

**27. Registers and Records**

Sl. No.	Name of Register / Record	Is it maintained? (Y / N)
1.	Department wise faculty profile	
2.	Department wise Non-Teaching Staff Profile	
3.	Register of attendance and assessment record (course wise)	
4.	Attendance for teaching and non-teaching staff	
5.	Advertisement for recruitment of faculty members	
6.	Minutes of the meeting of Staff Selection Committee	
7.	Appointment / offer letters issued to faculty members	
8.	Joining report of staff members	
9.	Record of students (course wise)	
10.	Academic performance record of students (course wise)	
11.	Record of student projects (UG, PG & PhD)	
12.	Register of attendance and assessment record (course wise)	
13.	Record of scholarships / fellowships / financial assistance for students	
14.	Book of Transfer certificate (including counterfoils)	
15.	Copy of Regulations, curriculum and syllabi (course wise)	
16.	Record of Research / Consultancy / Extension activities (Department wise)	
17.	Record of Achievements, Award and Recognition (Department wise)	
18.	Master time table and Academic calendar	
19.	Accession register for library	
20.	Stock register for equipment	
21.	Stock register for consumable	
22.	Stock register for furniture	
23.	Stock register for tools and plants	
24.	Minutes of the meetings of the Governing council of the college	
25.	Minutes of the meeting of the Planning and Monitoring Board	
26.	Minutes of the meetings of the Registered Society / Trust of the college	
27.	Year-wise audited statement of accounts of the college and also in the format specified by the University	
28.	Cash book of the college	
29.	Acquaintance register	
30.	Fee receipt books (including counterfoils)	
31.	Funds position / bank certificates / FDR copies to indicate financial stability	

Signature of the Principal  
(College Seal with Name of the Principal)