

**PVP SIDDHARTHA INSTITUTE OF TECHNOLOGY KANURU,
VIJAYAWADA 520007**

ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM

DEPARTMENT ISO FILES LIST

File No	ISO File Name	File Contents
1	Planning & Monitoring	<ul style="list-style-type: none"> • Vision, Mission, Quality policy ,Quality Objectives , Short term & Long term Goals of Department ,Academic audit Reports
2	Budget allocation & Utilization (Recurring & Non-Recurring)	<ul style="list-style-type: none"> • Budget Proposals, approvals & expenditure details
3	Budget for In-house R&D Activities and Its Utilization	<ul style="list-style-type: none"> • Proposals , Approvals and Utilization • Progress Reports
4	Academic/Sponsored/ Industrial R&D	<ul style="list-style-type: none"> • R&D initiatives and related correspondence • Research grants, Consultancy work
5	Faculty Personal Files	<ul style="list-style-type: none"> • Faculty bio data, appointment order, details of achievements, copy of certificates
6	Faculty Publications, seminars, FDP's & Patents	<ul style="list-style-type: none"> • Publications in Scopus ,SCI and other journals • FDP/Workshop/Seminars/Conferences organized and Participated • Patents Filing and Publication
7	Faculty work load	<ul style="list-style-type: none"> • Consolidated load of each faculty • Subject preference • Subject allocation
8	Analysis and Follow-up of Performance Appraisal	<ul style="list-style-type: none"> • CAS forms
9	Support Staff Personal File & Skill Upgradation	<ul style="list-style-type: none"> • Bio data, appointment order, details of achievements, copy of certificates • Details of Training / Development programme In which Participated.
10	Utilization of Lab / Equipment	<ul style="list-style-type: none"> • Lab wise equipment details • Lab occupation details and time tables • Stock Registers, DPR, Log registers • List of experiments ,Lab manuals
11	Delivery of syllabus, Contents	<ul style="list-style-type: none"> • Standard syllabus , micro syllabus • Lesson Plans • Time Tables • Question papers – internal / external

12	Exam Reports	<ul style="list-style-type: none"> • Examination schedules • Invigilation duties • Seating plan & Attendance Report
13	Project Work	<ul style="list-style-type: none"> • Project selection and guide allocation • Review meetings of projects • Internal evaluation by committee members
14	Academic Results	<ul style="list-style-type: none"> • Copy of internal / external exam results • Subject wise / Semester wise results & analysis • Branch toppers, Semester toppers
15	Performance in Competitive Exams	<ul style="list-style-type: none"> • CAT, GATE, PGECET, GMAT, GRE, IELET&TOEFL
16	Placements	<ul style="list-style-type: none"> • Company name, Salary, Number of students selected
17	Professional Society Activities (students)	<ul style="list-style-type: none"> • Participated Students list with proof • Activities conducted by the societies
18	Entrepreneurship Development	<ul style="list-style-type: none"> • List of students who turned into entrepreneurs • Details of programmes organized
19	Students Feedback	<ul style="list-style-type: none"> • Periodical feedback reports • Analysis & action taken on periodical feedback • Course end survey forms • Feedback reports from outgoing students
20	Extra & CO-curricular Activities	<ul style="list-style-type: none"> • List of students participated in sports & games / Debates / Cultural activities etc • List of students participated in seminars, conference quizzes, group discussions etc • Industrial Visits , Educational Tours
21	Students Publications / Awards	<ul style="list-style-type: none"> • Copy of student publications • Copy of recognition /awards / rewards Conferred on students
22	Industry Institute Interaction	<ul style="list-style-type: none"> • Details of guest lectures organized • Feedback from the students
23	Alumni Interaction	<ul style="list-style-type: none"> • Database of alumni with contact details • Alumni association activities
24	Performance Indicators	Data related to Performance Indicators