217	%EPABX Services - Maintenance	%Faculty	As per Demand	Daily	Continuou s	Q	100		
218	%Digital Podiums - Maintenance	%Class Rooms	As per Demand	Daily	Continuou s	Q	100		
219	%E-Bulletin Boards - Maintenance	%Corridors	As per Demand	Daily	Continuou s	Q	100		
220	%Projectors in Class Rooms & Labs -Maintenance	%Equipment	As per Demand	Daily	Continuou s	Q	100		
221	%Audio Systems in Class Rooms & Labs-Maintenance	%Equipment	As per Demand	Daily	Continuou s	Q	100		
222	%White Boards - Maintenance	%Equipment	As per Demand	Daily	Continuou s	Q	100		
223	%Notice Boards in Class Rooms-Installation	%Equipment	As per Demand	As per Demand	As per Demand	Q	100		
224	Online ET Portal	YES/NO(1/0)	By Dec' 2021	Daily	Continuou s	Q	1		
	IT								
225	e- Patasala& Other Govt Initiatives	YES/NO(1/0)	By Dec' 2021	Daily	Continuou s	Q	1		
226	%Biometric Backup & Online Availability in Portal	%Faculty & Staff	Daily	Daily	Continuou s	Q	100		
227	%RFID/Bar Code - Issuance(optional)	%Students & Faculty	Per Year	As per Demand	As per Demand	Q	100		
228	Desktops/Laptops/IT Modules & Services	YES/NO(1/0)	As per Norms	As per Demand	As per Demand	Q	1		
229	%ERP/LMS Implementation & Dashboards	%Faculty	As per Norms	Daily	Continuou s	Q	100		
230	H/W & S/W Requirement	YES/NO(1/0)	As per Norms	As per Demand	As per Demand	A	1		
231	Asset Management System	YES/NO(1/0)	By Dec' 2021	2	Jun, Dec	Q	0		
232	Computer - Student Ratio	YES/NO(1/0)	As per Norms	As per Demand	As per Demand	A	1		
233	Department Websites	YES/NO(1/0)	Daily	Daily	Continuou s	Q	1		
234	HPC Performance	YES/NO(1/0)	Weekly	Daily	Continuou s	Q	1		
235	IT/Desktop Audits	YES/NO(1/0)	Per Semester	2	Jun, Dec	Q	1		
236	Computer Center	YES/NO(1/0)	As per Norms	As per Demand	As per Demand	Q	1		
237	Printers Audit	YES/NO(1/0)	Quarterly	2	Jan, Apr, Aug, Oct	Q	1		
238	College App - Updatons	YES/NO(1/0)	By Dec' 2021	Daily	Continuou s	Q	0		

		239	College Dashboard for P&D	YES/NO(1/0)	By Dec' 2021	Daily	Continuou s	Q	0		
		240	College Website - Updatons	YES/NO(1/0)	Daily	Daily	Continuou s	Q	1		
		241	Printers Refilling	YES/NO(1/0)	As per Need	As per Deman d	As per Demand	Q	1		
Admissions	Coordinator (Admissions , HOD's, Parents, Marketing Team, Publishing Team , coordinator (P&D)	242	Student Admission Procedure UG, PG, (college Brochure and Website (NO FORMAT)	YES/NO(1/0)	Yearly	2	MAY	Q	1		
		243	List of Admitted/Registered Students for UG/PG and Details of International Students and from Other States with in India	YES/NO(1/0)	Yearly	3	AUG	Q	1		
		244	Demand Ratio of various programmes and also Category Statistics (Reservation, Women, Men, PHC)	YES/NO(1/0)	Yearly	1	OCT	Q	1		
		245	Details of students in the department. enclose approval copy of SRA(Statutory Regulatory Authorities)(AICTE/BCI/PCI/C OA/UGC)	YES/NO(1/0)	Yearly	1	DEC	Q	1		
Strategic Developme nt	Professor I/C (Strategic Developme nt), HODs , AO,Coordin ator(Purcha ses) ,coordinato r(P&D)	246	Department Power Point Presentation	YES/NO(1/0)	Monthly	1	Continuou s	Q	1		
		247	DAC Committee and Minutes	YES/NO(1/0)	QUARTER LY	2	JAN,APRIL, AUG,NOV	Q	1		
		248	Documents for Short Term Goals, Long Term Goals	YES/NO(1/0)	Yearly	3	MAY	Q	1		
		249	Display of College Mission and Vision	YES/NO(1/0)	Yearly	3	MAY	Q	1		
		250	Perspective/PROSPECTIVE Plan	YES/NO(1/0)	Yearly	2	MAY	Q	1		



A-
Adminis
tration

Q -
Quality

Number % Percentage

CC To

Mail & Hard Copy to: Hon'ble Chairman, SITE
 Mail & Hard Copy to: Hon'ble Vice Chairman, SITE
 Mail & Hard Copy to: PA to Principal
 Mail & Hard Copy to: Director, SITE
 Mail & Hard Copy to: Dr. T. V. Rama Krishna, IQAC, Coordinator
 Mail & Hard Copy to: HoDs, CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H/AI&ML/MS
 Mail & Hard Copy to: Exam. Section/Automation/Central Library/IQAC/AO/Accounts/Transport/Hostel/Sports/
 Mail to: All Faculty Members


PRINCIPAL

Principal
Sasi Institute of Technology & Engineering
TADEPALLIGUDEM - 534 101
W.G.Dist., (A.P.)